

Flesh, Cindy AEST:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Wednesday, October 25, 2017 7:04 PM
To: LP Administrative Coordinators
Subject: travel claims- Constituency Assistant seminar
Attachments: 20171025183510.pdf; expenses for CA seminar.docx; 2017_10_25_12_58_39.pdf

Hi ACs

After attending the CA Seminar here in Victoria this week, Thursday afternoon the CAs will be coming by their respective Minister's offices to drop off their travel claim forms (see attached word document). I think Bev Bowen sent you the breakdown of how the seminar will be expensed but I wanted to attached it again for your information and you may need to help the CA with the form when they come to the office.

I will be giving them all blank printed forms at noon tomorrow and explaining how to fill them out, but they still may need your support.

If there is only one CA from your minister's constituency at the seminar – that person will be claiming the hotel for October 24 and 25, and an all day per diem (\$61.00) for October 25 on their "accompanying" claim form – copy attached. The rest of that CA's travel needs to be filled out on the *2017 Constituency Assistant Travel Claim form* (also attached).

If there is a second CA from your minister's constituency at the seminar – that person will be claiming the whole thing: all travel/mileage, hotel for October 22/23/24/25 and meal per diems during travel time to Victoria and return, as well as full per diems (\$61/day) for October 23, 24 and 25. This is all to go on a 'accompanying' travel claim form as well.

Once they give you their signed completed travel claim, travel receipts and accommodation receipts (food receipts not needed as per diems are used) please get your Minister to review and sign the claim too.

I realize the minister may not be available to sign the claim when the CA is in the office; in that case, please give the CA a photocopy for their records and then after you get the Minister to sign the original, please send it and original receipts in the house mail to Kathryn Reine at Financial Services.

Thank you and let me know if you have questions.

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t: 250.952-7637
Susan.Vasilev@leg.bc.ca | www.bcnepcaucus.ca | www.facebook.com/johnhorganbc

Hi all,

Our CAs are coming to Victoria during the week of October 23rd-25th!

The Clerk of the House has invited New Democrat, Liberal and Green CAs to participate in a two day conference on October 23rd and 24th; where they will be learning about the Legislative Assembly departments, and receiving training in various aspects of the Constituency Office functions.

The New Democrat CAs will spend the day in sessions with Caucus and Government staff on October 25th.

Below is an explanation of how the event will be expensed.

Legislative Assembly Financial Services:

- Roundtrip travel (flights, ferry, mileage)
- Hotel October 22nd and 23rd
- Per diems for dinner on the 22nd 23rd and 24th and partial per diems on your travel days
- Breakfast and lunch will be provided on the 23rd and 24th, all day the 23rd and 24th, partial on the 26th (depending when CA arrives home)

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Financial Services staff will be on hand to give CAs expense claim forms that will be processed by Financial Services. These forms are also available on the registration website.

New Democrat BC Government & Government Caucus:

- Hotel October 24th (and 25th for those who need to stay due to travel home schedules)
- Per diem for -October 25th

This portion of the claims for Caucus Members and Ministers will count as an MLA Accompanying Person^{ed} Travel trip. Caucus Legislative Assistants will process claims for Caucus MLAs; Ministerial Administrative Coordinators will process claims for Minister's CAs. We will ensure that receipts make their way to the correct people for payment processing.

PLEASE NOTE: The Clerk's Office will pay travel, accommodation and per diems for one CA per Constituency Office only; full travel, accommodations and per diems, for each additional CA, will be expensed as an additional MLA Accompanied Travel claim.

Financial Services confirmed for me that this type of expense is also a feasible use of Constituency Funds; which is entirely up to the MLA.

Please let me know if you have any questions.

