

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

**Ken Freier BA, MA, Director of Human Resources
Expenses processed April 1, 2017 – November 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 (CCOLA) Human Resources Conference, Regina, SK | \$ 432 | \$ 43 | \$ 310 | \$ 20 | \$ 14 | \$ 819 |
| 4-Oct-2017 | 5-Oct-2017 | Office HR meetings, Calgary, AB | - | 70 | - | - | - | 70 |
| | | | \$ 432 | \$ 113 | \$ 310 | \$ 20 | \$ 14 | \$ 889 |

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 November 30, 2017

\$ 889

- 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.