

President & Chief Executive Officer Expense Reporting Template

Quarter: 3 YTD (Fiscal 22/23)				
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>	292 223	May 25, 2022 October 24, 2022	Select Standing Committee on Health Interior Region Caucus	Richmond Kamloops
Air, Ferry, Other Travel (list separately, insert lines as needed) <sup>1,3</sup>	770 801	May 25, 2022 Sep 13-14, 2022	Select Standing Committee on Health Vancouver for Canadian College of Health Leaders Vocera Event	Vancouver Richmond
Conferences (List separately and list all expenses if applicable, insert lines as needed) <sup>4</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>4</sup>				
Meeting Expenses	636	Jun 8-9, 2022	Q1 IH Set Quarterly Strategic Alignment meeting	
Consulting fees	636	Sep 19-20, 2022	Q2 IH Set Quarterly Strategic Alignment meeting	
Membership fees	-			
Subtotal Other expenses	1,272			
Other Amounts Recovered (list separately, insert lines as needed) <sup>2</sup>				
Mileage, Parking, and Tolls (YTD)				
Mileage				
Parking	75			
Public Transit				
Tolls				
Taxis	14			
Meals (YTD)	327			
<b>Total</b>	<b>3,775</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 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.