

President & Chief Executive Officer Expense Reporting Template

Quarter: 4th Quarter 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)				
	114	27-Apr-15	Island Health Leadership Forum	Nanaimo, BC
	209	29-Apr-15	Division of Family Practice Provincial Partners Roundtable	Vancouver, BC
	209	22-May-15	May Leadership Council Meeting	Vancouver, BC
	232	29-May-15	HEABC Finance & Audit Committee and board meetings	Vancouver, BC
	119	26-Aug-15	IHealth Champion Provider Boot Camp	Campbell River, BC
	126	2-Oct-15	HEABC Board Meeting	Vancouver, BC
	322	25-Jun-15	Board meetings	Campbell River, BC
	73	17-Sep-15	Executive Retreat (deposit)	Honeymoon Bay, BC
	127	08-Oct-15	Trillium Lodge opening/Island Health Regional Health District planning meeting	Nanaimo, BC
	148	20-Oct-15	Partnership Accord Steering Committee meeting/dinner	Parksville, BC
	148	03-Nov-15	Meeting with Tofino General Hospital staff and Mayor	Tofino, BC
	349	18-Nov-16	Leadership Council & Health Shared Services of BC Management Board meeting	Vancouver, BC
	274	26-Jan-16	Board Meetings	Nanaimo, BC
	73	04-Feb-16	Executive Retreat (balance)	Honeymoon Bay, BC
	304	18-Feb-16	Health Shared Services of BC Board Meetings	Vancouver, BC
	451	24-Feb-16	Quality Forum and HEABC Board Meeting	Vancouver, BC
	114	08-Mar-16	Meeting with St Joseph's General Hospital Executives	Nanaimo, BC
	234	31-Mar-16	Health Authorities' Meeting of Board Chairs & CEOs	Vancouver, BC
Air, Ferry, Other Travel (list separately, insert lines as needed)¹⁻³				
	300	7-Apr-15	Summit to Prevent Workplace Violence in Healthcare (airfare)	Vancouver, BC
	19	7-Apr-15	Summit to Prevent Workplace Violence in Healthcare (taxi)	Vancouver, BC
	17	15-Apr-15	Canadian Agency for Drugs and Technologies in Health Board meeting & symposium (taxi)	Saskatoon, SK
	21	15-Apr-15	Canadian Agency for Drugs and Technologies in Health Board meeting & symposium (taxi)	Saskatoon, SK
	4	16-Apr-15	Leadership Council Meeting (public transit)	Vancouver, BC
	9	16-Apr-15	Leadership Council Meeting (public transit)	Vancouver, BC
	375	16-Apr-15	Leadership Council meeting (airfare)	Vancouver, BC
	225	20-Apr-15	Leadership Council Forum (airfare)	Nanaimo, BC
	17	27-Apr-15	Canadian Resident Matching Service Finance & Audit Committee meeting (taxi)	Vancouver, BC
	14	27-Apr-15	Canadian Resident Matching Service Finance & Audit Committee meeting (taxi)	Vancouver, BC
	410	29-Apr-15	Division of Family Practice Provincial Partners Roundtable (airfare)	Vancouver, BC
	72	28-May-15	HEABC Board (ferry)	Vancouver, BC
	72	30-May-15	HEABC Board (ferry)	Vancouver, BC
	344	11-May-15	HEABC meeting (airfare)	Vancouver, BC
	327	13-May-15	HEABC meeting (airfare)	Vancouver, BC
	164	15-May-15	Minister/CEO/Chair Health System Performance Management meeting (airfare)	Vancouver, BC
	384	15-May-15	Leadership Council and miscellaneous other meetings (airfare)	Toronto, ON
	410	21-May-15	Return airfare Leadership Council meeting (-airfare)	Vancouver, BC
	15	21-May-15	Leadership Council meeting (taxi)	Vancouver, BC
	57	21-May-15	Airfare change fare to accommodate Executive Steering Committee meeting	Halifax, NB
	151	21-May-15	Airfare change fare difference for Canadian Interprofessional Health Collaborative meeting	Toronto, ON
	17	22-May-15	North Island Hospital Project Board Meeting (taxi)	Victoria, BC
	22	29-May-15	HEABC Finance & Audit Committee and Board meetings (ferry reservation)	Vancouver, BC
	38	9-Jun-15	CEO quarterly meeting (taxi)	Vancouver, BC
	9	10-Jun-15	CEO quarterly meeting (public transport)	Vancouver, BC
	62	9-Jun-15	CEO quarterly meeting (taxi)	Vancouver, BC
	109	23-Jun-15	June board meeting (public transport)	Campbell River, BC
	410	16-Jul-15	Leadership Council meeting (airfare)	Vancouver, BC
	92	30-Sep-15	Leadership Council (airfare difference)	Vancouver, BC
	13	1-Oct-15	HEABC Board Meeting (taxi)	Vancouver, BC
