Nipigon District Memorial Hospital
Posting of Expenses Form

Name: Dot Allen

Title: CNE

Reporting Period: □ April 1, 2018-September 30, 2018 (to be posted by November 30, 2018)

Date	Amount	Expense Category	Description
May 3, 2018	$254.24	Hospitality	CEO gift from the BOD
May 8, 2018	$68.80	Mileage	Beardmore Health Center

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)
- Meal
- 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