

EXPENSE REPORTING FORM



Name: Paula Harrington

Title: VP & CHRO

Reporting Period: October 1, 2025 to March 31, 2026

Date			Amount	Expense Category	Description
Month	Date	Year			
February	6	2026	\$ 54.50	Travel - Own Use (mileage)	Business Meeting
February	12	2026	\$ 133.00	Travel - Own Use (mileage)	Professional Development
February	12	2026	\$ 78.00	Travel - Incidentals (parking, tolls)	Professional Development
February	12	2026	\$ 966.29	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

Paula Harrington, VP & CHRO

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APPROVED
Rick Godard , 4/24/2026, 10:49:28 AM