

President & Chief Executive Officer Expense Reporting Template

Quarter: 1 YTD (Fiscal 25/26)				
Apr 1, 2025 - May 22, 2025				
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	466	May 8 - 9, 2025	Leadership Council Meeting with DM Cynthia Johansen and Health Authority CEOs	Vancouver
Air, Ferry, Other Travel (list separately, insert lines as needed) ^{1,2}	449 743	May 8 - 9, 2025 June 3, 2025	Leadership Council Meeting with DM Cynthia Johansen and Health Authority CEOs Medical Staff Planning Workshop for all Health Authorities organized by MoH	Vancouver Vancouver
Conferences (List separately and list all expenses if applicable, insert lines as needed) ⁴				
Conference A: Union of British Columbia Municipalities				
Air Fare	775	September 21 - 26, 2025	Union of British Columbia Municipalities - Attendance Required as per MoH	Victoria
Accommodation				
Meals				
Parking				
Taxi				
Other expenses				
Registration fee				
Amount recovered for Conference A (if applicable)				
Sub-total Conference A	775			
Other Expenses (list separately, insert lines as needed) ⁵				
Meeting Expenses				
Consulting fees				
Membership fees				
Registration fee				
Academic Course Fees				
Registration fee				
Subtotal Other expenses	-			
Other Amounts Recovered (list separately, insert lines as needed) ²				
Air Fare	(471)	June 2 - 5, 2025	Reimbursement of Institute of Corporate Directors Conference	Edmonton
Registration fee	(1,412)	June 2 - 5, 2025	Reimbursement of Institute of Corporate Directors Conference	Edmonton
Mileage, Parking, and Tolls (YTD)				
Fuel				
Mileage	50			
Parking				
Public Transit				
Tolls				
Taxis	78			
Subtotal Mileage, Parking, and Tolls (YTD)	128			
Meals (YTD)				
	-			
Total	677			

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 and dates for fiscal 2025/26 are: Q1, Jun 19, 2025; Q2, Sept 11, 2025; Q3, Dec 4, 2025; and Post Audit, Jun 30, 2026. (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.
- 6 - The CEO Expense Report is prepared on a cash basis (GST rebate is included in the expense reported) to ensure reports consistency.