

**EXPENSE REPORTING FORM**



Name: Noel Bennett

Title: VP & CNE


Reporting Period: April 1, 2024 to September 30, 2024

Date					
Month	Date	Year	Amount	Expense Category	Description
June	18	2024	\$ 81.50	Travel - Own Use (mileage)	Business Meeting
July	15	2024	\$ 34.00	Travel - Incidentals (parking, tolls)	Business Meeting
July	15	2024	\$ 54.58	Travel - Incidentals (parking, tolls)	Business Meeting
July	15	2024	\$ 147.00	Travel - Own Use (mileage)	Business Meeting
July	26	2024	\$ 71.87	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

Noel Bennett, VP & CNE   
Noel Bennett

 11/04/2024

Reviewed by finance