

EXPENSE REPORTING FORM

Name: Caroline Gaffney

Title: Board Member

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



Date					
Month	Date	Year	Amount	Expense Category	Description
May	25	2025	\$ 25.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
June	25	2025	\$ 25.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
September	4	2025	\$ 25.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
September	24	2025	\$ 25.00	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.

