

EXPENSE REPORTING FORM

Name: Scott Milligan

Title: Board Member

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



Date					
Month	Date	Year	Amount	Expense Category	Description
April	30	2025	\$ 67.50	Travel - Own Use (mileage)	Professional Development
April	30	2025	\$ 32.33	Meal	Professional Development
May	1	2025	\$ 860.02	Travel - Accommodation	Professional Development
May	1	2025	\$ 93.00	Travel - Incidentals (parking, tolls)	Professional Development
May	2	2025	\$ 67.50	Travel - Own Use (mileage)	Professional Development

Definitions:

- Date(s):
Amount:
Expense Category:
- When expenses were incurred
The value of the approved expense
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.

