

President & Chief Executive Officer Expense Reporting Template

| Quarter: (April 1 - May 23, 2024) | | | | |
|---|---|--|--|--|
| 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 | 247 624 397 486 | 9-Apr-24 15-Apr-24 1-May-24 16-May-24 | Leadership Event Board Engagement HQBC Board Meeting Meeting with LMHF Board Members | Nanaimo, BC Tofino, BC Vancouver, BC Salt Spring Island, BC |
| Air, Ferry, Other Travel (list separately, insert lines as needed) ^{1,3} | 8 10 12 443 443 | 24-Apr-24 27-Apr-24 1-May-24 1-May-24 2-May-24 | CEO Dinner (taxi) Quality Forum (taxi) HQBC Board Meeting (taxi) HQBC Board Meeting (airfare) HQBC Board Meeting (airfare) | Vancouver, BC Vancouver, BC Vancouver, BC Vancouver, BC Victoria, BC |
| Conferences (List separately and list all expenses if applicable, insert lines as needed) ¹ | | | | |
| Conference A: Canadian College of 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 | 1,595 1,595 | 8-Apr-24 | | Halifax, NS |
| Other Expenses (list separately, insert lines as needed) ¹ | | | | |
| Other Amounts Recovered (list separately, insert lines as needed) ² | (397) (12) (886) | 16-May-24 16-May-24 16-May-24 | HQBC Board Meeting (accomodation) HQBC Board Meeting (taxi) HQBC Board Meeting (airfare) | Vancouver, BC Vancouver, BC Vancouver, BC |
| Mileage, Parking, and Tolls (total for the quarter) | 714 20 | | | |
| Meals (total for the quarter) | 223 | | | |
| Total | 3,928 | | | |

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, May 23rd; Q2, Aug 15th; Q3, Nov 7th; and Q4, March 31st (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.