

EXPENSE REPORTING FORM

Name: Sandra Caswell

Title: Board Member

Reporting Period: April 1, 2025 to September 30, 2025



Date			Amount	Expense Category	Description
Month	Date	Year			
May	28	2025	\$ 45.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
June	25	2025	\$ 45.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
July	16	2025	\$ 45.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
September	4	2025	\$ 45.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
September	24	2025	\$ 45.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting

Definitions:

Date(s): When expenses were incurred
Amount: The value of the approved expense
Expense Category: The type of expense incurred:
 Meal
 Travel
 o Accommodation
 o Travel incidentals (insurance, parking, tolls, etc.)
 o Vehicle rental or own use (mileage)
 o Taxi or public transportation
 o Train or air travel
 o Vehicle Rental
Description: Notes explaining the context in which the expenses were incurred or any other relevant details.

APPROVED

Rick Godard, 11/1/2025, 10:16:53 AM