

President & Chief Executive Officer Expense Reporting Template

Quarter: 4 (Fiscal 21/22)				
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>1</sup>	-			
Air, Ferry, Other Travel (list separately, insert lines as needed) <sup>1,3</sup>				
Conferences (List separately and list all expenses if applicable, insert lines as needed) <sup>1</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 A (if applicable) Sub-total Conference B	-			
Other Expenses (list separately, insert lines as needed) <sup>1</sup> Meeting Expenses 1,222 Consulting fees 523 Membership fees Subtotal Other expenses 1,744				Annual Membership Fees to Canadian College of Health Leaders (CCHL)
Other Amounts Recovered (list separately, insert lines as needed) <sup>2</sup> University of Alberta Reimbursement Flight reimbursements				
Mileage, Parking, and Tolls (total for the quarter) Mileage 11 Parking Public Transit Tolls Taxis				
Meals (total for the quarter)	-			
<b>Total</b>	<b>1,755</b>			

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, taxis, public transport.
- 4 - Quarterly reporting end dates for fiscal 2021/22 are: Q1, July 22, 2021; Q2, Oct 14, 2021; Q3, Jan 6, 2022; and Post Audit, July 25, 2022. (HAs to post reports by 4 weeks of the quarter ends)
- 5 - Vehicle/transportation allowance excluded from this summary as it is reported in health authority Executive Compensation Disclosure reporting requirements.