


**Legislative Assembly of BC
Travel Expense Form**

Claimant: Kate Ryan-Lloyd, Acting Clerk

Date Submitted: Nov 19 / 19

Signature: 

I confirm the expenditure in this log are in compliance with the Legislative Assembly travel policy

Reason for Travel: Association of Clerks-at-the-Table in Canada PD Seminar and AGM, Ottawa, ON



Dates: August 4 to August 9, 2019

I authorize the expenditure in this log (Branch Expense Authority)



Date	Description				Notes	Balancing Total
4-Aug-19	Mileage: Home to YYJ (30 km)		\$16.50			\$16.50
5-Aug-19	Taxi: YYZ to 	✓	\$38.00			\$38.00
5-Aug-19	Accommodations: 	✓	\$222.11			\$222.11
5-Aug-19	Per-Diem: B & L		\$39.50			\$39.50
6-Aug-19	Accommodations: 	✓	\$222.11			\$222.11
6-Aug-19	Per-Diem: Dinner		\$36.00			\$36.00
7-Aug-19	Accommodations: 	✓	\$222.11			\$222.11
8-Aug-19	Accommodations: 	✓	\$222.11			\$222.11
9-Aug-19	Per-Diem: Dinner		\$36.00			\$36.00
9-Aug-19	Taxi:  to YYZ	✓	\$38.00			\$38.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$1,092.44
						\$40.50
						\$1,051.94





Kate Ryan Lloyd



Room No. : [Redacted]
Arrival : 08-04-19
Departure : 08-09-19
Folio No. :
Conf. No. : [Redacted]
Cashier No. :
I.D. :

Company Name: House of Commons
Group Name: [Redacted]
H.S.T: [Redacted]

INFORMATION INVOICE

Date	Description	Charges	Credits
08-05-19	Room Charge	189.00	
08-05-19	Municipal Accommodation Tax	7.56	
08-05-19	Room HST	25.55	
08-06-19	Room Charge	189.00	
08-06-19	Municipal Accommodation Tax	7.56	
08-06-19	Room HST	25.55	
08-07-19	Room Charge	189.00	
08-07-19	Municipal Accommodation Tax	7.56	
08-07-19	Room HST	25.55	
08-08-19	Room Charge	189.00	
08-08-19	Municipal Accommodation Tax	7.56	
08-08-19	Room HST	25.55	
08-09-19	Mastercard		888.44
		Total Charges	888.44
		Total Credits	888.44
		Balance	0.00

PAID BY CASH

442 - Hotel



Job # _____
Receipt for Cab Fare

Amount *38.00* Date *5/8*

From _____

To *656* [Redacted]

Cab No. _____

HST Included in meter fare



Hotel to 442



Job # _____
Receipt for Cab Fare

Amount *38.00* Date *09/08/19*

From [Redacted]

To [Redacted]

Cab No. *449* Driver [Redacted]

HST Included in meter fare






Parliamentary Committees Office

Out-of-Province Travel Authorization Form

Name and Title	Kate Ryan-Lloyd Acting Clerk of the Legislative Assembly
Purpose of Travel	Association of Clerks-at-the-Table Professional Development Seminar
Destination	Ottawa, Ontario
Travel Dates	August 4 to 9, 2019

Estimated Travel Costs

Ground Transportation Only	\$150
Accommodation (5 nights)	\$1,150
Meals	\$220
Conference Fees	\$300
Miscellaneous	\$100
Total Estimated Travel Costs	\$1,920

Purpose of Travel and Summary of Benefit

This annual professional development seminar of the Association of Clerks-at-the-Table in Canada is an important professional development opportunity.

In addition to participating in the AGM, I have been asked to make a presentation at one of the business sessions, and also act as moderator for a subsequent business session. The various workshops and plenary sessions provide an excellent opportunity to learn about parliamentary procedural matters, as well as issues and topics, which are of mutual interest in legislative assemblies across Canada and elsewhere.

The venue also allows for a valuable opportunity to share ideas and network in person with colleagues in a unique profession.

I sincerely appreciate the opportunity to attend this valuable professional development seminar with your approval.

Authorization

Requested by:



June 27, 2019

Kat

ve Assembly

Date

Approved by:

June 28/19

Hon. Darryl Plecas, Speaker of the Legislative Assembly

Date

V062123

Legislative Assembly of BC
Travel Expense Form

Claimant: Kate Ryan-Lloyd, Acting Clerk

Date Submitted: _____

Signature: x. [Redacted]

I confirm the expenditure in this log are in compliance with the Legislative Assembly travel policy.

