

President & Chief Executive Officer Expense Reporting Template

Quarter: Q4 YTD (April 1- March 31, 2025)				
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	247 624 397 157 486 269 324 307 178 286 282 997 231 217 332	9-Apr-24 15-Apr-24 1-May-24 14-May-24 16-May-24 17-Jun-24 3-Jul-24 8-Jul-24 14-Oct-24 29-Oct-24 9-Oct-24 1-Nov-24 4-Nov-24 13-Nov-24 14-Nov-24	Leadership Event Board Engagement HQBC Board Meeting Board Engagement Meeting with LMHF Board Members Leadership Event Board Engagement Long-Term Care Home Opening Employee Engagement Health Authority Medical Advisory Committee Meeting Joint Standing Committee on Rural Issues Meeting HealthCareCAN Board Meeting HealthCareCAN Board Meeting Cowichan District Hospital Local Medical Advisory Committee Meeting Partnership Accord Steering Committee Meeting	Nanaimo, BC Tofino, BC Vancouver, BC Port McNeill, BC Salt Spring Island, BC Nanaimo, BC Port McNeill, BC Comox, BC Courtenay, BC Parksville, BC Vancouver, BC Ottawa, ON Ottawa, ON Duncan, BC Parksville, BC
Air, Ferry, Other Travel (list separately, insert lines as needed) ^{1,3}	8 10 12 443 443 33 346 276 307 307 1,649 367 12 13 307	24-Apr-24 27-Apr-24 1-May-24 1-May-24 2-May-24 15-May-24 2-Jul-24 2-Jul-24 9-Sep-24 9-Sep-24 26-Sep-24 8-Oct-24 8-Oct-24 8-Oct-24 9-Oct-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) HQBC Board Meeting (airfare) HQBC Board Meeting (airfare) HealthCareCAN Board Meeting (airfare) Joint Standing Committee on Rural Issues Meeting (airfare) Joint Standing Committee on Rural Issues Meeting (taxi) Joint Standing Committee on Rural Issues Meeting (taxi) Joint Standing Committee on Rural Issues Meeting (airfare)	Vancouver, BC Vancouver, BC Vancouver, BC Vancouver, BC Victoria, BC Salt Spring Island, BC Victoria, BC Vancouver, BC Vancouver, BC Vancouver, BC Ottawa, ON Vancouver, BC Vancouver, BC Vancouver, BC Vancouver, 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	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)	(1,126)			
Sub-total Conference A	1,157			

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Conference B: Union of BC Municipalities Convention Air Fare Accommodation Meals Car rental, taxi or other transportation (list separately) Ferry Taxi Public transportation Other expenses Registration fee Amount recovered for Conference B (if applicable) Sub-total Conference B	 1,698 186 153 132 16 378 2,563	16-Sep-24		Vancouver, BC
Other Expenses (list separately, insert lines as needed) ¹	475	10-Oct-24	CCHL Membership	
Other Amounts Recovered (list separately, insert lines as needed) ²	(397) (12) (886) (307) (307) (1,649) (664)	16-May-24 16-May-24 16-May-24 18-Sep-24 18-Sep-24 1-Nov-24 1-Nov-24	HQBC Board Meeting (accommodation) HQBC Board Meeting (taxi) HQBC Board Meeting (airfare) HQBC Board Meeting (airfare) HQBC Board Meeting (airfare) HealthCareCAN Board Meeting (airfare) HealthCareCAN Board Meeting (accommodation)	Vancouver, BC Vancouver, BC Vancouver, BC Vancouver, BC Vancouver, BC Ottawa, ON Ottawa, ON
Mileage, Parking, and Tolls (total year to date) Mileage Parking Tolls	2,466 143			
Meals (total year to date)	668			
Total	13,117			

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.