

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

**Diana Potapovich CPA, CA, 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 |
|----------------|-------------|--|---------------|-----------------------|---------------|--------------|-------------|---------------|
| 20-Apr-2016 | 20-Apr-2016 | Keyano College entry meeting, Fort McMurray, AB | \$ 274 | \$ 63 | \$ - | \$ 12 | \$ - | \$ 349 |
| 17-Mar-2017 | 17-Mar-2017 | Keyano College audit exit Meeting, Fort McMurray, AB | \$ 232 | \$ 59 | \$ - | \$ 7 | \$ - | \$ 298 |
| | | | \$ 506 | \$ 122 | \$ - | \$ 19 | \$ - | \$ 647 |

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 |
|-------------|---|---------------|
| 24-Aug-2016 | Audit debrief lunch with MNP partner (1 OAG, 1 guest) | \$ 36 |
| 2-Mar-2017 | Career advisory lunch (2 OAG) | 53 |
| 16-Mar-2017 | Career advisory lunch (2 OAG) | 44 |
| 17-Mar-2017 | Audit exit lunch meeting with MNP (1 OAG, 1 guest) | 46 |
| | | \$ 179 |

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

\$ 826

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.