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|-------------------------------------|------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STAFF ATTENDED - CONFERENCES        | Staff Travel - Air or Train              | 562402-0000 | Cost of economy/coach fare for airfare and rail, including trip cancellation insurance incurred by staff while representing the hospital at conferences and conventions, or performing services on behalf of the hospital.                                      |
|                                     | Staff Travel - Hotel/Accommodation       | 562406-0000 | Reimbursement of accommodation in a standard room by staff while representing the hospital at conferences and conventions, or performing services on behalf of the hospital.                                                                                    |
|                                     | Staff Travel - Meals                     | 562407-0000 | Expense for meals consumed by staff while representing the hospital at conferences and conventions, or performing services on behalf of the hospital.                                                                                                           |
|                                     | Staff Travel - Mileage                   | 562405-0000 | Reimbursement per kilometer for use of employee's personal automobile while representing the hospital at conferences and conventions, or performing services on behalf of the hospital.                                                                         |
|                                     | Staff Travel - Parking Expense           | 562404-0000 | Parking expenses of staff incurred while representing the hospital at conferences and conventions, or performing services on behalf of the hospital. Does not include cost of parking tickets or other infractions.                                             |
|                                     | Staff Travel - Taxi or Public Transpo    | 562403-0000 | Cost of taxi, airport limousine or public transportation expenses of staff incurred while representing the hospital at conferences and conventions, or performing services on behalf of the hospital. Costs related to regular commute to work are not reimburs |
|                                     | Staff Travel - Vehicle Rental            | 562408-0000 | Cost of renting a compact model or its equivalent, vehicle rental, fuel and vehicle insurance of staff incurred while representing the hospital at conferences and conventions, or performing services on behalf of the hospital. Luxury and sports vehicles ar |
|                                     | Staff Travel Expense                     | 562400-0000 | Travel expenses of staff incurred while representing the health service organization at conferences and conventions, or performing services on behalf of the health service organization. Includes taxi, bus or air fare, car mileage, conference and conventio |
| EVENT                               | Staff Events                             | 569512-0000 | Expenses related to any staff events/activities.                                                                                                                                                                                                                |
| BUSINESS MEALS & NON-STAFF EXPENSES | Hospitality                              | 569516-0000 | Expenses incurred for the provision of food, beverage, accommodation, transportation and other amenities for people who are NOT: - St. Michael's Hospital Employees, Board Members or Volunteers - engaged to work for Broader Public Sector organizations or - |
|                                     | Catering - Outside SMH - Non Patient     | 565620-0000 | Catering services provided by external suppliers, groceries and other food supplies purchased for non-patient consumption. (i.e. Pizza Pizza, KFC, Swiss Chalet and other restaurants).                                                                         |
|                                     | Patient Travel Expense                   | 562000-0000 | Expenses for service recipient travel provided for direct care or socio-economic reasons by external suppliers.                                                                                                                                                 |
| FEES                                | Subscription                             | 566040-0000 | Fees for subscriptions to journals, periodicals, newspapers, teleconference services, compact disk databases, on-line searches, etc.                                                                                                                            |
|                                     | Membership Fees                          | 566020-0000 | Fees for health service organization or staff membership in organizations such as provincial hospital associations, regional councils and professional associations.                                                                                            |
|                                     | Course Registration & Materials          | 561030-0000 | Staff training and development expenses (excluding students, interns and residents). Include fees paid to outside instructors, registration or tuition fees to attend a course/seminar (including travel expenses), and                                         |
|                                     | Software Licence Fees                    | 564030-0000 | Expense for software licences.                                                                                                                                                                                                                                  |
|                                     | Accreditation                            | 566030-0000 | Fees for accreditation surveys paid to the Canadian Council on Health Facilities Accreditation, the College of Physicians and Surgeons, the Canadian Medical Association, other discipline specific accreditation bodies.                                       |
|                                     | Advertising                              | 567000-0000 | Expense relating to advertising for public relations purposes, such as notices of meetings or special events; tenders for projects, supplies, or repair bids; employee position vacancies, etc.                                                                 |
| OFFICE RELATED SUPPLIES             | Computer Supplies                        | 541070-0000 | Supplies expense used with computers. Includes diskettes, cd's, tapes, printer ribbon and printer                                                                                                                                                               |
|                                     | Education Supplies                       | 549000-0000 | Supplies expense used in the education of students, interns, and residents, or used by the hospital library or Audio-visual department. Includes such items as lesson materials.                                                                                |