Reason for Travel: CPA Canadian Regional Conference (Parliamentary Officers), Halifax, NS

[Redacted]
Executive Financial Officer / Director, Financial Services

Dates: July 15 to July 20, 2019

I authorize the expenditure in this log (Branch Expense Authority)

x. [Redacted]
Hon. Darryl Plecas, MLA, Speaker

PROJECT LINE
RYAN-LLOYD, KATE
DO NEED FOR
NAMES TO
BE ADDED

Date	Description		Notes	Balancing Total
15-Jul-19	Mileage Home to YYJ (30 km)	\$16.50		\$16.50
15-Jul-19	Taxi: Halifax Airport to Hotel	24.53 [Redacted] 49.07	Kate, Speaker Plecas and D/Speaker	\$73.60
15-Jul-19	Per-Diem: B&L only	\$39.50		\$39.50
15-Jul-19	Accom: [Redacted]	\$221.70		\$221.70
16-Jul-19	Accom: [Redacted]	\$221.70		\$221.70
17-Jul-19	Accom: [Redacted]	\$221.70		\$221.70
18-Jul-19	Accom: [Redacted]	\$221.70		\$221.70
19-Jul-19	Accom: [Redacted]	\$221.70		\$221.70
20-Jul-19	Taxi: Hotel to Halifax Airport	36.23 72.45 36.23	Kate and Speaker Plecas	\$72.45
20-Jul-19	Per-Diem: Dinner only	\$36.00		\$36.00
20-Jul-19	Mileage: YYJ to Home (30 km)	\$16.50		\$16.50
				\$0.00
				\$0.00
				\$0.00
				\$1,363.05
				\$50.53
				\$1,312.52

Attn: Financial Services

Mr. Speaker's approval was obtained by the Speaker's office staff via emailing a scan of the travel claim, as he was in his constituency. Thank you.

With Speaker Plecas
and Deputy Speaker
Chapman

ADAMS TAXI & LIMOUSINE
4 OAKBURN CRT B3M2W6
HALIFAX NS
21722892
GH2172289202

**** PURCHASE ***

07-15-2019

Acct # ***** [REDACTED]

Card Type MC [REDACTED]

Name: KATE RYAN-LLOYD

A000000041010 MasterCard

Trace # 890
Inv. # 963
Auth # 011153 RRN 001002340

Purchase	\$64.00
Tip	\$9.60
Total	\$73.60

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

ADAMS TAXI LIMO
902 880 2326

To Halifax airport
with Speaker Plecas

ELEGANT LIMO & TAXI SE
39 BARRY CRES B3R2L7
HERRING COVE NS
21411082
GH2141108213

*** PURCHASE ***

07-20-2019

Acct # ***** [REDACTED]

Card Type MC [REDACTED]

Name: KATE RYAN-LLOYD

A000000041010 MasterCard

Trace # 430
Inv. # 541
Auth # 099766 RRN 001080

Purchase	\$63.00
Tip	\$9.45
Total	\$72.45

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

Reservation Number [REDACTED]

Send to **Kate Ryan-Lloyd** ✓
 Rm 224 Parliament Build
 Victoria, BC V8V 1X4

Phone [REDACTED]

Guest Name Kate Ryan-Lloyd

Arrival Date
 7/15/19 ✓

Departure Date
 7/20/19 ✓

Group Ns House Of Assembly

Room Information [REDACTED] Deluxe Suite

Folio Number	Trans Date	Description	Voucher	Amount
		Charges		
	7/19/19	Group Association	Inh [REDACTED]	189.00
	7/19/19	HST	Inh [REDACTED]	28.92
	7/19/19	Marketing Levy	Inh [REDACTED]	3.78
	7/19/19	Group Association	Inh [REDACTED]	189.00
	7/19/19	HST	Inh [REDACTED]	28.92
	7/19/19	Marketing Levy	Inh [REDACTED]	3.78
	7/19/19	Group Association	Inh [REDACTED]	189.00
	7/19/19	HST	Inh [REDACTED]	28.92
	7/19/19	Marketing Levy	Inh [REDACTED]	3.78
	7/19/19	Group Association	Inh [REDACTED]	189.00
	7/19/19	HST	Inh [REDACTED]	28.92
	7/19/19	Marketing Levy	Inh [REDACTED]	3.78
	7/19/19	Group Association	Inh [REDACTED]	189.00
	7/19/19	HST	Inh [REDACTED]	28.92
	7/19/19	Marketing Levy	Inh [REDACTED]	3.78
		Ns House Of Assembly		
				Subtotal
				1,108.50
		Total Charges		1,108.50
			Balance Due:	1,108.50

