

President & Chief Executive Officer Expense Reporting Template

Quarter: 3 YTD (Fiscal 23/24)				
Apr 1, 2023 - Nov 9, 2023				
CEO Name: Susan Brown				
Health Authority: Interior Health Authority				
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) <sup>4</sup>	196	June 12, 2023	SET Meeting at Kootenay Boundary Regional Hospital (KBRH) - includes site tour to engage with front line staff, meeting with physicians.	Trail
	200	Jun 28-29, 2023	Chair/CEO Site Tours of South Okanagan (Princeton, Keremeos, Oliver, Penticton, Summerland)	South Okanagan
	144	September 18, 2023	SET Meeting at Cariboo Memorial Hospital (CMH) - includes site tour to engage with front line staff, meeting with physicians.	Williams Lake
	415	September 27, 2023	Royal Inland Hospital (RIH) Medical Staff Association Meeting	Kamloops
	701	Oct 25-28, 2023	Institute of Corporate Directors (ICD) Course	Edmonton
	165	October 31, 2023	SET Meeting at Queen Victoria Hospital (QVH) - includes site tour to engage with front line staff, meeting with physicians.	Revelstoke
Air, Ferry, Other Travel (list separately, insert lines as needed) <sup>1,3</sup>	78	September 2, 2023	CEO Health Care Summit (attending as presenter)	Mississauga
	1,489	Oct 25-28, 2023	Institute of Corporate Directors (ICD) Course (Airfare cancelled from Leadership Council Meeting originally booked to Victoria - costs of both flights combined net of credit)	Edmonton
Conferences (List separately and list all expenses if applicable, insert lines as needed) <sup>4</sup>				
Conference A:				
Air Fare				
Accommodation				
Meals				
Car rental, taxi or other transportation (list separately)				
Other expenses				
Registration fee				
Amount recovered for Conference A (if applicable)				
Sub-total Conference A				
Conference B:				
Air Fare				
Accommodation				
Meals				
Car rental, taxi or other transportation (list separately)				
Other expenses				
Registration fee				
Amount recovered for Conference B (if applicable)				
Sub-total Conference B				
Other Expenses (list separately, insert lines as needed) <sup>4</sup>				
Meeting Expenses				
	645	Jun 6-7, 2023	Q1 IH Set Quarterly Strategic Alignment meeting	Kelowna
	643	Sep 25-26, 2023	Q2 IH Set Quarterly Strategic Alignment meeting	Kelowna
Consulting fees				
Membership fees				
Academic Course Fees				
	525	April 27, 2023	Institute of Corporate Directors Application Fee and Course for Director	Ontario
	20,948	Jul 1, 2023 - Jun 30, 2024	Institute of Corporate Directors - Directors Education Program	Ontario
Academic Course Fees				
Subtotal Other expenses				
	22,760			
Other Amounts Recovered (list separately, insert lines as needed) <sup>2</sup>				
	(525)	June 3, 2023	Institute of Corporate Directors Application Fee and Course for Director reimbursement	Ontario
Mileage, Parking, and Tolls (YTD)				
Mileage				
	198			
Parking				
Public Transit				
Tolls				
	155			
Taxis				
Subtotal Mileage, Parking, and Tolls (YTD)				
	353			
Meals (YTD)				
	371			
Total				26,346

Notes:

- Identify date and duration of stay, purpose, city and gross cost and/or amount reimbursed, as appropriate.
- Identify any expense items reimbursed by any organization external to the reporting health authority, identify date, duration of stay, purpose, etc. for each reimbursement.
- Includes car rentals, taxis, public transport.
- Quarterly reporting end dates for fiscal 2023/24 are: Q1, Jun 15, 2023; Q2, Sep 07, 2023; Q3, Nov 30, 2023; and Post Audit, June 24, 2024. (HAs to post reports by 4 weeks of the quarter ends)
- Vehicle/transportation allowance excluded from this summary as it is reported in health authority Executive Compensation Disclosure reporting requirements.