

**EXPENSE REPORTING FORM**

Name: Cheryl Coombes

Title: VP

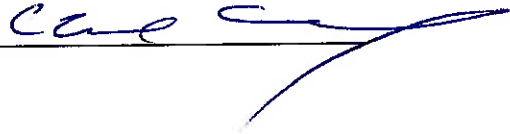
Reporting Period: October 1, 2023 to March 31, 2024



Date			Amount	Expense Category	Description
Month	Date	Year			
January	23	2024	\$202.27	Travel - Accommodation	Business Meeting
January	24	2024	\$40.00	Meal	Business Meeting
January	25	2024	\$62.98	Meal	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 were incurred or any other relevant details.

Cheryl Coombes, VP 

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