

**Nipigon District Memorial Hospital
Posting of Expenses Form**

Name: Sonja Stephenson

Title: CNO

Reporting Period: ☐ October 1, 2012 – March 31, 2013 (to be posted by May 31, 2013)

Date	Amount	Expense Category	Description
Oct. 5/12	137.60	Travel/Mileage	Beardmore -- New clinic opening
Oct. 30/12	96.32	Travel/Mileage	Terrace Bay – CNO Meeting

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