

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

Tim Gallagher CISA, CRISC, Audit Principal
April 1, 2016 – March 31, 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
3-Apr-2016 5-Apr-2016	Canadian Council of Legislative Auditors (CCOLA) Performance Audit Symposium, Toronto, ON	\$ 779	\$ 59	\$ 373	\$ 51	\$ 14	\$ 1,276

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
29-Apr-2016	Career advisory lunch (2 OAG)	\$ 49
26-May-2016	Office Recognition Program—lunch with staff in recognition of exemplary work on audits (3 OAG)	101
16-Jun-2016	Office Recognition Program—lunch with staff in recognition of exemplary work on audits (4 OAG)	87
29-Jun-2016	Career advisory lunch (2 OAG)	42
19-Dec-2016	Office Recognition Program—lunch with staff in recognition of exemplary work on audits (9 OAG)	271
14-Mar-2017	Career advisory lunch (3 OAG)	72
17-Mar-2017	Career advisory lunch (2 OAG)	37
		\$ 659

Cumulative total for reported expenses from April 1, 2016 to March 31, 2017

\$ 1,935

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.