

EXPENSE REPORTING FORM

Name: Jennifer Taylor

Title: VP & CFO

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



Date					
Month	Date	Year	Amount	Expense Category	Description
April	3	2025	\$ 107.00	Travel - Own Use (mileage)	Business Meeting
April	3	2025	\$ 20.00	Travel - Incidentals (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 - Incidentals (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.

Jen Taylor, VP & CFO

Jennifer Taylor

Jennifer Taylor (Nov 3, 2025 07:17:53 EST)

APPROVED

Rick Godard , 11/4/2025, 5:58:48 AM