

President & Chief Executive Officer Expense Reporting Template

Quarter: 3 YTD (Fiscal 24/25)				
Apr 1, 2024 - Nov 7, 2024				
CEO Name: Susan Brown				
Health Authority: Interior Health Authority				
Category (all conference related costs identified in separate category below):	Amount Reimbursed:	Dates:		Origin/Destination/Location:
(Rounded to Nearest \$)				
Accommodation (list separately, insert lines as needed) ¹				
	138	April 18 - 19, 2024	Health Authority Medical Advisory Committee Meeting	Penticton
	198	June 24 - 25, 2024	SET on the road meeting - Includes engagement with physicians and front line staff	Creston
	287	July 3 - 5, 2024	Board Chair/CEO Community Engagement Tours	Revelstoke
	305	July 3 - 5, 2024	Board Chair/CEO Community Engagement Tours	Salmon Arm
	256	August 24, 2024	Board Chair/CEO Community Engagement Tours	Kamloops
	354	October 3, 2024	SET on the road meeting - Includes engagement with physicians and front line staff	Kamloops
	237	October 18, 2024	Health Authority Medical Advisory Committee Meeting	Kamloops
	202	October 19, 2024	RIH Physician Summit	Kamloops
	217	October 31 - November 1, 2024	Leadership Council Meeting	Victoria
Air, Ferry, Other Travel (list separately, insert lines as needed) ^{1,2}				
	989	May 2, 2024	BC Command Centre Working group	Vancouver
	415	October 31 - November 1, 2024	Leadership Council Meeting	Victoria
	394	November 26 - 29, 2024	Health Employers Association of British Columbia	Vancouver
Conferences (List separately and list all expenses if applicable, insert lines as needed) ¹				
Conference A: Doctors of BC Provincial Summit				
Air Fare				
Accommodation	899	April 16 - 17, 2024	Doctors of BC Provincial Summit	Vancouver
Meals	98	April 16 - 17, 2024	Doctors of BC Provincial Summit	Vancouver
Parking	51	April 16 - 17, 2024	Doctors of BC Provincial Summit	Vancouver
Taxi	82	April 16 - 17, 2024	Doctors of BC Provincial Summit	Vancouver
Other expenses				
Registration fee				
Amount recovered for Conference A (if applicable)				
Sub-total Conference A	1,130			
Conference B: Health Quality BC Forum				
Air Fare				
Accommodation	898	April 22 - 25, 2024	Health Quality BC Forum	Vancouver
Meals	90	April 22 - 25, 2024	Health Quality BC Forum	Vancouver
Parking	89	April 22 - 25, 2024	Health Quality BC Forum	Vancouver
Taxi	84	April 22 - 25, 2024	Health Quality BC Forum	Vancouver
Other expenses				
Registration fee				
Amount recovered for Conference B (if applicable)				
Sub-total Conference B	1,160			
Conference C: Institute of Corporate Directors Conference				
Air Fare				
Accommodation	1,144	June 3 - 6, 2024	Institute of Corporate Directors Conference	Toronto
Meals				
Parking	102	June 3 - 6, 2024	Institute of Corporate Directors Conference	Kelowna
Taxi	178	June 3 - 6, 2024	Institute of Corporate Directors Conference	Toronto
Other expenses				
Registration fee				
Amount recovered for Conference C (if applicable)				
Sub-total Conference C	1,424			
Conference D: Union of British Columbia Municipalities				
Air Fare	949	September 16 - 20, 2024	Union of British Columbia Municipalities	Vancouver
Accommodation	2,147	September 16 - 20, 2024	Union of British Columbia Municipalities	Vancouver
Meals	150	September 16 - 20, 2024	Union of British Columbia Municipalities	Vancouver
Parking	121	September 16 - 20, 2024	Union of British Columbia Municipalities	Vancouver
Taxi	95	September 16 - 20, 2024	Union of British Columbia Municipalities	Vancouver
Other expenses				
Registration fee				
Amount recovered for Conference D (if applicable)				
Sub-total Conference D	3,461			
Other Expenses (list separately, insert lines as needed) ¹				
Meeting Expenses	268	June 12, 2024	Q1 IH Set Quarterly Strategic Alignment meeting	Kelowna
	261	September 11, 2024	Q2 IH Set Quarterly Strategic Alignment meeting	Kelowna
Consulting fees	47	May 1, 2024	UBCO Chamber of Commerce	Kelowna
Membership fees	378	September 16 - 20, 2024	Union of British Columbia Municipalities Forum	Vancouver
Registration fee	998	September 26, 2024	Institute of Corporate Directors Course	Toronto
Academic Course Fees	341	October 24, 2024	Public Interest Disclosure Act Day Conference - Education day through the BC Ombudspersons Office	Vancouver
Registration fee				
Subtotal Other expenses	2,293			
Other Amounts Recovered (list separately, insert lines as needed) ²				
	(899)	April 16 - 17, 2024	Doctors of BC Provincial Summit	Vancouver
	(989)	May 2, 2024	BC Command Centre Working group	Vancouver
	(341)	October 24, 2024	Public Interest Disclosure Act Day Conference - Education day through the BC Ombudspersons Office	Vancouver
	(394)	November 28 - 29, 2024	Health Employers Association of British Columbia	Vancouver
Mileage, Parking, and Tolls (YTD)				
Fuel	102			
Mileage				
Parking	55			
Public Transit				
Tolls				
Taxis	146			
Subtotal Mileage, Parking, and Tolls (YTD)	303			
Meals (YTD)	375			
Total	11,615			

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 2024/25 are: Q1, Jun 20, 2024; Q2, Sept 12, 2024; Q3, Dec 5, 2024; and Post Audit, Jun 30, 2025. (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.