

2016-2017

### Posting of Expenses Quarter 1

Name:

Title:

Reporting Period: April 2016 to June 2016

Date of Expense	Amount	Expenses incurred due to job function	Description
27-Apr-16	109.35 \$	Meal	Offsite meeting / 2 persons
27-May-16	10.50 \$	Parking	Parking - Mercuriade
3-Aug-16	79.34 \$	Meal	Offsite meeting / 2 persons
<b>Total:</b>	<b>199.19 \$</b>		

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

- Description
- Off-site meeting
- Conference