

2015-2016

**Posting of Expenses
Quarter 2**

Name:

Title:

Reporting Period: July 1 - Sept 30, 2017

Date of Expense	Amount	Expenses incurred due to job function	Description
Total:			

- Expense categories
- Travel - Taxi
- Travel - Parking
- Travel - Airfare
- Travel - Hotel
- Travel - Mileage
- Travel - Meals
- Hospitality

- Description
- Off-site meeting
- Conference