

President & Chief Executive Officer Expense Reporting Template

Period: (April 1 - November 9, 2023)				
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	172	05-Apr-23	Leadership session in Nanaimo April 4th & Board Engagement April 5th	Nanaimo, BC
	349	1-Jun-23	HEABC Board Meeting	Vancouver, BC
	390	23-May-23	Board Retreat	Nanaimo, BC
	72	8-Jun-23	Quality Forum	Vancouver, BC
	263	3-Jul-23	Board Engagement	Cowichan Bay, BC
	173	19-Jul-23	Engagement Meetings	Campbell River, BC
	327	02-Nov-23	CEO Forum	Toronto, ON
Air, Ferry, Other Travel (list separately, insert lines as needed) ^{1,3}	40	5-Jun-23	Quality Forum (taxi)	Vancouver, BC
	22	2-Jun-23	HEABC Board Meeting (taxi)	Vancouver, BC
	16	23-May-23	BC Patient Safety Quality Council Meeting (public transport)	Vancouver, BC
	6	23-Jun-23	HEABC Board Meeting (public transport)	Vancouver, BC
	375	1-Jun-23	HEABC Meeting (airfare)	Vancouver, BC
	375	2-Jun-23	HEABC Meeting (airfare)	Vancouver, BC
	48	08-Jun-23	Quality Forum (taxi)	Vancouver, BC
	372	18-Jun-23	NRGH ICU Opening (airfare)	Nanaimo, BC
	750	15-Sep-23	HQBC Meeting (airfare) (to be reimbursed)	Vancouver, BC
	770	18-Sep-23	UBCM Meeting (airfare)	Vancouver, BC
	1,082	25-Sep-23	CEO Forum (airfare)	Toronto, ON
Conferences (List separately and list all expenses if applicable, insert lines as needed) ¹				
Conference A: Healthcare Leadership Conference				
Air Fare	-			
Accommodation				
Meals				
Car rental, taxi or other transportation (list separately)				
Other expenses				
Registration fee	230	29-Jun-23		Virtual attendance
Amount recovered for Conference A (if applicable)				
Sub-total Conference A	230			
Other Expenses (list separately, insert lines as needed) ¹				
Other Amounts Recovered (list separately, insert lines as needed) ²	(750)	5-Oct-23	HQBC Meeting (airfare reimbursement)	Vancouver, BC
Mileage, Parking, and Tolls (total for the quarter)				
Mileage	1,105			
Parking	106			
Tolls				
Meals (total for the quarter)	369			
Total	6,663			

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 2023/24 are: Q1, May 25th; Q2, Aug 27th; Q3, Nov 9th; and Q4, Mar 31st; and Post Audit . 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.