

**EXPENSE REPORTING FORM**



Name: Jennifer Taylor

Title: VP & CFO

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

Date					
Month	Date	Year	Amount	Expense Category	Description
October	16	2023	\$ 449.18	Travel - Accommodation	Professional Development
December	9	2023	\$ 31.50	Travel - Train or Air Travel	Professional Development
December	10	2023	\$ 80.93	Travel - Taxi or Public Transportation	Professional Development
December	10	2023	\$ 1,228.25	Travel - Accommodation	Professional Development
December	11	2023	\$ 15.14	Meal	Professional Development
December	13	2023	\$ 27.07	Meal	Professional Development
December	13	2023	\$ 119.61	Travel - Taxi or Public Transportation	Professional Development
December	13	2023	\$ 120.00	Travel - Incidentals (parking, tolls)	Professional Development
December	13	2023	\$ 140.00	Travel - Own Use (mileage)	Professional Development
December	13	2023	\$ 22.34	Travel - Incidentals (parking, tolls)	Professional Development
March	3	2024	\$ 322.02	Meal	Business Meeting
March	26	2024	\$ 76.00	Meal	Business Meeting
March	26	2024	\$ 128.00	Travel - Own Use (mileage)	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.

Jen Taylor, VP & CFO Jennifer Taylor  
Jennifer Taylor (Apr 23, 2024 14:14 EDT)

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