Thanks,

Bev

Bev Bowen | Office Manager | New Democrat BC Government Caucus

P: 250.953.4659

bev.bowen@leg.bc.ca | www.bcndpcaucus.ca

ACCOMPANYING TRAVEL FORM * MINISTERS OFFICE ONLY *

ACCOMPANYING TRAVEL

MEMBERS OF THE LEGISLATIVE ASSEMBLY MINISTERS

TRAVEL CLAIM FORM OFFICE USE ONLY

MLA NAME:		CONSTITUENCY:	
TRAVEL BY: (NAME IF OTHER THAN MLA; IF CA INCLUDE ADDRESS)		SPOUSE/DEPENDENT <input type="checkbox"/>	CONSTIT.ASSISTANT <input checked="" type="checkbox"/>
TRAVEL FROM:		TO:	RETURN TRIP <input type="checkbox"/>

TRAVEL EXPENSES FOR REIMBURSEMENT

		DATES	AMOUNT CLAIMED
MILEAGE (\$53/KM)	KMS		\$
MILEAGE (\$53/KM)	KMS		\$
AIRFARE/FERRY:			\$
OTHER EXPENSES:			\$
HOTEL:			\$
PER DIEM:			\$
TOTAL AMOUNT CLAIMED			\$

****PLEASE ATTACH ALL RECEIPTS****

MEMBER'S SIGNATURE _____ DATE _____ CA'S SIGNATURE _____ DATE _____

ACCOUNTS OFFICE USE ONLY

org:	acct:	stob:	\$
org:	acct:	stob:	\$
org:	acct:	stob:	\$

certified that the amount to be paid is correct, and is in accordance with appropriate statute or other authority for payment

SPENDING AUTHORITY SIGNATURE _____

2017 Constituency Assistant Seminar Travel Claim Form

Please Note: Only 1 CA's travel may be submitted per MLA for reimbursement from the Assembly's central budget. Additional CAs may submit an Accompanying Person Travel Claim through their MLA's Legislative or Ministerial Assistant.

Constituency Assistant Name & Address:	Constituency:
Travel From:	Travel to: <div style="text-align: center;">Victoria</div>

Travel Expenses for Reimbursement

		Amount Claimed
To Victoria: Mileage:	kms x \$.53	
To Home: Mileage:	kms x \$.53	

Description (Attach All Receipts)		
Air Travel (1 return trip)		
Ferry		
Transit/Taxi/Other		
Hotel Oct 22-23 Only		

Breakfast = \$27.00 | Lunch = \$27.00 | Dinner = \$36.00 | Breakfast & Lunch = \$39.50 | Lunch & Dinner = \$48.50 | Full Day \$61.00

Per Diems:

Travel day to Victoria	B/L/D <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	B - travel is before 7am; L- travel starts before noon	
Mon Oct 23	D <input type="checkbox"/>	(breakfast & lunch provided)	
Tues Oct 24	D <input type="checkbox"/>	(Breakfast & lunch provided)	
Travel day to home	B/L/D <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	B - travel is before 7am; L- travel starts before noon	
TOTAL AMOUNT CLAIMED			

internal use only

0000-00110-6504

internal use only

9901-00000-1575

CA Signature:

Financial Services Authorization:

certified that the amount to be paid is correct, and is in accordance with appropriate statute or other authority for payment

Completed forms may be submitted to:

Legislative Assembly of BC
Financial Services
614 Government Street
Victoria, BC V8V 1X4

If you have any questions, please contact:

Kathryn Reine
Kathryn.Reine@leg.bc.ca
250-356-7515

Flesh, Cindy AEST:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Friday, December 29, 2017 11:46 AM
To: LP Administrative Coordinators
Cc: Wall, Selina LASS:EX
Subject: UPDATE: MLA phone call - PR

Hi there – most of you will be seeing these emails on January 2nd and 3rd.
Please send all replies regarding the PR phone call directly to **Selina Wall** (copied on this note) as she will be organizing the group phone calls/discussion with MLAs on proportional representation.

