

President & Chief Executive Officer Expense Reporting Template

YTD Quarter 4: April 1, 2017 to March 31, 2018				
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	\$ 203	December 12, 2017	Order of BC Ceremony	Victoria
Air, Ferry, Other Travel (list separately, insert lines as needed) ^{1,3}				
Air	\$ 604	April 20, 2017	Victoria Leadership Council	Vancouver to/from Victoria
	\$ 193	June 15, 2017	Victoria Leadership Council	Vancouver to Victoria
	\$ 311	June 15, 2017	Victoria Leadership Council	Victoria to Vancouver
	\$ 250	August 11, 2017	Ministry of Health Meeting	Vancouver to/from Galiano
	\$ 695	September 21, 2017	Victoria Leadership Council	Vancouver to/from Victoria
	\$ 695	October 23, 2017	Ministry of Health Meeting	Vancouver to/from Victoria
	\$ 707	October 30, 2017	Meeting with Minister	Vancouver to/from Victoria
	\$ 650	November 16, 2017	Victoria Leadership Council	Vancouver to/from Victoria
	\$ 664	December 13, 2017	Order of BC Ceremony	Vancouver to/from Victoria
	\$ 254	January 3, 2018	Ministry of Health Meeting	Vancouver to/from Victoria (cancelled last minute)
	\$ 684	February 15, 2018	Victoria Leadership Council	Vancouver to/from Victoria
	\$ 566	February 27, 2018	Ministry of Health Meeting	Vancouver to/from Victoria
	\$ 664	March 15, 2018	Victoria Leadership Council	Vancouver to/from Victoria
	\$ 662	March 21, 2018	Tripartite Committee First Nations Health	Vancouver to/from Victoria
Ferry				
Conferences (List separately and list all expenses if applicable, insert lines as needed) ¹				
Conference - Leaders Health in Victoria Oct 11-13				
Air Fare				
Ferry	\$ 126			Vancouver to/from Victoria
Accommodation	\$ 719			
Meals	\$ 24			
Car rental, taxi or other transportation (list separately)				
- Parking				
Other expenses				
Registration fee	\$ 616			
Amount recovered for Conference A (if applicable)				
Sub-total Conference A	\$ 1,486			

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Other Expenses (list separately, insert lines as needed) ¹				
Telecommunication Charges	\$ 269			
Other	\$ 260			
Membership	\$ 875			
Mileage, Parking, and Tolls				
Mileage				
Parking	\$ 638			
Public Transit				
Tolls				
Taxis	\$ 352			
Meals	\$ 768			
Total	\$ 12,447			

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 2017/18: Q1, June 15th; Q2, Sept. 7th; Q3, Nov 30th; and Post Audit, June 25th 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.