

EXPENSE REPORTING FORM

Name: Paula Harrington

Title: VP & CHRO

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



Date			Amount	Expense Category	Description
Month	Date	Year			
April	9	2025	\$ 83.00	Travel - Own Use (mileage)	Professional Development
April	9	2025	\$ 19.18	Travel - Taxi or Public Transportation	Professional Development
April	28	2025	\$ 139.00	Travel - Own Use (mileage)	Professional Development
April	28	2025	\$ 49.05	Travel - Incidentals (parking, tolls)	Professional Development
June	9	2025	\$ 273.50	Travel - Own Use (mileage)	Professional Development
June	9	2025	\$ 767.66	Travel - Accommodation	Professional Development

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.

Paula Harrington, VP & CHRO

A handwritten signature of Paula Harrington in black ink.

Paula Harrington

APPROVED

Rick Godard, 11/1/2025, 10:20:39 AM