

**EXPENSE REPORTING FORM**

Name: Sean Martin

Title: VP

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

Date					
Month	Date	Year	Amount	Expense Category	Description
April	28	2025	\$ 24.50	Travel - Taxi or Public Transportation	Professional Development
April	29	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

Sean Martin, VP Sean Martin

APPROVED

Rick Godard , 11/1/2025, 10:21:59 AM