	150	1-Oct-15	Leadership Council meeting (airfare)	Vancouver, BC
	60	1-Oct-15	Leadership Council meeting (airfare change adjustment)	Vancouver, BC
	9	1-Oct-15	Leadership Council meeting (taxi)	Vancouver, BC
	14	1-Oct-15	Leadership Council meeting (taxi)	Victoria, BC
	279	2-Oct-15	Leadership Council meeting (return airfare)	Vancouver, BC
	18	2-Oct-15	Leadership Council meeting (taxi)	Victoria, BC
	15	2-Oct-15	HEABC Board Meeting (taxi)	Vancouver, BC
	279	13-Oct-15	Bilateral Session/Repositioning Care for Older Adults (airfare)	Vancouver, BC
	279	16-Oct-15	Bilateral Session/Repositioning Care for Older Adults (airfare)	Vancouver, BC
	276	05-Nov-15	Tripartite Committee on First Nations Health meeting (airfare)	Vancouver, BC
	65	12-Nov-15	Tripartite Committee meeting (taxi)	Vancouver, BC
	9	12-Nov-15	Tripartite Committee meeting (skytrain)	Vancouver, BC
	11	12-Nov-15	Tripartite Committee meeting (taxi)	Vancouver, BC
	279	12-Nov-15	Tripartite Committee meeting (airfare)	Victoria, BC
	17	12-Nov-15	Tripartite Committee meeting (taxi)	Victoria, BC
	19	20-Nov-15	Leadership Council/Health Shared Services of BC Board meetings (return ferry reservation)	Victoria, BC
	22	18-Nov-15	Leadership Council/Health Shared Services of BC Board meetings (ferry reservation)	Vancouver, BC
	9	18-Nov-15	Leadership Council/Health Shared Services of BC Board meetings (change fee due to road closure)	Vancouver, BC
	72	18-Nov-15	Leadership Council/Health Shared Services of BC Board meetings (ferry)	Vancouver, BC
	9	19-Nov-15	Leadership Council meeting (taxi)	Vancouver, BC
	30	20-Nov-15	Health Shared Services of BC Board meeting (taxi)	Vancouver, BC
	9	20-Nov-15	Leadership Council/Health Shared Services of BC Board meetings (ferry reservation adjustment)	Victoria, BC
	72	20-Nov-15	Leadership Council/Health Shared Services of BC Board meetings (return ferry)	Victoria, BC
	299	30-Nov-15	Doctors of BC Collaborating on System Improvement Forum (airfare)	Vancouver, BC
	299	30-Nov-15	Doctors of BC Collaborating on System Improvement Forum (return airfare)	Victoria, BC
	18	04-Dec-15	HEABC Board meeting (taxi)	Vancouver, BC
	279	04-Dec-15	HEABC Board meeting (return airfare)	Victoria, BC
	299	04-Dec-15	HEABC Board meeting (airfare)	Vancouver, BC
	190	17-Dec-15	Change in Leadership Council date/location (airfare change adjustment)	Vancouver, BC
	299	04-Dec-15	Leadership Council Meeting (airfare)	Vancouver, BC
	89	22-Jan-16	Quality Forum (registration)	Vancouver, BC
	174	18-Feb-16	Leadership Council Meeting (airfare)	Vancouver, BC
	164	26-Feb-16	HEABC Meeting (airfare)	Vancouver, BC
	14	11-Feb-16	Meeting with Minister of Health (taxi)	Victoria, BC
	21	11-Feb-16	Meeting with Minister of Health (taxi)	Victoria, BC
	66	18-Feb-16	Leadership Council Meeting (taxi)	Victoria, BC
	31	18-Feb-16	Leadership Council Meeting (taxi)	Vancouver, BC
	10	18-Feb-16	BC Board meeting (taxi)	Vancouver, BC
	36	19-Feb-16	BC Board meeting (taxi)	Vancouver, BC
	34	24-Feb-16	Quality Forum (taxi)	Vancouver, BC
	13	26-Feb-16	HEABC Board Meeting (taxi)	Vancouver, BC
	279	30-Mar-16	Health Authorities' Meeting of Board Chairs & CEOs (airfare)	Vancouver, BC
	279	31-Mar-16	Health Authorities' Meeting of Board Chairs & CEOs (airfare)	Vancouver, BC
	14	31-Mar-16	Health Authorities' Meeting of Board Chairs & CEOs (taxi)	Vancouver, BC
Conferences (list separately and list all expenses if applicable, insert lines as needed)				
Conference A: Western CEO/CFO/VP				
Air Fare	70	7-Apr-15	Airfare adjustment	Vancouver, BC
Accommodation	224	9-Apr-15		
Meals				
Car rental, taxi or other transportation (list separately)				
Other expenses				
Registration fee				
Amount recovered for Conference (if applicable)				
Sub-total Conference A	294			
Conference B: Canadian Conference/Physician Leadership/Debate Panel				
Air Fare				Vancouver, BC
Accommodation	565	23 to 26-Apr-15		
Meals				
