

**Office of the Auditor General of Alberta
Expense Report**

**Ken Freier BA, MA, Director of Human Resources
Expenses processed April 1, 2017 – September 30, 2017**

Travel

This includes out-of-town travel expenses in connection with activities such as auditing provincial ministries, departments and agencies; and participating with professional organizations conferences and professional development.

* "Other Transportation" includes rental vehicle, bus, taxis, fuel, and so forth while on travel status.

** "Other" includes incidentals such as long distance telephone calls and per diem while on travel status.

Travel date(s)		Destination and Rationale	Airfare	Other Transportation*	Accommodation	Meals	Other **	Total
6-Apr-2017	10-Apr-2017	Canadian Council of Legislative Auditors (COLLA) Human Resources Conference, Regina, SK	\$ 432	\$ 43	\$ 310	\$ 20	\$ 14	\$ 819
4-Oct-2017	5-Oct-2017	Office HR meetings, Calgary, AB (partial charges; complete reporting in the next period)	-	139	-	-	-	139
			\$ 432	\$ 182	\$ 310	\$ 20	\$ 14	\$ 958

Hospitality and working sessions

- Hospitality expenses are incurred when, in the course of doing business or as a courtesy, OAG staff pay for food and beverage or other related expenses for someone not employed by the office.
- A working session is a non-travel meal expense at a commercial eating establishment while in the course of conducting office business.
- "OAG" refers to employees of the Office of the Auditor General of Alberta.

Date	Description and Rationale	Amount
		\$ -

Cumulative total for reported expenses from April 1, 2017 to September 30, 2017

\$ 958

- Notes:
- The Office of the Auditor General of Alberta (OAG) is not subject to the Goods and Services Tax. We receive reimbursement from the federal government where applicable.
 - Amounts shown are rounded to the nearest dollar.