

President & Chief Executive Officer Expense Reporting Template

Quarter: Q4 Cumulative				
CEO Name: Dr. Brendan Carr (April 1 - July 14) and Kathy MacNeil (July 15 - March 31)				
Health Authority: Island Health				
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>	432	03-Apr-17	Board Meetings	Nanaimo, BC
	144	30-Apr-17	IHealth	Nanaimo, BC
	156	7-May-17	IHealth	Nanaimo, BC
	179	12-May-17	IHealth	Nanaimo, BC
	133	06-Jul-17	North Island Site Visits	Campbell River, BC
	167	07-Jul-17	North Island Site Visits	Nanaimo, BC
	157	09-Aug-17	New Hospital Site Tour	Campbell River, BC
	313	11-Sep-17	New Hospital Opening	Campbell River, BC
	230	12-Sep-17	New Hospital Opening	Campbell River, BC
	354	02-Oct-17	New Hospital Opening	Courtenay, BC
	144	12-Jan-18	Meetings in Nanaimo	Nanaimo, BC
	144	31-Jan-18	Meetings in Nanaimo	Nanaimo, BC
	121	27-Feb-18	Long Service Awards	Port McNeill, BC
	158	01-Mar-18	Long Service Awards	Nanaimo, BC
	234	03-Mar-18	IHealth Project board meeting/HEABC/Roundtable	Vancouver, BC
	288	06-Mar-18	Meetings in Nanaimo	Nanaimo, BC
	144	13-Mar-18	IHealth	Nanaimo, BC
Air, Ferry, Other Travel (list separately, insert lines as needed) <sup>1,3</sup>	875	06-Apr-17	Canadian Resident Matching Service (airfare)	Toronto, ON
	67	17-Apr-17	Medtec Conference (taxi)	Victoria, BC
	16	20-Apr-17	Leadership Council Meeting (taxi)	Victoria, BC
	15	20-Apr-17	Leadership Council Meeting (taxi)	Victoria, BC
	12	09-May-17	Nurse Staff Secretariat Steering Committee Meeting (taxi)	Victoria, BC
	11	09-May-17	Nurse Staff Secretariat Steering Committee Meeting (taxi)	Victoria, BC
	(53)	15-May-17	Refund (airfare)	Victoria, BC
	17	26-May-17	HEABC Board Meeting (taxi)	Victoria, BC
	15	26-May-17	HEABC Board Meeting (taxi)	Victoria, BC
	414	26-May-17	HEABC Board Meeting (airfare)	Victoria, BC
	10	29-May-17	Meeting with Minister of Health (taxi)	Victoria, BC
	14	29-May-17	Meeting with Minister of Health (taxi)	Victoria, BC
	17	03-Jun-17	Canadian Association of Emergency Physicians (ferry)	Whistler, BC
	12	06-Jun-17	Nurse Secretariat Committee Meeting (taxi)	Victoria, BC
	171	23-Jun-17	Meeting with Michael Smith Foundation (airfare)	Vancouver, BC
	4	23-Jun-17	Meeting with Michael Smith Foundation (public transport)	Vancouver, BC
	9	23-Jun-17	Meeting with Michael Smith Foundation (public transport)	Vancouver, BC
	36	27-Jun-17	Canadian Agency for Drugs & Technologies in Health (taxi)	Ottawa, ON
	45	28-Jun-17	Canadian Agency for Drugs & Technologies in Health (taxi)	Ottawa, ON
	13	19-Jul-17	Meeting with Minister of Health (taxi)	Victoria, BC
	12	20-Jul-17	Meeting with Minister of Health (taxi)	Victoria, BC
	13	04-Aug-17	Meeting with Minister of Health (taxi)	Victoria, BC
	12	07-Aug-17	Meeting with Minister of Health (taxi)	Victoria, BC
	16	10-Aug-17	HEABC Director Orientation (taxi)	Vancouver, BC
	15	10-Aug-17	HEABC Director Orientation (parking)	Victoria, BC
	414	10-Aug-17	HEABC Director Orientation (airfare)	Vancouver, BC
	14	19-Aug-17	Meeting with Minister of Health (taxi)	Victoria, BC
	235	22-Aug-17	HEABC Board Meeting (airfare)	Vancouver, BC
	21	13-Aug-17	HEABC Board Meeting (airfare)	Vancouver, BC
	7	19-Sep-17	Island Health Board Meetings (parking)	Victoria, BC
	7	20-Sep-17	Island Health Board Meetings (parking)	Victoria, BC
	29	29-Sep-17	HEABC Meeting (taxi)	Vancouver, BC
	28	29-Sep-17	HEABC Meeting (taxi)	Vancouver, BC
	15	30-Sep-17	HEABC Meeting (parking)	Vancouver, BC
	14	03-Nov-17	Meeting with Victoria Mayor (parking)	Victoria, BC
	332	15-Nov-17	HEABC Board Meeting (airfare)	Vancouver, BC
	173	21-Nov-17	HEABC Board Meeting (airfare)	Vancouver, BC
	9	21-Nov-17	Tripartite Meeting (taxi)	Vancouver, BC
	640	21-Nov-17	Tripartite Meeting (airfare)	Vancouver, BC
	33	24-Nov-17	HEABC Board Meeting (taxi)	Vancouver, BC
	384	16-Feb-18	HEABC Board Meeting (airfare)	Vancouver, BC
	276	27-Feb-18	Long Service Awards (car rental)	Port McNeill, BC
	9	01-Mar-18	HEABC meeting (public transport)	Vancouver, BC
	13	02-Mar-18	HEABC Board Meeting (taxi)	Vancouver, BC
	14	02-Mar-18	HEABC Board Meeting (taxi)	Vancouver, BC