Car rental, taxi or other transportation (list separately)	186	23-Apr-15	Ferry fares and reservation	
Other expenses				
Registration fee				
Amount recovered for Conference (if applicable)				
Sub-total Conference B	751			
Conference C: Vocera Experience Innovation Showcase				
Air Fare	585	5-May-15		San Francisco, CA
Accommodation				
Meals				
Car rental, taxi or other transportation (list separately)	82	5-May-15	Taxis	
Other expenses				
Registration fee				
Amount recovered for Conference (if applicable)				
Sub-total Conference C	667			
Conference D: National Health Leaders Conference				
Air Fare	1,768	4-Apr-14		Charlottetown, PEI
Accommodation	10	5-May-15	Fare adjustment	
Meals	600	16-Jun-15		
Car rental, taxi or other transportation (list separately)	59	June 16 & 17/15		
	46	16-Jun-15	Toll booth charges	
	69	17-Jun-15	Fuel for car rental	
	68	17-Jun-15	Taxi	
	4	16-Jun-15	Toll booth charges	
Other expenses				
Amount recovered for Conference (if applicable)				
Amount recovered for Conference D (if applicable)				
Sub-total Conference D	2,624			
Conference E: Experience Innovation Showcase				
Air Fare				San Francisco, CA
Accommodation	378	7-May-15		
Meals				
Car rental, taxi or other transportation (list separately)	68	6-May-15	Taxi	
	30	6-May-15	Parking	

Other expenses				
Registration fee				
Amount recovered for Conference (if applicable)				
Sub-total Conference E	476			
Conference F: Population and Community Health Forum				Vancouver, BC
Air Fare				
Accommodation	229	3-Jun-15		
Meals				
Car rental, taxi or other transportation (list separately)	72	2-Jun-15	Ferry	
	9	3-Jun-15	Parking	
	22	3-Jun-15	Ferry reservation	
	72	3-Jun-15	Ferry	
Other expenses				
Registration fee				
Amount recovered for Conference (if applicable)				
Sub-total Conference F	403			
Conference G: One Record For Care & Health Board Meeting				Kansas, MD
Air Fare	1,120	28-May-15		
	406	26-Jun-15		
	5	26-Jun-15	Airfare change adjustment	
Accommodation	193			
Meals				
Car rental, taxi or other transportation (list separately)	65	27-Jul-15	Taxi	
Other expenses	75	28-May-15	Airfare travel Insurance policy	
	26	27-Jul-15	Airfare baggage fee	
Registration fee				
Amount recovered for Conference (if applicable)				
Sub-total Conference G	1,891			
Conference H: WESTERN CEO'S CONSORTIUM				Vancouver, BC
Air Fare	209	29-Oct-15		
Accommodation	215	29-Oct-15		
Meals				
Car rental, taxi or other transportation (list separately)				
Other expenses				
Registration fee				
Amount recovered for Conference J (if applicable)				
Sub-total Conference H	424			
Other Expenses (list separately, insert lines as needed) ¹				
	525	1-Apr-15	Executive Coaching	Victoria, BC
	263	13-Apr-15	Executive Coaching	Victoria, BC
	2,035	27-Jan-15	Doctors of BC Membership dues 2015	
	931	2-Oct-15	College of Family Physicians dues	
	550	30-Oct-15	Victoria Hospitals Foundation Visions Event tickets	Victoria, BC
	475	09-Dec-15	Canadian College of Healthleaders membership	
	933	3-Feb-16	Workhop/retreat	Honeymoon Bay, BC
Other Amounts Recovered (list separately, insert lines as needed) ²				
	(148)	18-Nov-16	Refund for hotel	Tofino, BC
	(598)	31-Dec-15	Reimbursement of airfare to/from Doctors of British Columbia Collaborating on System Improvement Fourm	Vancouver, BC
	(190)	28-Jan-16	Airfare change reimbursement to accommodate change in Leadership Council date/location	
Mileage, Parking, and Tolls (total for the quarter)				
Mileage 1st quarter	121			
Parking				
Tolls				
Mileage 2nd quarter	25			
Parking				
Tolls				
Mileage 3rd quarter	5			
Parking				
Tolls				
Mileage 4th quarter	46			
Parking				
Tolls				
Meals (total for the quarter) 1st quarter	223			
Meals (total for the quarter) 2nd quarter	175			
Meals (total for the quarter) 3rd quarter	86			
Meals (total for the quarter) 4th quarter	558			
Total	26,257			

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.