

EXPENSE REPORTING FORM

Name: Jennifer Taylor

Title: VP

Reporting Period: April 1, 2022 to September 30, 2022



Date					
Month	Date	Year	Amount	Expense Category	Description
September	6	2022	\$ 409.29	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.