

Appendix B – Posting of Expenses

Form or Template Form

Name: Randy Shaw

Title: Integrated VP of Corporate Support Services & Capital Projects

Reporting Period: APR/24 – SEP/24

(CARLETON PLACE & DISTRICT MEMORIAL HOSPITAL)

Date	Amount	Expense Category	Description
SEP 9, 2024	\$95.00	TAXI	MOH MEETING

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.