

Nipigon District Memorial Hospital Posting of Expenses Form

Name: Lauren Haskell

Title: Manager of Finance

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

Date	Amount	Expense Category	Description
June 14, 2018	\$100.00	Hospitality	BOD gift from the BOD

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