

EXPENSE REPORTING FORM

Name: Jennifer Taylor

Title: VP

Reporting Period: October 1, 2022 to March 31, 2023

Date					
Month	Date	Year	Amount	Expense Category	Description
October	27	2022	\$ 11.40	Travel - Train or Air Travel	Professional Development
October	28	2022	\$ 39.39	Travel - Taxi or Public Transportation	Professional Development
October	28	2022	\$ 16.94	Meal	Professional Development
October	28	2022	\$ 66.00	Travel - Own Use (mileage)	Professional Development
November	4	2022	\$ 22.02	Meal	Professional Development
November	16	2022	\$ 108.00	Travel - Own Use (mileage)	Professional Development
November	16	2022	\$ 47.28	Meal	Professional Development
November	17	2022	\$ 743.26	Travel - Accommodation	Professional Development
March	24	2023	\$ 594.71	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



CMellors

April 19, 2023