

President & Chief Executive Officer Expense Reporting Template

YTD Quarter 4: April 1 2015 to March 31, 2016				
CEO Name: Carl Roy				
Health Authority: PHSA				
Category (all conference related costs identified in separate category below):	Amount Reimbursed: (Rounded to Nearest \$)	Date:	Purpose:	Origin/Destination/Location:
Accommodation (list separately, insert lines as needed) ¹				
	\$ 231	May 25-26/2015	Ministry of Health meeting	Victoria
	\$ 204	June 4-5/2015	First Nations Health meeting	Victoria
	\$ 251	June 16-17/2016	PHSA Board Meeting	Abbotsford
	\$ 210	July 28/2015	Cerner meeting	Kansas City
	\$ 278	September 16/2015	Centres of Excellence for Commercialization & Research Panel	Ottawa
	\$ 172	December 3/2015	Ministry of Health meeting	Victoria
Air, Ferry, Other Travel (list separately, insert lines as needed) ^{1,3}				
Air				
	\$ 550	April 21/2015	Ministry of Technology, Innovation and Citizen's Services meeting	Vancouver to/from Victoria
	\$ 550	April 29/2015	Ministry of Technology, Innovation and Citizen's Services meeting	Vancouver to/from Victoria
	\$ 398	May 6/2015	Fallen Paramedics Memorial Service	Vancouver to/from Victoria
	\$ 392	May 25-26/2015	Ministry of Health meeting	Vancouver to/from Victoria
	\$ 419	May 28/2015	Ministry of Technology, Innovation and Citizen's Services meeting	Vancouver to/from Victoria
	\$ 121	June 25/2015	Delta Municipality meeting	Vancouver to Galiano Island
	\$ 1,298	July 28-29/2015	Cerner Meeting	Vancouver to/from Kansas City
	\$ 419	August 18/2015	Ministry of Health meeting	Vancouver to/from Victoria
	\$ 942	September 14/2015	Centres of Excellence for Commercialization & Research Panel	Vancouver to/from Ottawa
	\$ 600	September 29/2015	Ministry of Health meeting	Vancouver to/from Victoria
	\$ 579	November 16/2015	Cultural Safety Humility Workshop	Vancouver to/from Victoria
	\$ 599	November 26/2015	Ministry of Health meeting	Vancouver to/from Victoria
	\$ 620	December 17/2015	Ministry of Health meeting	Vancouver to/from Victoria
	\$ 574	February 3/2016	Ministry of Health meeting	Vancouver to/from Victoria
	\$ 574	February 11-13/2016	Ministry of Health meeting	Vancouver to/from Victoria
	\$ 505	March 14/2016	Ministry of Health meeting	Vancouver to/from Victoria
Ferry				
	\$ 36	May 8/2015	Quarterly Update meeting	Victoria to Galiano Island
	\$ 87	June 4/2015	First Nations Health meeting	Vancouver to Victoria
	\$ 49	June 5/2015	Recruitment meeting	Victoria to Galiano Island
	\$ 54	June 7/2015	Return from recruitment meeting	Galiano Island to Vancouver
	\$ 71	December 3/2015	Ministry of Health meeting	Vancouver to Victoria
	\$ 54	December 4/2015	Ministry of Health meeting	Victoria to Galiano Island
	\$ 49	December 6/2015	Ministry of Health meeting	Galiano Island to Vancouver
Conferences (List separately and list all expenses if applicable, insert lines as needed) ¹				
Conference A - Academic Health Sciences Network (AHSN) Symposium				
Air Fare	\$ 1,249	February 24-25/2016	AHSN Symposium	Ottawa
Accommodation	\$ 558			
Meals	\$ 13			
Car rental, taxi or other transportation (list separately)				
- Taxi	\$ 158			
Registration fee	\$ 250			
Sub-total Conference A	\$ 2,227			

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Other Expenses (list separately, insert lines as needed) ¹				
Telecommunication Charges	\$ 512	April 2015-March 2016	Data charges	
Event Charge	\$ 525	April 15/2015	Speaker and attendee at the Vancouver Board of Trade Governor's Banquet and Rix Awards	
Event Charge	\$ 600	October 22/2015	BC Cancer Foundation Inspiration Gala	
Membership Charge	\$ 682	January 20/2016	Vancouver Board of Trade	
Mileage, Parking, and Tolls				
Mileage				
Parking	\$ 1,100			
Public Transit				
Tolls				
Taxis	\$ 573			
Meals	\$ 848			
Total	\$ 17,953			

Notes:

- 1 - Identify date and duration of stay, purpose, city and gross cost and/or amount reimbursed, as appropriate.
- 2 - Identify any expense items reimbursed by any organization external to the reporting health authority, identify date, duration of stay, purpose, etc. for each reimbursement.
- 3 - e.g. includes car rentals, ferry reservation booking fees.
- 4 - Quarterly reporting end dates for fiscal 2015/16 are: Q1, June 18th; Q2, Sept. 10th; Q3, Dec. 3rd; and Post Audit, June 27th. HAs to post reports by 4 weeks of end date.
- 5 - Vehicle/transportation allowance excluded from this summary as it is reported in health authority Executive Compensation Disclosure reporting requirements.