

President & Chief Executive Officer Expense Reporting Template

Quarter: 4 (April 1 - March 31, 2021)				
CEO Name: Kathryn MacNeil				
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) ¹	174 160 154 320 321 288	27-Oct-20 09-Dec-20 20-Dec-20 3-Feb-21 4-Feb-21 17-Mar-21	Coast Hotel/meetings Coast Hotel/meetings Old House Hotel/meetings Kwilialas Hotel/Indigenous Ceremony attendance Coast Hotel/meetings Crown Isle Resort/meetings	Nanaimo, BC Nanaimo, BC Courtenay, BC Port Hardy, BC Nanaimo, BC Campbell River, BC
Air, Ferry, Other Travel (list separately, insert lines as needed) ^{1,3}	268	5-Mar-21	Car rental	Port Hardy, BC
Conferences (List separately and list all expenses if applicable, insert lines as needed) ¹				
Conference A: National Health Leaders Conference 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 cancelled - prepayments refunded	
Other Expenses (list separately, insert lines as needed) ¹	475 21 261	07-Oct-20 15-Oct-20 22-Jan-21	Canadian College of Health Leaders Membership Institute of Corporate Directors / Virtual workshop Quality Forum	
Other Amounts Recovered (list separately, insert lines as needed) ²				
Mileage, Parking, and Tolls (total for the quarter)	509 9			
Meals (total for the quarter)	163			
Total	3,123			

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 2020/21 are: Q1, June 25th; Q2, Sept. 17th; Q3, Dec. 10th; and Post Audit, June 28th. 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.