

Office of the Ethics Commissioner - Travel, Executive Vehicle, and Hospitality Expenses Report for April 2016 to March 2017

(last updated: November 16, 2016)

The Ethics Commissioner's travel and hospitality supports the activities of the Office and includes meetings with Members of the Legislative Assembly, their Political Staff, Designated Office Holders and/or Senior Officials of the Government of Alberta; meetings with persons involved with ethics agencies or who are interested in ethics issues; membership in organizations such as the Canadian Conflict of Interest Network (CCOIN), Council on Government Ethical Laws (COGEL) and the Ethics Practitioners' Association of Canada (EPAC), Lobbyists and their organizations; and attendance at conferences or training sessions related to the work of the Office.

The Office of the Ethics Commissioner is listed as a tax-free Government of Alberta agency and is not subject to the Goods and Services Tax. However, expenses in this report may occasionally include GST in those cases where GST was charged and could not be reversed by the charging entity or recovered from the federal government.

1. Travel Expenses

Travel expenses paid by the Office are listed by trip. Costs covered by hosts are not included. Allowable expenses and meal/personal per diems are calculated based on the guidelines established under Treasury Board Directive 03/2012 and 4/2012 (GOA Travel, Meal, and Hospitality Expense Directive)

Accommodation includes long distance charges for government business (personal long distance calls are not paid for by the Office) or internet access fees through hotel, and other local, state, provincial, or federal taxes and surcharges.

* "Other Transportation" includes public transportation, rental vehicle, taxis, parking, etc.

** "Other" includes per diems, kms to and from airport, etc.

Travel date(s)	Destination	Purpose and details	Total Airfare	Other Transportation*	Accommodation	Meals	Other **	Total
Sept 29- Sept 30, 2016	Toronto, ON	Conference on Public Sector Ethics Attendees: Marguerite Trussler	652.21	139.00	436.18	53.00	7.35	1287.74
Sept 13- Sept 15, 2016	Toronto, ON	Lobbyist Conference Attendees: Lana Robins	717.31	161.00	577.68	41.36	55.10	1552.45
			\$ 1,369.52	\$ 300.00	\$ 1,013.86	\$ 94.36	\$ 62.45	\$ 2,840.19

Note: for meals where receipts are not provided, the default maximum is the amount set out in the Treasury Board Expenses Directive.

2. Executive Vehicle Expenses

The Ethics Commissioner uses her personal vehicle and does not have an executive vehicle.

3. Hospitality Expenses

The Ethics Commissioner meets with Members of the Legislative Assembly (L); senior officials of government departments and agencies (G); staff of the Office of the Ethics Commissioner (E); and external advisors and representatives of other organizations and other individuals (O) such as Lobbyists and their organizations.

The Office incurs other hosting expenses not included below for events such as professional development events.

Hospitality expenses are incurred when, in the course of doing business or as a courtesy, the Office of the Ethics Commissioner pays for food or beverage or other related expenses for someone not employed by the office. A working session is a non-travel meal related expense at (or ordered from) a commercial dining establishment while in the the course of conducting office business.

* "Amount" may include reasonable gratuities as provided for under the Treasury Board Directive.

Hospitality date	Purpose and details	Location	Amount
Total			\$ -