

President & Chief Executive Officer Expense Reporting Template

Quarter: Q4 Cumulative				
CEO Name: Dr. Brendan Carr				
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)				
	373	4-Apr-16	Board Meetings	Courtenay, BC
	243	20-Apr-16	Leadership Council Meeting	Vancouver, BC
	176	26-Apr-16	Leaders Forum/Executive Leadership Team Meetings	Nanaimo, BC
	223	6-May-16	One Record for Care & Health Board meeting	Nanaimo, BC
	243	18-May-16	Leadership Council Meeting	Vancouver, BC
	177	01-Jun-16	Health Support Meeting	Nanaimo, BC
	176	24-Jun-16	Health Support Meeting	Nanaimo, BC
	144	27-Jun-16	Minister of Health Meeting	Kelowna, BC
	168	30-Jun-16	Board Meetings	Cowichan Bay, BC
	165	29-Aug-16	One Record for Care & Health Board meeting	Nanaimo, BC
	315	26-Sep-16	Board Meetings	Port McNeill, BC
	324	6-Oct-16	Executive Meeting	Parksville, BC
Air, Ferry, Other Travel (list separately, insert lines as needed)				
	4	21-Apr-16	Leadership Council Meeting (public transport)	Vancouver, BC
	8	21-Apr-16	Leadership Council Meeting (public transport)	Vancouver, BC
	18	27-May-16	HEABC Meeting (taxi)	Vancouver, BC
	4	19-May-16	Leadership Council Meeting (public transport)	Victoria, BC
	9	19-May-16	Leadership Council Meeting (public transport)	Vancouver, BC
	65	19-May-16	Leadership Council Meeting (public transport)	Vancouver, BC
	18	27-May-16	HEABC Meeting (taxi)	Victoria, BC
	419	27-May-16	HEABC Board Meeting (airfare)	Vancouver, BC
	9	27-May-16	HEABC Meeting (taxi)	Victoria, BC
	411	16-Jun-16	Leadership Council Meeting (airfare)	Vancouver, BC
	220	27-Jun-16	HEABC Board Meeting (airfare)	Vancouver, BC
	4	27-Jun-16	HEABC Meeting (public transport)	Vancouver, BC
	9	27-Jun-16	HEABC Meeting (public transport)	Vancouver, BC
	295	27-Jun-16	HEABC Board Meeting (airfare)	Kelowna, BC
	28	27-Jun-16	Ministry of Health Meeting (taxi)	Kelowna, BC
	24	28-Jun-16	Ministry of Health Meeting (taxi)	Kelowna, BC
	12	12-Jul-16	Ministry of Health Meeting (taxi)	Victoria, BC
	295	21-Jul-16	Health Authorities' Chief Executive Office Meeting (airfare)	Vancouver, BC
	403	15-Sep-16	Leadership Council (airfare)	Vancouver, BC
	20	23-Sep-16	Michael Smith Foundation Board Meeting (taxi)	Vancouver, BC
	15	23-Sep-16	Michael Smith Foundation Board Meeting (taxi)	Vancouver, BC
	318	23-Sep-16	Michael Smith Foundation Board Meeting (airfare)	Vancouver, BC
	67	29-Sep-16	Board Meetings (portion of van rental)	Port McNeill, BC
	14	30-Sep-16	HEABC Board Meeting (taxi)	Vancouver, BC
	17	30-Sep-16	HEABC Board Meeting (taxi)	Vancouver, BC
	279	30-Sep-16	HEABC Board Meeting (airfare)	Vancouver, BC
	207	30-Sep-16	HEABC Board Meeting (airfare)	Vancouver, BC
	41	4-Oct-16	Executive Meeting (taxi)	Victoria, BC
	101	11-Oct-16	Leadership Council (airfare)	Vancouver, BC
	226	11-Oct-16	HEABC Board Meeting (airfare)	Vancouver, BC
	11	11-Oct-16	Leadership Council (airfare)	Victoria, BC
	66	15-Oct-16	Health Authorities' Chief Executive Office Meeting (taxi)	Victoria, BC
	285	26-Oct-16	Leadership Council (airfare)	Vancouver, BC
	285	26-Oct-16	Leadership Council (airfare)	Vancouver, BC
	227	1-Nov-16	Nurses Staff Secretariat Steering Committee Meeting (airfare)	Vancouver, BC
	31	1-Nov-16	Nurses Staff Secretariat Steering Committee Meeting (taxi)	Vancouver, BC
	9	1-Nov-16	Nurses Staff Secretariat Steering Committee Meeting (public transport)	Vancouver, BC
	590	09-Nov-16	Health Authorities' Board Chair/ Chief Executive Officer Meeting (airfare)	Vancouver, BC
	13	14-Nov-16	Ministry of Health Meeting (taxi)	Victoria, BC
	11	14-Nov-16	Ministry of Health Meeting (taxi)	Victoria, BC
	437	14-Nov-16	Cochrane Review Report (airfare)	Victoria, BC
	76	25-Nov-16	HEABC Board Meeting (taxi)	Victoria, BC
	15	25-Nov-16	Michael Smith Foundation Board Meeting (public transport)	Vancouver, BC
	120	12-Dec-16	Partnership Accord Steering Committee Meeting (car rental)	Nanaimo, BC
	15	18-Jan-17	Ministry of Health Meeting (taxi)	Victoria, BC
	15	18-Jan-17	Ministry of Health Meeting (taxi)	Victoria, BC
	12	19-Jan-17	Leadership Council meeting (taxi)	Vancouver, BC
	305	19-Jan-17	Leadership Council meeting (airfare)	Vancouver, BC
	305	19-Jan-17	Leadership Council meeting (return airfare)	Vancouver, BC
	175	09-Feb-17	Medical Staff Advisory meeting (car rental)	Nanaimo, BC
	19	24-Feb-17	Michael Smith Foundation (taxi)	Vancouver, BC
	590	24-Feb-17	Michael Smith Foundation (airfare)	Vancouver, BC
	15	03-Mar-17	HEABC Board Meeting (taxi)	Vancouver, BC
	428	03-Mar-17	HEABC Board Meeting (airfare)	Vancouver, BC
	15	13-Mar-17	Ministry of Health Meeting (taxi)	Victoria, BC
	15	13-Mar-17	Ministry of Health Meeting (taxi)	Victoria, BC
Conferences (List separately and list all expenses if applicable, insert lines as needed)				
Conference A: Canadian Resident Matching Service (CARMS)				
Air Fare	988	18-Apr-16		Quebec City, QC
Accommodation				
Meals				
Car rental, taxi or other transportation (list separately)				
Other expenses				
Registration fee				
Amount recovered for Conference A (if applicable)	(988)			
Sub-total Conference A	0			
Conference B: Cerner				
Air Fare				Quebec City, QC
Accommodation	400	21-Apr-16		
Meals				
Car rental, taxi or other transportation (list separately)	38	20-Apr-16		
Other expenses				
Registration fee				
Amount recovered for Conference B (if applicable)				
Sub-total Conference B	438			
Conference C: Canadian Conference on Physician Leadership				
Air Fare	1,349	12-May-16		Toronto, ON
Accommodation	922	12-May-16		
Meals				
Car rental, taxi or other transportation (list separately)	12	12-May-16		
Other expenses	63	12-May-16		
Registration fee				
Amount recovered for Conference C (if applicable)	1,074	30-Mar-16		
Sub-total Conference C	3,077			
Conference D: National Health Leaders Conference				
Air Fare	932	01-Jun-16		Ottawa, ON
Accommodation	782	04-Jun-16		
Meals				
Car rental, taxi or other transportation (list separately)	36	03-Jun-16		
Other expenses	40	07-Jun-16		
Registration fee				
Amount recovered for Conference D (if applicable)	898	30-Mar-16		
Sub-total Conference D	1,791			
Conference E: Cerner/CEO Summit				
Air Fare	604	13-Oct-16		San Francisco, CA
Accommodation				
Meals				
Car rental, taxi or other transportation (list separately)				
Other expenses				
Registration fee				
Amount recovered for Conference E (if applicable)				
Sub-total Conference E	604			
Conference F: Cerner Conference				
Air Fare	383	13-Nov-16		Kansas City, MO
Accommodation				

