

## Submit an Internal Operating Expense



Internet

**\$74.60**



Phone Bill

**\$63.70**



Staff Salary

**\$948.00**



Printer

**\$34.90**

### What is an Internal Operating Expense (IOE)?

An IOE is an expense that is not directly related to any engagement activities, but is related to running the MSA for the purposes of the FEI.

### Example:

Internet

Project manager's salary

Monthly phone bill

Internal Operating Expenses will be paid by cheque/PS credit card

Dashboard

**Activities**

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities > Edit Engagement Activity

## Edit Engagement Activity

Engagement Activity

Budget

Roles

\* Name of Engagement Activity

Internal Operating Expense: Project Manager Salary

\* Description of Engagement Activity ⓘ

Working closely with the Working Group and reporting to the Working Group Chair, the Project Manager works closely with physician leads to support successful project outcomes by supporting project aims through the complete project cycle including:

- attends Working Group meetings, meetings of sub-committees and project team meetings,

\* Objectives of Engagement Activity ⓘ

- consultation, stakeholder involvement, project planning, project design, budgeting and financial accountability, data collection, follow up, evaluation, sustainability and reporting;
- assists working group staff by supporting the budgeting cycle, including: budget preparation and tracking, and reporting to the Working Group, Facility Engagement office and other stakeholder as

\* Start Date

10-03-2018

End Date

mm-dd-yyyy

\* MOU Category

Physician society's Internal Operating Expenses (IOE) only.

Indicate **Internal Operating Expenses: Project manager salary**

Select \*MOU category:  
**Physician society's Internal Operating Expenses (IOE) only**

Next >

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