

Frequently Asked Questions: Public Disclosure of Travel and Expenses (updated September 2015)

1. Which NRCB positions are expenses disclosed for?

Expenses are disclosed for the NRCB's Chair, Board members and Chief Executive Officer.

2. What expenses are disclosed?

Costs and allowances incurred in the course of NRCB business:

- travel, including transportation, accommodation, meals and related incidentals
- hospitality and working sessions

3. What expense information is disclosed on the NRCB website?

The expense information includes:

- the name and position of the discloser
- the date of the transaction(s) giving rise to the expense
- the amount of each expense
- the category of each expense (for example, travel, including transportation, accommodation, meals and related incidentals; hospitality and working sessions)
- a description and the rationale for each expense
- receipts for each reimbursed expense where applicable

4. How often are expenses disclosed?

Expenses are disclosed and posted on the NRCB website on a monthly basis, by the first business day of the following month in which the expense claim is reimbursed.

5. Why is no expense information posted under a particular reporting period for some individuals?

No expenses were incurred or processed for that individual during that reporting period.

6. Who do I contact if I have questions?

For any additional expense related questions, please contact the Manager, Corporate Services at 780-422-2833 (dial 310-0000 to be connected toll free).

7. Why is there no receipt for an expense?

A receipt is not required for a reimbursement of an expense for which an allowance can be claimed. This includes expenses such as per diems, meal allowances, mileage claims, and meter parking.

8. What do the acronyms used in the description and rationale of the expense mean?

The following is a list of acronyms most commonly used in the report:

AAMDC	Alberta Association of Municipal Districts and Counties
ADM	Assistant Deputy Minister
ADR	Alternate Dispute Resolution
AEMERA	Alberta Environmental Monitoring, Evaluation and Reporting Agency
AEP	Alberta Environment and Parks
AER	Alberta Energy Regulator
AGM	Annual General Meeting
AOPA	Agricultural Operation Practices Act
ARD	Agriculture and Rural Development
CBA	Canadian Bar Association
CEO	Chief Executive Officer
DM	Deputy Minister
ERCB	Energy Resources Conservation Board
ESAA	Environmental Services Association of Alberta
ESRD	Environment and Sustainable Resource Development (formerly SRD)
GOA	Government of Alberta

HR	Human Resources
MGB	Municipal Government Board
N/A	Not applicable
OAG	Office of the Auditor General of Alberta
PAG	Policy Advisory Group
RED	Responsible Energy Development
R/M	Receipt Missing
WCB	Workers' Compensation Board