

Appendix B – Posting of Expenses

Form or Template Form

Name: Kimberley Harbord

Title: Vice President and Chief Financial Officer

Reporting Period: Oct 1/19 – Mar 31/20

Date	Amount	Expense Category	Description
Jan-Dec 2019	\$412.83	Travel – Mileage	2019 Travel

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.

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Form or Template Form

Name: Joyce Rolph

Title: VP Patient/Resident Services & Chief Nursing Executive

Reporting Period: Oct 1/19 – Mar 31/20

Date	Amount	Expense Category	Description
Feb20-22	\$324.78	Travel – Airfare	Studer Conference
Jan-Dec 2019	1,089.04	Travel – Mileage	2019 Travel

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.

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Form or Template Form

Name: Randy Shaw

Title: Vice President Support Services

Reporting Period: Oct 1/19 – Mar 31/20

Date	Amount	Expense Category	Description
Jan-Dec 2019	\$ 204.28	Travel – Mileage	2019 Travel

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.

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Form or Template Form

Name: Bruce Young

Title: Board of Directors

Reporting Period: Oct 1, 2019 – Mar 31, 2020

Date	Amount	Expense Category	Description
Oct 9	301.53	Travel – Mileage	OHA Course

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.

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Name: Mary Wilson Trider

Title: President and CEO

Reporting Period: Oct 1/19 – Mar 31/20

Date	Amount	Expense Category	Description
July 10-12	\$260.02	Travel – Airfare	GBIN Steering Committee
July 11	\$155.21	Travel – Car Rental	GBIN Steering Committee
July 12	\$28.75	Travel – Parking	GBIN Steering Committee
Jan 23	\$687.32	Travel – Airfare	GBIN Steering Committee
Jan 24	\$182.83	Travel – Accommodations	GBIN Steering Committee
Jan 24	\$90.21	Travel – Car Rental	GBIN Steering Committee
Jan 24	\$38.50	Travel – Parking	GBIN Steering Committee
Jan-Dec 2019	\$1,344.14	Travel – Mileage	2019 Travel

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.