

President & Chief Executive Officer Expense Reporting Template

Quarter: 4 YTD (Fiscal 22/23)					
Apr 1, 2022 - Mar 31, 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) ¹	223 292 172 172	October 24, 2022 May 25, 2022 January 10, 2023 January 25, 2023	Interior Region Caucus Select Standing Committee on Health SET Meeting Chair/CEO Tour	Kamloops Richmond Kamloops Kamloops	
Air, Ferry, Other Travel (list separately, insert lines as needed) ^{1,3}	801 770	Sep 13-14, 2022 May 25, 2022	Vancouver for Canadian College of Health Leaders Vocera Event Select Standing Committee on Health	Vancouver Richmond	
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					
Meeting Expenses	636 636 636	Jun 8-9, 2022 Sep 19-20, 2022 Dec 12, 2022	Q1 IH Set Quarterly Strategic Alignment meeting Q2 IH Set Quarterly Strategic Alignment meeting Q3 IH Set Quarterly Strategic Alignment meeting	Kelowna Kelowna Kelowna	
Consulting fees	475	January 5, 2023	Annual membership Fees for Canadian College of Health Leaders CCHL		
Membership fees					
Subtotal Other expenses	2,383				
Other Amounts Recovered (list separately, insert lines as needed) ²	(801)	Sep 13-14, 2022	Reimbursement for Vancouver for Canadian College of Health Leaders Vocera Event		
Mileage, Parking, and Tolls (YTD)					
Mileage					
Parking	42				
Public Transit					
Tolls					
Taxis	14				
Subtotal Mileage, Parking, and Tolls (YTD)	56				
Meals (YTD)	571				
Total	4,641				

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 2022/23 are: Q1, July 21, 2022; Q2, Oct 13, 2022; Q3, Jan 5, 2023; and Post Audit, July 24, 2023. (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.