221.70 }

221.70
 x 5

 1108.50 ✓



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

Parliamentary Committees Office

Out-of-Province Travel Authorization Form

Name and Title	Kate Ryan-Lloyd Acting Clerk of the Legislative Assembly
Purpose of Travel	CPA Canadian Regional Conference
Destination	Halifax, Nova Scotia
Travel Dates	July 15 to 20, 2019

Estimated Travel Costs

Transportation (airfare and ground transportation)	\$2,900*
Accommodation	\$1,350
Meals	\$125
Conference Fees	\$350
Miscellaneous	\$150
Total Estimated Travel Costs	\$4,875

**Air Canada credit in the amount of \$1,100 from December 2018 planned travel to be applied.*

Purpose of Travel

The 2019 Commonwealth Parliamentary Association Canadian Regional Conference, hosted by the Legislative Assembly Nova Scotia will bring together Clerks, Presiding Officers and Members from all Canadian jurisdictions to network and participate in various business sessions. Business sessions include a range of public policy issues of interest to parliamentarians.

Our office will support Members participation chairing a business session and planned presentations as follows: Chairing a session on “The advent and Impact of Negative Campaigning” – Deputy Speaker; presenting on “Carbon Tax and Climate Change” – Sonia Furstenau, MLA; and, presenting on “Parliamentary Dress Code” – Janet Routledge, MLA. I will attend all sessions and assist the CPA Canadian Regional Executive Committee meeting with Mr. Speaker in my capacity as Secretary of the British Columbia Branch. My office will prepare draft speaking notes, including draft questions to support discussion on the aforementioned topics.

British Columbia will host the CPA Canadian Regional Seminar in Victoria October 17 – 20, 2019, and the Halifax conference also provides an opportunity to promote the conference and liaise with colleagues regarding potential business sessions.

As always, my attendance at these professional development seminars will be beneficial to my professional development, and upon my return, I look forward to providing an update on the benefits of the conference.

I sincerely appreciate the opportunity to attend these valuable and unique events with your approval.

Authorization

Requested by:



June 27, 2019

Kate

Legislative Assembly

Date

Approved by:

June 28/19

Hon. Darryl Ple

Speaker of the Legislative Assembly

Date



Memorandum

Date: November 21, 2019

From:

████████████████████
Procedural Clerk
Room 224, Parliament Buildings
Victoria, B.C. V8V 1X4
Telephone: ██████████
E-mail: ██████████@leg.bc.ca

To: Accounts Payable
Financial Services

The attached invoice relates to expenditures at the ██████████ for the Speaker's Forum roundtable with educators held on November 2, 2019. The invoice (#12271) totals \$4,362.32. The breakdown of expenditures is as follows:

Coding	STOB total	GST	Explanatory Note
████████████████████ ████████████████████ ████████████████████ ████████████████████ ████████████████████ ████████████████████ ████████████████████ ████████████████████ ████████████████████ ████████████████████			Meeting room rental and catering
			████████████████████
			Kate Ryan-Lloyd
			████████████████████

*Calculated at 3.85%

STOB Totals:

████████████████████
████████████████████

V100900
GLDESC: SP Forum
ACCT. ██████████
INV. 12271

Thank you.

Approval – Expense Authority (████████):

████████████████████

████████████████████

Speaker's Forum
Roundtable with
Youth



Legislative Assembly Province Of BC
Room 224 Parliament Buildings
Victoria, BC V8V 1X4
Canada
Attn: Accounts Payable

Page Number 1
AR Account [Redacted]
Statement Date 11-14-2019

STATEMENT

INVOICE # 12791

Tax ID - [Redacted]

