

## Appendix B – Posting of Expenses

### Form or Template Form

**Name:** Jason Hann/Loralie Hachey

**Title:** VP Patient/Resident Services & Chief Nursing Executive

**Reporting Period:** April 1 – Sept 30/22

Date	Amount	Expense Category	Description
Apr2-June27/22	\$159	Travel – Mileage	Meetings

#### 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.