

2016-2017

Posting of Expenses Quarter 2

Name:

Title:

Reporting Period: July 2016 to September 2016

Date of Expense	Amount	Expenses incurred due to job function	Description
07/07/2016	35.70 \$	Meal	Offsite meeting / 2 persons
07/22/2016	95.76 \$	Meal	Offsite meeting / 5 persons
13/08/2016	79.34 \$	Meal	Offsite meeting / 2 persons
09/22/2016	11.04 \$	Travel - Parking	Offsite meeting / Parking
09/22/2016	201.30 \$	Travel - Hotel	Offsite meeting / Hotel
09/22/2016	247.25 \$	Travel - Mileage	Offsite meeting / Travel
09/22/2016	10.40 \$	Travel - Meal	Offsite meeting / Meal
09/22/2016	21.55 \$	Travel - Meal	Offsite meeting / Meal
Total:	702.34 \$		

- Expense categories
- Travel - Taxi
- Travel - Parking
- Travel - Airfare
- Travel - Hotel
- Travel - Mileage
- Travel - Meals
- Hospitality

- Description
- Off-site meeting
- Conference