

EXPENSE REPORTING FORM



Name: Jennifer Taylor

Title: VP & CFO

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

Date					
Month	Date	Year	Amount	Expense Category	Description
May	15	2024	\$ 47.68	Meal	Professional Development
May	16	2024	\$ 61.14	Meal	Professional Development
May	17	2024	\$ 452.76	Travel - Accommodation	Professional Development
June	19	2024	\$ 177.00	Travel - Own Use (mileage)	Business Meeting
June	19	2024	\$ 20.09	Meal	Business Meeting
June	19	2024	\$ 143.09	Travel - Incidentals (parking, tolls)	Business Meeting
September	25	2024	\$ 98.72	Meal	Professional Development
September	25	2024	\$ 616.50	Travel - Accommodation	Professional Development
September	26	2024	\$ 158.55	Meal	Professional Development
September	26	2024	\$ 135.00	Travel - Own Use (mileage)	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 were incurred or any other relevant details.

Jen Taylor, VP & CFO Jennifer Taylor
Jennifer Taylor (Oct 18, 2024 14:29 EDT)

A. Melley
11/04/2024

Reviewed by finance