|                                     | General Department Supplies              | 549510-0000 | Expenses for departmental supplies not elsewhere classified.                                                                                                                                                                                                    |
|                                     | Housekeeping Supplies                    | 541500-0000 | Supplies expense used by housekeeping services (i.e. cleansing agents, mops, paper towel)                                                                                                                                                                       |
|                                     | Printing, Stationery & Office Supplies   | 541000-0000 | Supplies expense for stationary and office supplies                                                                                                                                                                                                             |
|                                     | Minor Equipment                          | 576500-0000 | Purchase of minor equipment where the unit cost is less than \$5,000.                                                                                                                                                                                           |
|                                     | Telephone Charges                        | 561020-0000 | Expense relating to communication (telephone, cell phone, blackberry, fax, modem, etc. ) NOT provided by the Telecommunication Department. Excludes equipment charges and installation fees which should be charged to 576000, Rental/Lease of Equipment.       |
|                                     | Postage                                  | 561010-0000 | Expense relating to stamps and postage meter resets. Excludes the cost of renting or leasing the postage meters and mailing machines.                                                                                                                           |
| SERVICES                            | Delivery & Courier                       | 561015-0000 | Expense relating to freight charges, special deliveries or courier services.                                                                                                                                                                                    |
|                                     | Honorariums                              | 569550-0000 | Expense for Speakers that present                                                                                                                                                                                                                               |
|                                     | Honorariums                              | 569553-0000 | Expense for research honorariums. Participants                                                                                                                                                                                                                  |
|                                     | Contracted from Non-Affiliated- Research | 580570-0000 | Expense related to research contract services provided to the organization by a publicly funded health service (hospital, provincial laboratory) that is not affiliated with SMH.                                                                               |
|                                     | Site Payment Expense                     | 569591-0002 | Expense related to payment to sub sites for involvement with research project.                                                                                                                                                                                  |
|                                     | Stipend for non-staff                    | 539095-0000 | Expense related to stipends for non-staff.                                                                                                                                                                                                                      |
|                                     | Legal Fees                               | 565040-0000 | Fees for legal services provided by an outside agency, including the cost of retainers.                                                                                                                                                                         |
|                                     | Professional Fees - Audit                | 565020-0000 | Fees for auditing services provided by an outside agency. Excludes Accounting Fees (565010).                                                                                                                                                                    |
| RESEARCH SPECIFIC                   | Professional Fees - Other                | 565090-0000 | Fees for professional/consulting services not elsewhere classified.                                                                                                                                                                                             |
|                                     | Professional Fee Management              | 565050-0000 | Fees for management consulting services provided by an outside agency.                                                                                                                                                                                          |
|                                     | Research Supplies                        | 548500-0000 | Supplies expense for research projects or studies such as animal supplies, animal food and other research supplies.                                                                                                                                             |
| ARCHIVE                             | Research Supplies - Animals              | 548510-0000 | Expense relating to the acquisition of animals used for research purposes.                                                                                                                                                                                      |
|                                     | Publication Cost                         | 569596-0000 | Publication Cost                                                                                                                                                                                                                                                |
| OTHER                               | Storage                                  | 569593-0000 | Expense related to off-site storage for equipment and documents.                                                                                                                                                                                                |
| OTHER                               | Other Sundry Expenses                    | 569591-0000 | Sundry expenses not elsewhere classified.                                                                                                                                                                                                                       |