

**EXPENSE REPORTING FORM**

Name: Sean Martin

Title: VP

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

Date					
Month	Date	Year	Amount	Expense Category	Description
October	16	2023	\$ 23.00	Travel - Incidentals (parking, tolls)	Business Meeting
November	16	2023	\$ 507.74	Travel - Accommodation	Professional Development
November	17	2023	\$ 710.74	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

Sean Martin, VP



Signer ID: HYOBCNMP12...

*Michelle Mueller*

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