

**EXPENSE REPORTING FORM**

Name: Paula Harrington

Title: VP &amp; 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  
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.

Paula Harrington, VP &amp; CHRO

*Paula Harrington*  
Paula Harrington

APPROVED

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