Thanks,

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t: 250.952-7637
Susan.Vasilev@leg.bc.ca | www.bcnepcaucus.ca | www.facebook.com/johnhorganbc

From: Vasilev, Susan
Sent: Thursday, December 28, 2017 11:20 AM
To: LPACS@Victoria1.gov.bc.ca
Subject: MLA Phone call - PR

Hi ACs - I am setting up (small group) phone calls regarding proportional representation during the week of January 8-12. MLAs know told that the call details will be put in calendars. The call may not take 1.5 hours but we want to ensure there is enough time for a comprehensive discussion.

Please let me know if your Minister is available for the call during any of these times below. Once I confirmed the call times, I will send details to you for your Ministers' calendars. Let me know if you have any questions (or give me a call).

January 8 – 9:30am – 11:00am
January 9 – 9:30am – 11:00am
January 11 – 9:30am – 11:00am
January 12 – 9:30am – 11:00am

January 8 – 3:00pm – 4:30pm
January 12 – 3:00pm – 4:30pm

Thanks very much for your assistance on this,

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t: 250.952-7637
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Flesh, Cindy AEST:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Tuesday, January 9, 2018 11:46 AM
To: LP Administrative Coordinators; NDP Legislative Assistants; NDP Communications
Cc: Gill, Goneet LASS:EX
Subject: RE: MLA cell phone numbers

Hi all - I am trying to update (and correct) our lists in order to send up a revised version to all next week.

Please send me correct cell phone numbers for MLAs (and those that work with ministers, I need their minister cell number as well).

Thanks very much,

Susan

From: Vasilev, Susan
Sent: Friday, December 29, 2017 3:10 PM
To: 'LPACS@Victoria1.gov.bc.ca' <LPACS@Victoria1.gov.bc.ca>; NDP Legislative Assistants <NDPLegislativeAssistants@leg.bc.ca>
Cc: Gill, Goneet <Goneet.Gill@leg.bc.ca>
Subject: MLA cell phone numbers

Hi there - we have identified a couple of incorrect MLA cell phone numbers on our contact lists, can you please send Goneet Gill your MLA's cell phone number (and if they have a Minister Cell phone number, that one as well).

Thank you,

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t: 250.952-7637
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Flesh, Cindy AEST:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Wednesday, January 31, 2018 1:24 PM
To: LP Administrative Coordinators; NDP Legislative Assistants
Cc: Gill, Goneet LASS:EX
Subject: Updated contact lists

Follow Up Flag: Follow up
Flag Status: Flagged

Thank you all for sending Goneet and I your MLA/Minister cell phone numbers in early January.

We are going to soon distribute updated lists. I just wanted to canvass you one more time if your MLAs' cell number has changed in the last couple of weeks OR if you have new staff in your office and/or new phone numbers for the office staff.

Please send me any changes or updates as soon as possible to have them reflected in the lists that will be going coming out early next week.

Thank you!

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t: 250.952-7637
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Flesh, Cindy AEST:EX

From: Flesh, Cindy AEST:EX
Sent: Tuesday, January 9, 2018 11:48 AM
To: Vasilev, Susan LASS:EX
Subject: FW: MLA cell phone numbers

As requested

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

From: Flesh, Cindy AEST:EX
Sent: Friday, December 29, 2017 3:14 PM
To: Gill, Goneet LASS:EX
Subject: RE: MLA cell phone numbers

MLA^{s.17}

Govt^{s.17}

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

From: Vasilev, Susan [<mailto:Susan.Vasilev@leg.bc.ca>]
Sent: Friday, December 29, 2017 3:10 PM
To: LP Administrative Coordinators; NDP Legislative Assistants
Cc: Gill, Goneet LASS:EX
Subject: MLA cell phone numbers

Hi there - we have identified a couple of incorrect MLA cell phone numbers on our contact lists, can you please send Goneet Gill your MLA's cell phone number (and if they have a Minister Cell phone number, that one as well).

Thank you,

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t: 250.952-7637
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