## Nipigon District Memorial Hospital Posting of Expenses Form

Name: Dot Allen

Title: CNE

**Reporting Period:** □ April 1, 2017-September 30, 2017 (to be posted by November 30, 2017)

Date	Amount	Expense Category	Description
June 3, 2017	\$66.41	Hospitality	Flowers for NDMH entrance
June 9, 2017	\$103.20	Mileage	Senior Team Retreat at TBRHSC
July 6, 2017	\$68.80	Mileage	Beardmore Interviews
July 11, 2017	\$68.80	Mileage	Beardmore Interviews
Sept 17, 2017	\$90.30	Mileage	Terrace Bay Union Negotiations
Sept 18, 2017	\$65.48	Meals	Terrace Bay Union Negotiations
Sept 18, 2017	\$472.32	Accommodations	Terrace Bay Union Negotiations

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
  - Train or air travel
  - Taxi or public transportation
  - Accommodation
  - Travel incidentals (insurance, parking, tolls)
- <u>Me</u>al
- Hospitality

Description: Notes explaining the context in which the expenses were incurred, or any relevant details.

Whose expense claims must be posted: Every member of the Board of Directors

The Chief Executive Officer

Every member of the Senior Management Team that report

directly to the CEO