

EXPENSE REPORTING FORM



Name: Noel Bennett

Title: VP & CNE

Reporting Period: October 1, 2023 to March 31, 2024

Date			Amount	Expense Category	Description
Month	Date	Year			
November	21	2023	\$ 202.00	Travel - Own Use (mileage)	Business Meeting
November	21	2023	\$ 5.00	Travel - Incidentals (parking, tolls)	Business Meeting

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

Noel Bennett, VP & CNE Noel Bennett
Signer ID: 1GQVS02D12...

Michelle Mueller
Michelle Mueller (Apr 25, 2024 15:37 EDT)