

President & Chief Executive Officer Expense Reporting Template

Quarter: 4 (Fiscal 20/21)				
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) ¹	368	June 16-17, 2020	Leadership Council	Victoria
Air, Ferry, Other Travel (list separately, insert lines as needed) ^{1,3}				
Conferences (List separately and list all expenses if applicable, insert lines as needed) ¹				
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) ¹				
Membership fees	458	January 22, 2021	Annual CCHL fees	
Subtotal Other expenses	458			
Other Amounts Recovered (list separately, insert lines as needed) ²				
Mileage, Parking, and Tolls (total for the quarter)				
Mileage				
Parking				
Public Transit				
Tolls				
Taxis				
Meals (total for the quarter)	134			
Total	960			

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 2020/21 are: Q1, July 23, 2020; Q2, Sep 17, 2020; Q3, Jan 7, 2021; and Post Audit, July 27, 2021. (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.