

**Wendy Steele**  
**Vice President, Human Resources & Organizational Development**  
**Period: October 1, 2014 to March 31, 2015**

<b>Expense date</b>	<b>Total Amount</b>	<b>Expense category *</b>	<b>Description</b>
4-Nov-14	\$6.45	Travel-Mileage	Conference
4-Nov-14	\$23.00	Travel-Parking	Conference
5-Nov-14	\$6.45	Travel-Mileage	Conference
5-Nov-14	\$16.00	Travel-Parking	Conference
2-Dec-14	\$8.60	Travel-Mileage	Education
2-Dec-14	\$13.50	Travel-Parking	Education
<b>Total</b>	<b>\$74.00</b>		

\* Please use the dropdown list to select the appropriate Expense or Description category.  
 For further instructions refer to the Notes Tab