

Appendix B – Posting of Expenses

Form or Template Form

Name: BRAD HARRINGTON

Title: PRESIDENT & CEO

Reporting Period: OCT/24 – MAR/25

Date	Amount	Expense Category	Description
OCT 20, 2024 (submitted Dec 4/24)	\$76.84	PARKING	LTC COURSE TORONTO
OCT 28, 2024 (submitted Dec 4/24)	\$15.00	PARKING	MISSISSIPPI MILLS COMMUNITY NETWORK LUNCH

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.