

EXPENSE REPORTING FORM

Name: Sean Martin

Title: VP

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



Date			Amount	Expense Category	Description
Month	Date	Year			
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
 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

A handwritten signature of the name 'Sean Martin'.

Sean Martin, VP

Sean Martin**APPROVED**

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