

**EXPENSE REPORTING FORM**

Name: Sean Martin

Title: VP

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



Date			Amount	Expense Category	Description
Month	Date	Year			

**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 Sean Martin

11/04/2024

Reviewed by finance