

Executive Staff Travel Summary (unaudited)

Paid in the period April 1, 2018 to September 30, 2018 [Note 1]

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

Executive Staff Member	Position	General Travel	Out of Province/Country	Per Diem	Miscellaneous	Total Travel Expenses
Note 2	Note 2	Note 3	Note 4	Note 5	Note 6	Note 7
James, Craig	Clerk	\$ 6,341	\$ 23,719	\$ 3,832	\$ -	\$ 33,892
Lenz, Gary	Sergeant-at-Arms	\$ 1,929	\$ 14,396	\$ 2,755	\$ 1,168	\$ 20,248
Ryan-Lloyd, Kate	Deputy Clerk	\$ 665	\$ -	\$ -	\$ -	\$ 665
Woodward, Hilary	Executive Financial Officer	\$ -	\$ -	\$ -	\$ 300	\$ 300
Total		\$ 8,935	\$ 38,115	\$ 6,587	\$ 1,468	\$ 55,105

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 Deputy Clerk, the 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 accommodations 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).

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 Committee Travel

Parliamentary Committee staff travel is not included in this report of Executive staff travel expenses. Parliamentary Committee staff travel expenses paid for all staff for April 1 through September 30, 2018 is \$18,537. Further information on committee related travel costs can be found on the *Parliamentary Committee Travel Expense Summary*.