

**EXPENSE REPORTING FORM**

Name: Evan Lyons

Title: VP &amp; CIO

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



<b>Date</b>		<b>Month</b>	<b>Date</b>	<b>Year</b>	<b>Amount</b>	<b>Expense Category</b>	<b>Description</b>
April	4	2025			\$ 149.99	Travel - Incidentals (parking, tolls)	Business Meeting
April	7	2025			\$ 44.37	Travel - Incidentals (parking, tolls)	Business Meeting
April	9	2025			\$ 40.64	Travel - Incidentals (parking, tolls)	Business Meeting
April	9	2025			\$ 251.01	Travel - Vehicle Rental	Business Meeting
April	9	2025			\$ 125.62	Travel - Accommodation	Business Meeting
April	9	2025			\$ 625.10	Travel - Accommodation	Business Meeting
April	10	2025			\$ 8.35	Travel - Incidentals (parking, tolls)	Business Meeting
April	11	2025			\$ 163.03	Travel - Vehicle Rental	Business Meeting
April	16	2025			\$ 13.87	Travel - Incidentals (parking, tolls)	Business Meeting
April	29	2025			\$ 164.01	Meal	Professional Development
April	30	2025			\$ 579.74	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.

*Evan Lyons*Evan Lyons, VP & CIO [Evan Lyons \(Oct 15, 2025 13:45:43 EDT\)](#)**APPROVED**

Rick Godard, 11/1/2025, 10:21:10 AM