

**EXPENSE REPORTING FORM**

Name: Jennifer Taylor

Title: VP & CFO

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

Date			Amount	Expense Category	Description
Month	Date	Year			
October	3	2025	\$ 10.31	Travel - Train or Air Travel	Professional Development
October	3	2025	\$ 10.31	Travel - Train or Air Travel	Professional Development
October	3	2025	\$ 78.50	Travel - Own Use (mileage)	Professional Development
October	5	2025	\$ 133.00	Travel - Own Use (mileage)	Professional Development
October	5	2025	\$ 10.00	Travel - Incidentals (parking, tolls)	Professional Development
October	22	2025	\$ 6.60	Travel - Taxi or Public Transportation	Professional Development
October	22	2025	\$ 6.60	Travel - Taxi or Public Transportation	Professional Development
October	22	2025	\$ 132.00	Travel - Own Use (mileage)	Professional Development
December	4	2025	\$ 142.00	Travel - Own Use (mileage)	Professional Development
January	9	2026	\$ 20.00	Travel - Incidentals (parking, tolls)	Business Meeting
January	9	2026	\$ 105.00	Travel - Own Use (mileage)	Business Meeting
March	9	2026	\$ 9.59	Travel - Train or Air Travel	Professional Development
March	9	2026	\$ 80.90	Travel - Own Use (mileage)	Professional Development
March	15	2026	\$ 9.59	Travel - Train or Air Travel	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 (Apr 16, 2026 11:51:26 EDT)

**APPROVED**  
Rick Godard , 4/24/2026, 11:20:44 AM