

**President & Chief Executive Officer Expense Reporting Template**

Quarter: Q2 YTD (April 1 - August 15, 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) <sup>1</sup>	247 624 397 157 486 269 324 307	9-Apr-24 15-Apr-24 1-May-24 14-May-24 16-May-24 17-Jun-24 3-Jul-24 8-Jul-24	Leadership Event Board Engagement HQBC Board Meeting Board Engagement Meeting with LMHF Board Members Leadership Event Board Engagement Long-Term Care Home Opening	Nanaimo, BC Tofino, BC Vancouver, BC Port McNeill, BC Salt Spring Island, BC Nanaimo, BC Port McNeill, BC Comox, BC
Air, Ferry, Other Travel (list separately, insert lines as needed) <sup>1,3</sup>	8 10 12 443 443 33  346 276	24-Apr-24 27-Apr-24 1-May-24 1-May-24 2-May-24 15-May-24  2-Jul-24 2-Jul-24	CEO Dinner (taxi) Quality Forum (taxi) HQBC Board Meeting (taxi) HQBC Board Meeting (airfare) HQBC Board Meeting (airfare) Meeting With LMHF Board Members (Ferry)  Representative for Children and Youth Event (airfare) Representative for Children and Youth Event (airfare)	Vancouver, BC Vancouver, BC Vancouver, BC Vancouver, BC Victoria, BC Salt Spring Island, BC  Victoria, BC Vancouver, BC
Conferences (List separately and list all expenses if applicable, insert lines as needed) <sup>1</sup>				
Conference A: Canadian College of Health Leaders Conference				
Air Fare	1,595	2-Jun-24		Halifax, NS
Accommodation	665			
Meals	23			
Car rental, taxi or other transportation (list separately)				
Other expenses				
Registration fee				
Amount recovered for Conference A (if applicable)	-			
Sub-total Conference A	1,157			
Other Expenses (list separately, insert lines as needed) <sup>1</sup>				
Other Amounts Recovered (list separately, insert lines as needed) <sup>2</sup>	(397) (12) (886)	16-May-24 16-May-24 16-May-24	HQBC Board Meeting (accommodation) HQBC Board Meeting (taxi) HQBC Board Meeting (airfare)	Vancouver, BC Vancouver, BC Vancouver, BC
Mileage, Parking, and Tolls (total year to date)				
Mileage	1,749			
Parking	105			
Tolls				
Meals (total year to date)	527			
<b>Total</b>	<b>6,626</b>			

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**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.