	4	03-Mar-18	HEABC Board Meeting (public transport)	Vancouver, BC
	201	08-Mar-18	Institute of Corporate Directors (airfare)	Vancouver, BC
<b>Conferences (List separately and list all expenses if applicable, insert lines as needed) <sup>1</sup></b>				
<b>Conference A: Canadian Society of Physician Leaders</b>				Vancouver, BC
Air Fare	302	27-Apr-17		
Accommodation	257	27-Apr-17		
Meals	109	27-Apr-17		
Car rental, taxi or other transportation (list separately)	9	27-Apr-17	Public transport	
	4	27-Apr-17	Public transport	
	71	28-Apr-17	Taxi	
<b>Other expenses</b>				
Registration fee	1,113	28-Apr-17		
Amount recovered for Conference A (if applicable)				
Sub-total Conference A	1,865			
<b>Conference B: National Health Leaders Conference</b>				St. John's, NL
Air Fare	366	11-Jun-18		
Accommodation			Accommodation paid for by NHLC	
Meals				
Car rental, taxi or other transportation (list separately)	16	11-Jun-18	Taxi	
	18	13-Jun-18	Taxi	
<b>Other expenses</b>				
Registration fee	690	04-Jun-18		
Amount recovered for Conference B (if applicable)				
Sub-total Conference B	1,090			
<b>Conference C: BC Health Leaders Conference</b>				Victoria, BC
Air Fare				
Accommodation				
Meals				
Car rental, taxi or other transportation (list separately)	11	12-Oct-17	Parking	
	17	13-Oct-17	Parking	
	17	13-Oct-17	Parking	
<b>Other expenses</b>				
Registration fee	530	04-Aug-17		
Amount recovered for Conference C (if applicable)				
Sub-total Conference C	575			
<b>Conference D: BC Patient Safety and Quality Forum</b>				Vancouver BC
Air Fare				
Accommodation				
Meals				
Car rental, taxi or other transportation (list separately)				
<b>Other expenses</b>				
Registration fee	357	22-Feb-18		
Amount recovered for Conference D (if applicable)				
Sub-total Conference D	357			
<b>Conference E: Canadian College of Health Leaders Conference</b>				St. John's, NL
Air Fare				
Accommodation				
Meals				
Car rental, taxi or other transportation (list separately)				
<b>Other expenses</b>				
Registration fee	161	23-Feb-18		
Amount recovered for Conference E (if applicable)				
Sub-total Conference E	161			
<b>Other Expenses (list separately, insert lines as needed) <sup>1</sup></b>				
	630	06-Mar-17	Executive Coaching	Victoria, BC
	236	03-Apr-17	Executive Coaching	Victoria, BC
	385	18-Apr-17	Executive Coaching	Victoria, BC
	3,020	09-May-17	College of Physicians & Surgeons of BC (Membership)	
	263	30-May-17	Canadian Medical Association (Membership)	
	630	09-May-17	Executive Coaching	Victoria, BC

	158	02-Jun-17	Executive Coaching	Victoria, BC
	250	05-Jul-17	Medical Staff Association fee	Victoria, BC
	394	18-Jul-17	Executive Coaching	Victoria, BC
	315	25-Jul-17	Executive Coaching	Victoria, BC
	315	21-Aug-17	Executive Coaching	Victoria, BC
	473	30-Sep-17	Executive Coaching	Victoria, BC
	475	05-Oct-17	Canadian College of Health Leaders (Membership)	
	315	11-Oct-17	Executive Coaching	Victoria, BC
	504	17-Oct-18	Executive Coaching	Victoria, BC
	700	31-Oct-17	Executive Team Strategic Planning	Victoria, BC
	630	31-Jan-18	Executive Coaching	Victoria, BC
	315	18-Dec-17	Executive Coaching	Victoria, BC
	630	25-Jan-18	Executive Coaching	Victoria, BC
	315	17-Feb-18	Executive Coaching	Victoria, BC
	(475)	27-Feb-18	Canadian College of Health Leaders (refund)	
	315	16-Mar-18	Executive Coaching	Victoria, BC
	551	19-Mar-18	Executive Coaching	Victoria, BC
<b>Other Amounts Recovered (list separately, insert lines as needed)<sup>2</sup></b>				
	(609)	25-Apr-17	Michael Smith Foundation - Board Meeting Cost Recovery	
	(82)	01-Aug-17	Canadian Resident Matching Service	
	(184)	27-Jul-17	Michael Smith Foundation - Board Meeting Cost Recovery	
<b>Mileage, Parking, and Tolls (total for the quarter)</b>				
Mileage	1,602			
Parking	29			
Tolls				
<b>Meals (total for the quarter)</b>	306			

**Total**                      24,607

- 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 2017/18 are: Q1, June 15th; Q2, Sept. 7th; Q3, Nov. 30th; and Post Audit, June 25th. HAs to post reports by 4 weeks of end date.
  - 5 - Vehicle/transportation allowance excluded from this summary as it is reported in health authority Executive Compensation Disclosure reporting requirements.