Meals				
Car rental, taxi or other transportation (list separately)				
Other expenses				
Registration fee	2,308	14-Nov-16		
Amount recovered for Conference F (if applicable)	(2,314)	8-Nov-16		
Sub-total Conference F	377			
Conference G: Canadian Resident Matching Service (CARMS)				Ottawa, ON
Air Fare	1,101	27-Oct-16		
Accommodation				
Meals				
Car rental, taxi or other transportation (list separately)				
Other expenses				
Registration fee				
Amount recovered for Conference G (if applicable)	(1,101)			
Sub-total Conference G	0			
Conference H: Medtech Conference				Toronto, ON
Air Fare	863	07-Mar		
Accommodation				
Meals				
Car rental, taxi or other transportation (list separately)				
Other expenses				
Registration fee				
Amount recovered for Conference H (if applicable)	(863)			
Sub-total Conference H	-			
Conference I: Canadian Resident Matching Service (CARMS)				Winnipeg, MB
Air Fare	602	23-Mar		
Accommodation				
Meals				
Car rental, taxi or other transportation (list separately)				
Other expenses				
Registration fee				
Amount recovered for Conference I (if applicable)				
Sub-total Conference I	602			
Other Expenses (list separately, insert lines as needed) ¹	315	13-Sep-16	Executive Coaching (Allison van Buuren)	Victoria, BC
	163	05-Dec-16	Canadian Society of Physician Leaders (Membership)	Victoria, BC
	15	09-Jan-17	CCHL Networking Event	Victoria, BC
	475	20-Jan-17	Canadian College of Health Leaders (Membership)	Victoria, BC
	315	22-Feb-17	Executive Coaching (Allison van Buuren)	Victoria, BC
	315	6-Mar-17	Executive Coaching (Allison van Buuren)	Victoria, BC
	600	31-Mar-17	Executive Coaching (Dr. Stephen Schutevoerder)	Victoria, BC
Other Amounts Recovered (list separately, insert lines as needed) ²	(353)	21-Oct-16	Michael Smith Foundation - board meeting cost recovery	
Mileage, Parking, and Tolls (total for the quarter)				
Mileage				
Parking	224			
Tolls				
Meals (total for the quarter)	236			
Total	20,462			

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 2015/16 are: Q1, June 18th; Q2, Sept. 10th; Q3, Dec. 3rd; and Post Audit, June 27th. 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.