

EXPENSE REPORTING FORM



Name: Evan Lyons

Title: VP & CIO

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

Date					
Month	Date	Year	Amount	Expense Category	Description
February	16	2024	\$ 371.78	Travel - Train or Air Travel	Professional Development
February	16	2024	\$ 805.36	Travel - Train or Air Travel	Professional Development
February	18	2024	\$ 200.99	Travel - Accommodation	Professional Development
March	25	2024	\$ 18.96	Meal	Professional Development
March	25	2024	\$ 14.64	Meal	Professional Development
March	25	2024	\$ 10.00	Travel - Taxi or Public Transportation	Professional Development
March	25	2024	\$ 57.10	Travel - Taxi or Public Transportation	Professional Development
March	25	2024	\$ 88.06	Travel - Taxi or Public Transportation	Professional Development
March	25	2024	\$ 10.39	Meal	Professional Development
March	25	2024	\$ 62.94	Meal	Professional Development
March	26	2024	\$ 128.53	Meal	Professional Development
March	28	2024	\$ 44.65	Meal	Professional Development
March	28	2024	\$ 570.98	Travel - Accommodation	Professional Development
March	29	2024	\$ 88.42	Travel - Taxi or Public Transportation	Professional Development
March	29	2024	\$ 29.20	Travel - Taxi or Public Transportation	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.

Evan Lyons, VP & CIO *Evan A Lyons*
Evan A Lyons (Apr 23, 2024 13:42 EDT)

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