

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

Ram Rajoo CPA, CA, MBA, Audit Principal (Calgary)
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
13-Apr-2016	13-Apr-2016	Energy audit meetings, Edmonton, AB	\$ -	\$ 145	\$ -	\$ 39	\$ -	\$ 184
27-Apr-2016	29-Apr-2016	Environment and Parks audit meeting and office strategy execution meeting, Edmonton, AB	-	26	155	60	7	248
3-May-2016	3-May-2016	Medicine Hat College audit entry meeting, Medicine Hat, AB	478	60	-	-	-	538
5-May-2016	6-May-2016	Environment and Parks audit field work and meetings, Edmonton, AB	-	149	155	51	7	362
11-May-2016	13-May-2016	Environment and Parks audit field work and meetings, Edmonton, AB	-	153	297	81	14	545
15-May-2016	17-May-2016	Environment and Parks audit field work and meetings, Edmonton, AB	-	158	465	132	21	776
24-May-2016	27-May-2016	National Resources Conservation Board exit meeting & Environment and Parks audit field work, Edmonton, AB	-	159	465	112	21	757
29-May-2016	3-Jun-2016	Environment and Parks audit field work and meetings, Edmonton, AB	-	169	770	174	35	1,148
8-Jun-2016	10-Jun-2016	Environment and Parks audit field work and meetings, Edmonton, AB	-	153	310	101	14	578
12-Jun-2016	17-Jun-2016	Environment and Parks audit field work and meetings, Edmonton, AB	-	163	770	154	35	1,122
21-Jun-2016	23-Jun-2016	Environment and Parks audit field work and office strategy execution meeting, Edmonton, AB	-	153	308	81	14	556
27-Jun-2016	28-Jun-2016	Manager leadership workshop, Edmonton, AB	-	-	155	39	7	201
3-Jul-2016	4-Jul-2016	Performance Audit Practice meeting, Edmonton, AB	-	91	155	39	7	292
15-Aug-2016	15-Aug-2016	Alberta Environmental Monitoring, Evaluation and Reporting Agency (AEMERA) audit entry meeting, Edmonton, AB	-	143	-	39	-	182
24-Aug-2016	24-Aug-2016	Alberta Environmental Monitoring, Evaluation and Reporting Agency (AEMERA) audit field work and meetings, Edmonton, AB	-	144	-	39	-	183
22-Sep-2016	22-Sep-2016	Office event to recognize a staff member for significant years of service, Edmonton, AB	-	74	-	20	-	94
30-Sep-2016	30-Sep-2016	Alberta Environmental Monitoring, Evaluation and Reporting Agency (AEMERA) audit field work and meetings, Edmonton, AB	-	144	-	43	-	187
2-Oct-2016	3-Oct-2016	Performance Audit Methodology workshop and audit meetings, Edmonton, AB	-	149	155	39	7	350
13-Oct-2016	14-Oct-2016	Think on Your Feet/ The Skilled Presenter refresher workshop, Edmonton, AB	-	139	155	39	7	340
2-Nov-2016	3-Nov-2016	Environment and Parks audit field work and meetings, Edmonton, AB	-	149	154	51	7	361
6-Nov-2016	9-Nov-2016	CCAF Audit Evidence Collection and Analysis Training, Edmonton, AB	-	89	465	79	21	654
8-Dec-2016	9-Dec-2016	Energy audit field work and office event, Edmonton, AB	-	154	260	31	7	452
15-Dec-2016	16-Dec-2016	Environment and Parks audit entry meeting, Edmonton, AB	-	153	159	108	7	427
9-Jan-2017	12-Jan-2017	Energy audit field work and office staff gathering event, Edmonton, AB	-	299	319	70	14	702
16-Jan-2017	19-Jan-2017	Energy audit field work, annual staff performance review meeting and public accounting standards update course, Edmonton, AB	-	149	319	51	14	533
15-Feb-2017	16-Feb-2017	Environment and Parks audit field work and meetings, Alberta Environmental Monitoring, Evaluation and Reporting Agency (AEMERA) audit meeting, Edmonton, AB	-	149	159	70	7	385
21-Feb-2017	24-Feb-2017	CCAF report writing course, Edmonton, AB	-	158	465	79	21	723
6-Mar-2017	6-Mar-2017	Alberta Petroleum Marketing Commission performance audit findings meeting, Edmonton, AB	-	144	-	40	-	184
14-Mar-2017	16-Mar-2017	Meeting with Corporate Internal Audit Services and office strategy execution meeting, Natural Resources Conservation Board Entry meeting, Edmonton, AB	-	153	319	70	14	556
22-Mar-2017	22-Mar-2017	Facilitation Workshop, Edmonton, AB	-	44	-	40	-	84
28-Mar-2017	28-Mar-2017	Office strategy execution meeting, Edmonton, AB	-	75	-	41	-	116
			\$ 478	\$ 4,088	\$ 6,934	\$ 2,012	\$ 308	\$ 13,820

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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
20-May-2016	Administrative Professionals Week staff appreciation lunch (4 OAG)	\$ 25
30-Mar-2017	Career advisory lunch (2 OAG)	54
		\$ 79

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

\$ 13,899

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.