

Executive Staff Travel Summary (unaudited)

Paid in the period April 1, 2018 to March 31, 2019 [Note 1]

Executive Staff	Position	General Travel	Out of Province/Country	Per Diem	Miscellaneous	Total Travel Expenses
Note 2, 8	Note 2	Note 3	Note 4	Note 5	Note 6	Note 7, 9
Ennis, Randy	Acting Sergeant-at-Arms	\$ -	\$ -	\$ -	\$ -	\$ -
James, Craig	Clerk	\$ 6,781	\$ 23,719	\$ 3,832	\$ -	\$ 34,332
Lenz, Gary	Sergeant-at-Arms	\$ 2,595	\$ 14,440	\$ 2,827	\$ 1,168	\$ 21,030
Ryan-Lloyd, Kate	Acting Clerk	\$ 665	\$ 5,631	\$ 157	\$ 200	\$ 6,653
Woodward, Hilary	Executive Financial Officer	\$ -	\$ 2,999	\$ -	\$ 300	\$ 3,299
Total		\$ 10,041	\$ 46,789	\$ 6,816	\$ 1,668	\$ 65,314

The accompanying notes included below form an integral part of this report

- Note 1 This report provides details of travel costs that have been processed and paid in the period. It does not include travel costs where the travel expense claim has not been submitted for processing, or where the travel claim is in the process of being paid. Travel costs may not include all credits or reimbursements resulting from travel that is cancelled or subsidized by third party entities due to timing differences.
- Note 2 As part of the Legislative Assembly's commitment to accountability and transparency, travel expenses for the Clerk, the Acting Clerk, the Deputy Clerk, the Sergeant-at-Arms, the Acting Sergeant-at-Arms, and the Executive Financial Officer are published on a quarterly basis and include fiscal year-to-date totals. The Legislative Assembly's fiscal year is April 1 to March 31.
- Note 3 General Travel
This expense category is for Legislative Assembly Executive staff travel within the Province. It includes all transportation and accommodation costs.
- Note 4 Out of Province/Country
This expense category is for Legislative Assembly Executive staff travel outside the Province. It includes all transportation and accommodation costs.
- Note 5 Per Diem
Legislative Assembly Executive staff are paid a per diem rate of up to \$61 per day while travelling on Legislative Assembly business. The per diem reimbursement is intended to cover the costs of meals and other out of pocket incidental travel expenses. Legislative Assembly Executive staff travelling out of country receive a per diem rate based on the per diem rates established by the National Joint Council (website: http://www.njc-cnm.gc.ca/directive/app_d.php?lang=en&let=A).

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Note 6 Miscellaneous

This expense category is for miscellaneous travel expenses. These include expenses such as conference registration fees, business travel medical insurance, inoculations, and business meeting expenses incurred while on travel status.

Note 7 Parliamentary Committee Travel

Parliamentary Committee staff travel is not included in this report of Executive staff travel expenses. Further information on committee related travel costs can be found on the *Parliamentary Committee Travel Expense Summary*.

Note 8 The Clerk and the Sergeant-at-Arms were placed on administrative leave with pay and benefits, on November 20, 2018. The Deputy Clerk and Clerk of Committees was appointed Acting Clerk, and the Deputy Sergeant-at-Arms was appointed Acting Sergeant-at-Arms on November 22, 2018. As a result, travel expenses of the Acting Sergeant-at-Arms are reported from November 22, 2018 onwards. As a result of the change of responsibilities for the Acting Clerk, two planned trips were cancelled during the report period due to operational requirements. The resulting travel credits will be utilized for future travel.

Note 9 The amounts of the total travel expenses by person shown in this report will in some cases differ from the amounts disclosed in the annual *Public Accounts*. The reason is that conference fees are included in this report but not in the *Public Accounts*, and this report does not include any Parliamentary Committee staff travel expenses.