Date	Description	Charge	Credit	Balance
02-NOV-19	[Redacted] Folio *** [Redacted]			
01-NOV-19	Room Chrg - Govt./Military	229.00		
01-NOV-19	Room Tax 8%	18.32		
01-NOV-19	Room GST 5%	11.45		
01-NOV-19	MRDT 3%	6.87		
01-NOV-19	DMF (Tax Incl)	2.66		
		268.30		268.30
05-NOV-19	[Redacted] Folio ***Legislative Assembly Of BC Mee			
01-NOV-19	Room Chrg - Govt./Military	229.00		
01-NOV-19	Room Tax 8%	18.32		
01-NOV-19	Room GST 5%	11.45		
01-NOV-19	MRDT 3%	6.87		
01-NOV-19	DMF (Tax Incl)	2.66		
01-NOV-19	Room Chrg - Govt./Military	229.00		
01-NOV-19	Room Tax 8%	18.32		
01-NOV-19	Room GST 5%	11.45		
01-NOV-19	MRDT 3%	6.87		
01-NOV-19	DMF (Tax Incl)	2.66		
01-NOV-19	Room Chrg - Govt./Military	229.00		
01-NOV-19	Room Tax 8%	18.32		
01-NOV-19	Room GST 5%	11.45		
01-NOV-19	MRDT 3%	6.87		
01-NOV-19	DMF (Tax Incl)	2.66		
01-NOV-19	Room Chrg - Govt./Military	229.00		

Room [Redacted]
Kathleen Ryan - Lloyd

Continue



Kathleen Ryan-Lloyd

Page Number 1
Guest Number [Redacted]
Folio ID [Redacted]
No. of Guest 1
Room Number [Redacted]
[Redacted] Number

Invoice Nbr 222116
Arrive Date 1-Nov-19 [Redacted]
Depart Date 2-Nov-19 [Redacted]

Tax Identification

Date	Reference	Description	Charges	Credits
16-MAR-19	[Redacted]	Room Chrg - Other Discount	\$229.00	
16-MAR-19	[Redacted]	Room Tax 8%	\$18.32	
16-MAR-19	[Redacted]	Room GST 5%	\$11.45	
16-MAR-19	[Redacted]	MRDT 3%	\$6.87	
16-MAR-19	[Redacted]	DMF (Tax Incl)	\$2.66	
16-MAR-19	[Redacted]	MasterCard-2840		-\$268.30
** Total			\$268.30	-\$268.30
** Balance			\$0.00	

Room Revenue GST	[Redacted]	0.00
Phone/Fax/Copy Services GST	[Redacted]	0.00
Other Revenue GST	[Redacted]	0.00
	[Redacted]	0.00

Tell us about your stay. www.sheraton.com/review



Received



Memorandum

Date: November 21, 2019

From:

Procedural Clerk

To: Accounts Payable
Financial Services

Room 224, Parliament Buildings

Victoria, B.C. V8V 1X4

Telephone:

E-mail: @leg.bc.ca

The attached invoice relates to expenditures at the [redacted] for the Speaker's Forum roundtable with educators held on October 26, 2019. The invoice (#12223) totals \$4,225.10. The breakdown of expenditures is as follows:

Coding	STOB total	GST	Explanatory Note
[redacted]	[redacted]	[redacted]	Meeting room rental and catering
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	Kate Ryan-Lloyd
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]

*Calculated at 3.85%

STOB Totals:

[redacted]

V100900
GL DESC
ACCT
INV
FORUM
2223

Thank you.

[redacted]

Approval – Expense Authority

[redacted]



605/D2
10/25/2019
10/26/2019

1/0

Rate Plan:
HH #
AL:
Car:

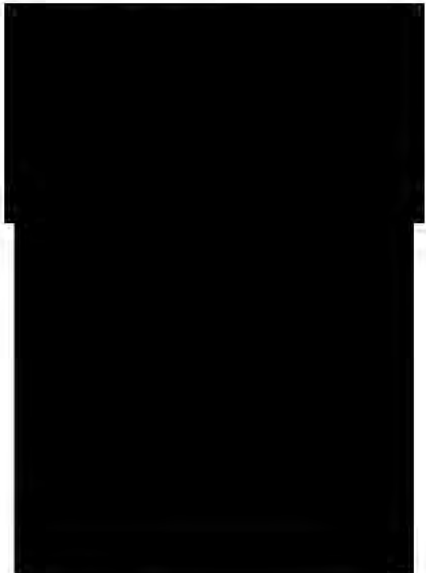
MGR1

Confirmation Number: [Redacted]

RYAN-LLOYD, KATHLEEN

10/29/2019

10/25/2019	4312419	GUEST ROOM	\$295.00
10/25/2019	4312419	DEST.MARKETING FEE (INC TAXES)	\$3.42
10/25/2019	4312419	GST	\$14.75
10/25/2019	4312419	PST	\$23.60
10/25/2019	4312419	MRDT	\$8.85
10/26/2019	4312607	Direct Bill - [Redacted]	(\$345.62)
		BALANCE	\$0.00



893508 B

Reviewed

