

## Appendix B – Posting of Expenses

### Form or Template Form

Name: Loralie Hachey

Title: Integrated VP of Diagnostic Services, Performance & Chief Financial Officer

Reporting Period: April 1, 2023 – September 30, 2023

(CARLETON PLACE & DISTRICT MEMORIAL HOSPITAL)

Date	Amount	Expense Category	Description
August 10, 2023	144.70	Travel	Mileage

#### Definitions:

Date(s): - when expense(s) were incurred

Amount: - the value of the approved expense

Expense Category: - the type of expense incurred:

- Travel
  - Vehicle rental or own use (mileage)
  - Train or air travel
  - Taxi or public transportation
  - Accommodation
  - Travel incidentals (insurance, parking, tolls)
- Meal
- Hospitality

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