

# **Employee Travel Claim Form**

Claimant Name (Last Name, First Name):

Ryan-Lloyd, Kate

Allocation Amount		Traveler
	796.91	Ryan-Lloyd, Kate
	-	
	•	
	150	

**Commonwealth Parliamentary Association** Canadian Regional Conference (CPA/CWP CRC) Saturday, July 20 - Saturday, July 27, 2024 Toronto, Ontario

Description	Traveler	Amount
Maritime Travel: Airefare Only	Ryan-Lloyd, Kate	796.91
	Ryan-Lloyd, Kate	
Vidoria - Toronto	Ryan-Lloyd, Kate	
	A STATE OF THE STA	
NAME AND ADDRESS OF THE OWNER, TH		
NOTE:		
One ticket was purchased to attend the		
above conference and also the CATS PD	The state of the s	
Seminar in Winnipeg, MB, as they are		
occurring 2 days apart. Plus, it was more		
cost effective and travel efficient to travel		
from one location directly to the other		
without traveling back to Victoria for		
one day. A separate claim is being		
submitted for the other half of the		
airfare cost.		

**CODING: InterParliamentary Relations** \$759.90

**GST** 

\$37.01

**Total Claim Amount:** 

796.91

Kathy Humphrey, Executive Financial Officer By signing, I am asserting that all transactions are in accordance with the Assembly's policies, including Policy No. 3015 - Employee Travel



# **Employee Travel Claim Form**

Claimant Name (Last Name, First Name):

Ryan-Lloyd, Kate

Allocation Amount	Allocation Amount	
	796.00	Ryan-Lloyd, Kate
	-	
	-	
	+	
	-	

Clerks-at-the-Table Professional **Development Seminar** Monday, July 29 - Saturday, August 2, 2024 Winnipeg, Manitoba

Description	Traveler	Amount
Maritime Travel: Airefare Only	Ryan-Lloyd, Kate	796.00
	Ryan-Lloyd, Kate	
Toronto-Winnepay-Victoria	Ryan-Lloyd, Kate	
NOTE:		
One ticket was purchased to attend the		
above conference and also the CPA/CWP		
Canadian Regional Conference in Winnipge		
that concludes 2 days prior. It was more		
cost effective and travel efficient to travel		
from one location directly to the other		
without traveling back to Victoria for		
one day. A separate claim is being		
submitted for the other half of the		
airfare cost.		

**CODING: InterParliamentary Relations** 

\$759.90 GST

\$37.00

796.90

Kathy Humphrey, Executiv

Total Claim Amount:

Officer By signing, I am asserting that all transactions are in accordance with the Assembly's policies, including

Policy No. 3015 - Employee Travel

# Maritime Travel Business Travel Management











Customized care.
Click here to learn more about our mobile app.

1932B OAK BAY AVENUE | VICTORIA, BC V8R 1C9 | (250) 220-8011

For After Hours Assistance in Canada & USA: please call 1-888-551-1181 or 902-423-3806. Outside Canada & USA: call collect 902-423-3806. Email: afterhours@maritimetravel.ca (For more immediate assistance please call)

You can also chat with us by clicking here: Chat now. Or by using our App.

B.C. LEGISLATIVE ASSEMBLY PARLIAMENT BUILDINGS VICTORIA BC CA V8V 1X4

Tap to send itinerary to our App via phone:

Our iPhone App | Our Android App

View Itinerary On: ViewTrip | Send Itinerary To: TripIt

Click here to learn more about our Corporate Travel Program

Please click here to fill out our Business Travel survey.

BC Consumer Protection # 43062

For:

RYANLLOYD/KATHLEEN ANNE MS

Please make sure name(s) on your statement matches your passport. If name(s) doesn't match please contact your branch or our after hours team before midnight. If addressed after the initial booking date, costs may apply.

### Your Itinerary:

**Entry Guide Information** 

Some airports now offer the option to prebook your security screening time before your departure. Check your airport's website for more information.

### MARITIME Ref #

Invoice # Date

Your Counsellor Account #

Department

26 Apr 2024

# 60th Commonwealth Parliamentary Association Canadian Regional Conference (CPA CRC)

July 20 - July 27, 2024 Toronto, Ontario

### Clerks-at-the-Table (CATS) Professional Development Seminar

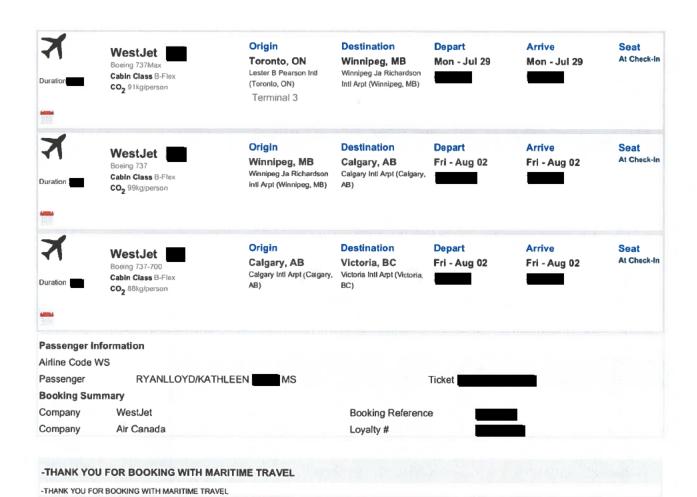
July 29 to August 2, 2024 Winnipeg, Manitoba

only two days in between, it was more cost effective and efficient to travel from one directly to the other without purchasing two tickets and returning home for one day. The two nights extra accommodations will be paid personally, not by the Assembly.

Note: As the conference and seminar are back to back with

#### Web Check-In and Airline Confirmation: WestJet - JRNQCX

A	WestJet Boeing 737Max	Origin Victoria, BC	Destination Calgary, AB	Depart Sat - Jul 20	Arrive Sat - Jul 20	Seat At Check-In
Duration	Cabin Class B-Flex CO <sub>2</sub> 61kg/person	Victoria Intl Arpt (Victoria, BC)	Calgary Intl Arpt (Calgary, AB)			
1111						245
A	WestJet	Origin	Destination Toronto, ON	Depart Sat - Jul 20	Arrive Sat - Jul 20	Seat At Check-In
Duration	Boeing 737  Cabin Class B-Flex  CO <sub>2</sub> 185kg/person	Calgary, AB Calgary Intl Arpt (Calgary, AB)	Lester B Pearson Intl (Toronto, ON)	381 - 301 20	Sat - Jul 20	
			Terminal 3			



## Purchase Summary

Amount due		Amount Paid	
WestJet AIRFARE - TKT  TAX ON AIRFARE INCLUDES 4.55 HST	1242.00	PYMT BY XXXX-XXXX- Apr 26 2024	-1550.76
TAX ON AIRFARE INCLUDES 71.96 GST		PYMT BY CA XXXI	-43.05
TAX ON AIRFARE INCLUDES 232.25 OTHER		TOTAL PAID CAD	\$1,593.81
TAX ON AIRFARE	308.76		
MARTVL NON-REF FEE-DOMESTIC	41.00		
TAX ON FEE R103524823	2.05		
TOTAL DUE CAD	\$1,593.81		

BALANCE CAD \$0.00

# **Baggage Information**

For WestJet Baggage Information click here. Pre-pay for your bags and save.

Baggage charges may apply. Size/weight restrictions vary between airlines.

Passengers may carry travel sized toiletries or liquids 3.4 oz (100ml) or less through security check points. They must fit in a 1-quart sized clear plastic zip-top bag. Visitwww.Catsa-acsta.gc.ca,