

EXPENSE REPORTING FORM

Name: Evan Lyons

Title: VP & CIO

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

Date					
Month	Date	Year	Amount	Expense Category	Description
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

no receipt provided

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