

EXPENSE REPORTING FORM

Name: Jennifer Taylor

Title: VP & CFO

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



Date			Amount	Expense Category	Description
Month	Date	Year			
April	3	2025	\$ 107.00	Travel - Own Use (mileage)	Business Meeting
April	3	2025	\$ 20.00	Travel - Incidental (parking, tolls)	Business Meeting
April	9	2025	\$ 10.31	Travel - Train or Air Travel	Professional Development
April	9	2025	\$ 10.31	Travel - Train or Air Travel	Professional Development
April	9	2025	\$ 19.04	Meal	Professional Development
April	9	2025	\$ 78.50	Travel - Own Use (mileage)	Professional Development
September	5	2025	\$ 142.00	Travel - Own Use (mileage)	Professional Development
September	5	2025	\$ 59.81	Travel - Incidental (parking, tolls)	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.

A handwritten signature of Jennifer Taylor in blue ink.

Jen Taylor, VP & CFO [Jennifer Taylor \(Nov 3, 2025 07:17:53 EST\)](#)

A rectangular stamp with a green border containing the word 'APPROVED' in white capital letters. Below it, in smaller white text, is 'Rick Godard, 11/4/2025, 5:58:48 AM'.