

**Expense Reporting Template**

Name: Anne-Marie Malek  
 Title: President and CEO  
 Reporting Period: April 1, 2019 to September 30, 2019

| Date                         | Amount             | Expense Category | Description        |
|------------------------------|--------------------|------------------|--------------------|
| April 2019 to September 2019 | \$ 197.84          | Mileage          | Routine Travel     |
| April 2019 to September 2019 | \$ 233.87          | Meals            | Hospitality        |
| April 2019 to September 2019 | \$ 356.37          | Parking          | Routine Travel     |
| April 2019 to September 2019 | \$ 92.00           | Taxi             | Routine Travel     |
| April 2019 to September 2019 | \$ 59.20           | Go Train         | Routine Travel     |
| April 2019 to September 2019 | \$ 140.14          | Toll Charge      | Routine Travel     |
| April 2019 to September 2019 | \$ 882.99          | Hotel            | Out of Town Travel |
| <b>Total</b>                 | <b>\$ 1,962.41</b> |                  |                    |

Name: Corinne Wong  
 Title: Vice President, Finance and CFO  
 Reporting Period: April 1, 2019 to September 30, 2019

| Date                         | Amount           | Expense Category | Description    |
|------------------------------|------------------|------------------|----------------|
| April 2019 to September 2019 | \$ 252.00        | Mileage          | Routine Travel |
| April 2019 to September 2019 | \$ 313.25        | Parking          | Routine Travel |
| <b>Total</b>                 | <b>\$ 565.25</b> |                  |                |

Name: Kim Cook  
 Title: Vice President, Programs  
 Reporting Period: April 1, 2019 to September 30, 2019

| Date                         | Amount           | Expense Category | Description    |
|------------------------------|------------------|------------------|----------------|
| April 2019 to September 2019 | \$ 396.25        | Parking          | Routine Travel |
| April 2019 to September 2019 | \$ 107.08        | Mileage          | Routine Travel |
| <b>Total</b>                 | <b>\$ 503.33</b> |                  |                |

Name: Shelley Ditty  
 Title: VP, Campus Development - Project Management  
 Reporting Period: April 1, 2019 to September 30, 2019

| Date                         | Amount             | Expense Category | Description        |
|------------------------------|--------------------|------------------|--------------------|
| April 2019 to September 2019 | \$ 43.00           | Taxi             | Routine Travel     |
| April 2019 to September 2019 | \$ 104.00          | Mileage          | Routine Travel     |
| April 2019 to September 2019 | \$ 513.56          | Flight           | Out of Town Travel |
| April 2019 to September 2019 | \$ 1,273.94        | Hotel            | Out of Town Travel |
| <b>Total</b>                 | <b>\$ 1,934.50</b> |                  |                    |

Name: Jan Walker  
 Title: Vice President , Strategy & Chief Information Officer  
 Reporting Period: April 1, 2019 to September 30, 2019

| Date                         | Amount           | Expense Category | Description    |
|------------------------------|------------------|------------------|----------------|
| April 2019 to September 2019 | \$ 178.00        | Parking          | Routine Travel |
| <b>Total</b>                 | <b>\$ 178.00</b> |                  |                |

Name: Charlie Rate  
 Title: Board Chair  
 Reporting Period: April 1, 2019 to September 30, 2019

| Date                         | Amount           | Expense Category | Description        |
|------------------------------|------------------|------------------|--------------------|
| April 2019 to September 2019 | \$ 395.50        | Hotel            | Out of Town Travel |
| <b>Total</b>                 | <b>\$ 395.50</b> |                  |                    |