



**Executive Staff Travel Summary (unaudited)**

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

| Executive Staff Member | 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                |
| 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           | \$ 5,831                | \$ 157          | \$ -            | \$ 6,653              |
| Woodward, Hilary       | Executive Financial Officer | \$ -             | \$ -                    | \$ -            | \$ 300          | \$ 300                |
| <b>Total</b>           |                             | <b>\$ 10,041</b> | <b>\$ 43,990</b>        | <b>\$ 6,816</b> | <b>\$ 1,468</b> | <b>\$ 62,315</b>      |

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

## Executive Staff Travel Summary (unaudited)

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

- 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 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](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 December 31, 2018 is \$58,589. Further information on committee related travel costs can be found on the *Parliamentary Committee Travel Expense Summary*.
- Note 8 Craig James and Gary Lenz were placed on paid administrative leave effective November 20, 2018. Kate Ryan-Lloyd and Randy Ennis became the Acting Clerk and the Acting Sergeant-at-Arms, respectively, effective November 22, 2018. As a result, Randy Ennis's travel expenses are reported from November 22, 2018 onwards.