

President & Chief Executive Officer Expense Reporting Template

Period: April 1, 2018 -September 20, 2018				
CEO Name: Michael Marchbank Health Authority: Fraser Health				
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	\$1,090	6/6/2018	NHCL Conference, CARES presentation (June 2-6)	St. Johns
Air, Ferry, Other Travel (list separately, insert lines as needed) ^{1,3}	\$438 \$438 \$426 \$438 \$426	5/17/2018 6/21/2018 7/11/2018 7/19/2018 8/8/2018	Leadership Council Meeting (May 17) Leadership Council Meeting (June 21) Leadership Council Meeting (July 11) Leadership Council Meeting (July 19) Bilateral meeting with Ministry of Health (Aug 8)	Victoria Victoria Victoria Victoria Victoria
Conferences (List separately and list all expenses if applicable, insert lines as needed) ¹				
Other Expenses (list separately, insert lines as needed) ¹				
Other Amounts Recovered (list separately, insert lines as needed) ²				
Mileage, Parking, and Tolls (total for the quarter)				
Mileage	\$1,164			
Parking	\$371			
Tolls	\$0			
Public transit	\$0			
Taxis	\$219			
Meals (total for the quarter)	\$339			
Total	\$5,349			

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 - Includes car rentals and ferry reservation fees.
- 4 - Quarterly reporting end dates for fiscal 2018/19 are: Q1, June 28th; Q2, Sept 20th; Q3, Dec 13th; and Post Audit, June 28th. 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.