

President & Chief Executive Officer Expense Reporting Template

Quarter: 2 YTD (Fiscal 24/25)				
Apr 1, 2024 - August 15, 2024				
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) ¹	138 287 305 198	April 18 - 19, 2024 July 3 - 5, 2024 July 3 - 5, 2024 June 24 - 25, 2024	Health Authority Medical Advisory Committee Meeting Board Chair/CEO Community Engagement Tours Board Chair/CEO Community Engagement Tours SET on the road meeting - Includes engagement with physicians and front line staff	Penticton Revelstoke Salmon Arm Creston
Air, Ferry, Other Travel (list separately, insert lines as needed) ^{1,3}	989	May 2, 2024	BC Command Centre Working group	Vancouver
Conferences (List separately and list all expenses if applicable, insert lines as needed) ⁴				
Conference A: Doctors of BC Provincial Summit				
Air Fare				
Accommodation	899	April 16-17, 2024	Doctors of BC Provincial Summit	Vancouver
Meals	98	April 16-17, 2024	Doctors of BC Provincial Summit	Vancouver
Car rental, taxi or other transportation (list separately)	133	April 16-17, 2024	Doctors of BC Provincial Summit	Vancouver
Other expenses				
Registration fee				
Amount recovered for Conference A (if applicable)				
Sub-total Conference A	1,130			
Conference B: Health Quality BC Forum				
Air Fare				
Accommodation	898	April 22 - 25, 2024	Health Quality BC Forum	Vancouver
Meals	90	April 22 - 25, 2024	Health Quality BC Forum	Vancouver
Parking	89	April 22 - 25, 2024	Health Quality BC Forum	Vancouver
Taxi	84	April 22 - 25, 2024	Health Quality BC Forum	Vancouver
Other expenses				
Registration fee				
Amount recovered for Conference B (if applicable)				
Sub-total Conference B	1,160			
Conference C: Institute of Corporate Directors Conference				
Air Fare				
Accommodation	1,144	June 3 - 6, 2024	Institute of Corporate Directors Conference	Toronto
Meals				
Parking	102	June 3 - 6, 2024	Institute of Corporate Directors Conference	Toronto
Taxi	178	June 3 - 6, 2024	Institute of Corporate Directors Conference	Toronto
Other expenses				
Registration fee				
Amount recovered for Conference C (if applicable)				
Sub-total Conference C	1,424			
Other Expenses (list separately, insert lines as needed) ⁴				
Meeting Expenses	268	June 19, 2024	Q1 IH Set Quarterly Strategic Alignment meeting	Kelowna
Consulting fees				
Membership fees	47	May 1, 2024	UBCO Chamber of Commerce registration fee	Kelowna
Registration fee	378	September 16 - 20, 2024	Union of British Columbia Municipalities Forum	Vancouver
Academic Course Fees	998	September 26, 2024	Institute of Corporate Directors Course	Toronto
Registration fee	341	October 24, 2024	Public Interest Disclosure Act Day Conference - Education day through the BC Ombudspersons Office	Vancouver
Subtotal Other expenses	2,032			
Other Amounts Recovered (list separately, insert lines as needed) ²	(989) (899)	April 16-17, 2024 April 16-17, 2024	BC Command Centre Working group - Trip has been cancelled Doctors of BC Provincial Summit - Reimbursed	Vancouver Vancouver
Mileage, Parking, and Tolls (YTD)				
Fuel	102			
Mileage				
Parking	4			
Public Transit				
Tolls				
Taxis				
Subtotal Mileage, Parking, and Tolls (YTD)	106			
Meals (YTD)	214			
Total	6,095			

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 2024/25 are: Q1, June 30, 2024; Q2, Sept 12, 2024; Q3, Dec 5, 2024; and Post Audit, June 30, 2025. (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.