

President & Chief Executive Officer Expense Reporting Template

Quarter: 3 (April 1 - December 9, 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				
Air, Ferry, Other Travel (list separately, insert lines as needed) ^{1,3}				
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	416	31-May		Virtual attendance
Amount recovered for Conference A (if applicable)				
Sub-total Conference A	416			
Other Expenses (list separately, insert lines as needed) ¹	475	7-Oct-21	Canadian College of Health Leaders Membership	
Other Amounts Recovered (list separately, insert lines as needed) ²	(814)	7-May-21	Refund of flights cancelled due to COVID	
	(409)	9-Jun-21	Refund of flights cancelled due to COVID	
	(12)	5-Nov-21	Refund of seat selection - flight cancelled due to COVID	
Mileage, Parking, and Tolls (total for the quarter)				
Mileage	78			
Parking				
Tolls				
Meals (total for the quarter)				
Total	(266)			

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, June 24th; Q2, Sept. 16th; Q3, Dec. 9th; and Post Audit, June 24th. 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.