

## Nipigon District Memorial Hospital Posting of Expenses Form

**Name:** Cathy Covino

**Title:** CNE

**Reporting Period:**  October 1, 2019-March 31, 2020 (to be posted by May 31, 2020)

Date	Amount	Expense Category	Description
September 18, 2019	884.64	Travel	Expenses for conference
October 9, 2019	169.69	Travel	Expenses for conference
December 3, 2019	36.93	Mileage	Meeting
January 16, 2020	257.04	Mileage	Meetings

**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