

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

Jane Staples, CA, Audit Principal
Expenses processed April 1, 2013 – March 31, 2014

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
7-Apr-2013	10-Apr-2013	Attend Canadian Council of Legislative Auditors (CCOLA) Symposium, Toronto, ON	\$ 744	\$ 114	\$ 417	\$ 57	\$ -	\$ 1,332

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, 2013 to March 31, 2014

\$ 1,332

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