## **EXPENSE REPORTING FORM**

Dr. Lynn Mikula

President & CEO

Title:

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



Date				
Date	Year	Amount	Expense Category	Description
16	2023	\$136.00	Travel - Own Use (mileage)	Professional Development
15	2023	\$449.18	Travel - Accommodation	Professional Development
15	2023	\$71.19	Travel - Incidentals (parking, tolls)	Professional Development
15	2023	\$98.88	Meal	Professional Development
17	2023	\$449.18	Travel - Accommodation	Professional Development
7	2023	\$136.00	Travel - Own Use (mileage)	Professional Development
7	2023	\$550.99	Travel - Accommodation	Professional Development
21	2023	\$109.84	Meal	Business Meeting
10	2023	\$71.50	Travel - Own Use (mileage)	Professional Development
10	2023	\$99.22	Travel - Taxi or Public Transportation	Professional Development
13	2023	\$224.00	Travel - Incidentals (parking, tolls)	Professional Development
13	2023	\$71.50	Travel - Own Use (mileage)	Professional Development
14	2023	\$2,321.45	Travel - Accommodation	Professional Development
20	2023	\$42.00	Travel - Own Use (mileage)	Business Meeting
20	2023	\$6.00	Travel - Incidentals (parking, tolls)	Business Meeting
12	2024	\$309.00	Travel - Accommodation	Professional Development
23	2024	\$136.00	Travel - Own Use (mileage)	Business Meeting
2	2024	\$104.00	Travel - Own Use (mileage)	Professional Development
5	2024	\$104.00	Travel - Own Use (mileage)	Professional Development
	16 15 15 15 17 7 7 21 10 10 13 13 14 20 20 12 23	16 2023 15 2023 15 2023 15 2023 17 2023 7 2023 7 2023 10 2023 10 2023 13 2023 14 2023 14 2023 20 2023 20 2023 12 2024 23 2024 2 2024	16 2023 \$136.00 15 2023 \$449.18 15 2023 \$449.18 15 2023 \$71.19 15 2023 \$98.88 17 2023 \$449.18 7 2023 \$136.00 7 2023 \$136.00 7 2023 \$150.99 21 2023 \$109.84 10 2023 \$71.50 10 2023 \$71.50 10 2023 \$71.50 11 2023 \$224.00 12 2023 \$2.321.45 20 2023 \$42.00 12 2024 \$309.00 12 2024 \$309.00 23 2024 \$136.00 2 2024 \$136.00 2 2024 \$136.00	16         2023         \$136.00 Travel - Own Use (mileage)           15         2023         \$449.18 Travel - Accommodation           15         2023         \$71.19 Travel - Incidentals (parking, tolls)           15         2023         \$98.88 Meal           17         2023         \$449.18 Travel - Accommodation           7         2023         \$136.00 Travel - Own Use (mileage)           7         2023         \$550.99 Travel - Accommodation           21         2023         \$109.84 Meal           10         2023         \$71.50 Travel - Own Use (mileage)           10         2023         \$99.22 Travel - Travior Public Transportation           13         2023         \$224.00 Travel - Own Use (mileage)           14         2023         \$23.21.45 Travel - Own Use (mileage)           20         2023         \$42.00 Travel - Own Use (mileage)           20         2023         \$42.00 Travel - Own Use (mileage)           20         2023         \$6.00 Travel - Incidentals (parking, tolls)           12         2024         \$309.00 Travel - Accommodation           23         2024         \$136.00 Travel - Own Use (mileage)           2         2024         \$104.00 Travel - Own Use (mileage)

**Definitions:**Date(s):
Amount:
Expense Category:

When expenses were incurred
The value of the approved expense
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
Notes explaining the context in which the expenses

Notes explaining the context in which the expenses were incurred or any other relevant details. Description:

Dr. Lynn Mikula President & CEO

Michelle Mueller