

EXPENSE REPORTING FORM

Name: Cheryl Coombes

Title: VP

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



Date	Month	Date	Year	Amount	Expense Category	Description

Definitions:

Date(s): When expenses were incurred

Amount: The value of the approved expense

Expense Category: The type of expense incurred:

Meal

Travel

 Accommodation Travel incidentals (insurance, parking, tolls, etc.) Vehicle rental or own use (mileage) Taxi or public transportation Train or air travel Vehicle Rental

Description: Notes explaining the context in which the expenses were incurred or any other relevant details.