

**Claimant's Name:** Rachel Jones  
**Claimant's Title:** Chief Administrative Officer  
**Date of expense report:** January 1, 2020 - March 31, 2020

Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): destination	Travel Expense Type	kms driven	Mileage calculated at 0.4366	Per Diems - all inclusive of all taxes and gratuities			Other Expenses
					Breakfast \$12.00	Lunch \$17.00	Dinner \$26.00	
<b>Qtr 4 Totals</b>			0	\$ -	\$ -	\$ -	\$ -	\$ -

*Please note: Purchase of Alcohol is not reimbursed.*