

## Nipigon District Memorial Hospital Posting of Expenses Form

**Name:** Dan Hill

**Title:** CFO

**Reporting Period:**  April 1, 2012 – September 30, 2012 (to be posted by November 30, 2012)

Date	Amount	Expense Category	Description
Various	15.00	Travel/Parking	Parking for various meetings at TBRHSC
May 28	165.12	Travel/Mileage	LHIN Meeting in Marathon

**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