

APPENDIX B - POSTING OF EXPENSES
FORM OR TEMPLATE FORM

NAME: Kimberley Harbord

TITLE: VP & Chief Financial Officer

REPORTING PERIOD: April 1 to September 30, 2018 - Q 1&2 Fiscal Year 2018-2019

Date	Amount	Expense Category	Description
May-01-18	100.00	Travel	Via Rail-Studer Conference
May-01-18	505.34	Travel	Hotel-Studer Conference
May-01-18	36.00	Travel	Parking-Studer Conference

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
 - travel incidentals (insurance, parking, tolls)
- Meal
- Hospitality

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

APPENDIX B - POSTING OF EXPENSES
FORM OR TEMPLATE FORM

NAME: **Mary Wilson Trider**

TITLE: **President & CEO**

REPORTING PERIOD: **April 1 to September 30, 2018 - Q 1&2 Fiscal Year 2018-2019**

Date	Amount	Expense Category	Description
April-30-18	49.50	Travel	Mileage
Apr & May 2018	613.89	Travel	Mileage
June - Sept 2018	266.93	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
 - travel incidentals (insurance, parking, tolls)
- ➔ Meal
- ➔ Hospitality

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

APPENDIX B - POSTING OF EXPENSES
FORM OR TEMPLATE FORM

NAME: **Carol Anne Esnard**

TITLE: **Board Member**

REPORTING PERIOD: **April 1 to September 30, 2018 - Q 1&2 Fiscal Year 2018-2019**

Date	Amount	Expense Category	Description
April-11-18	100.00	Travel	Train-Studer Conference
April-11-18	505.34	Travel	Hotel-Studer Conference
April-11-18	36.00	Travel	Parking-Studer Conference

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
 - travel incidentals (insurance, parking, tolls)
- Meal
- Hospitality

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