

MLA Expense Disclosure Report (EDR) Information

About the Expense Disclosure Reports:

At its November 6, 2012, meeting the Special Standing Committee on Members' Services adopted the following policy on MLA expenses reporting and disclosure:

- A) Expenses related to accommodation, meals, hosting and travel as authorized by the Members' Allowances Order, Constituency Services Order, and the Transportation Order, and approved for reimbursement by the Legislative Assembly Office be disclosed.
- B) The information disclosed must include both financial and non-financial aspects of claims made pursuant to the Orders identified in Part A.
- C) Information disclosed publicly by the Legislative Assembly Office pursuant to this policy must include the following:
 - Name and position of individual who incurred the expense;
 - Date of transaction;
 - Transaction amount;
 - Expense category (travel, including transportation, accommodation, meals and incidentals, and hospitality);
 - Description and rationale for meals and hosting; and
 - Supporting documentation including receipts when applicable.
- D) Expenses incurred on January 1, 2013 and thereafter will be disclosed by the Legislative Assembly Office 30 days after the conclusion of each quarter in the fiscal year starting April 30, 2013 on the publicly accessible website hosted by the Legislative Assembly Office.
- E) Information must be redacted from supporting documentation and not be publicly disclosed consistent with the requirements of the *Freedom of Information and Protection of Privacy Act*, (for example, if a meeting was held with an individual not affiliated with an organization, then the terms "stakeholder" or "constituent" could be used).

The expense disclosure report requirements apply to Members of the Legislative Assembly.

Expenses are published online and reported by the Alberta Legislative Assembly Office. Receipts are included in the reporting where applicable.

Expense Disclosure Report Format:

LEGISLATIVE ASSEMBLY OF ALBERTA						
Member Expense Disclosure Report						
[Constituency Name-Member Name, MLA]						
[Reporting Period]						
	Budget	January	February	March	Used this Quarter	Used To-Dat
Financial Reporting - \$ (Receipts attached)						
Transportation						
Fuel and Minor Maintenance - \$						
Member Parking - \$						
Member Travel (overnight stay in constituency) - \$						
Taxi, Bus Travel - \$						
Vehicle Lease/ Rental (Edmonton or Calgary unlimited) - \$						
Other						
Hosting - \$						
Non-Financial Reporting - NF						
Temporary Residence Allowance (\$193 per day)						
Sessional (Days) -NF						
Non-sessional (Days) - NF						
Extraordinary (Days) - NF	10.00					
Use of Private Automobile (43.5 cents per km)						
Constituency Travel (Kilometres - Capped) - NF	80,000.00					
Special Trips (5 trips per year) - NF	5.00					
Travel To and From the Capital						
Travel by Air, Bus or Train (Unlimited Trips) - NF						
Use of a Private Automobile (52 trips per year) - NF	52.00					
Other Travel						
Vehicle Rental (5 Days maximum anywhere in Alberta) - NF	5.00					
\$ - Reported on CAD dollar amount of actual expense NF - Reported based on number of trips, number of kilometres or number of days Budget reported is the maximum annual amount that may be claimed Reflects transactions processed in the last quarter of this Fiscal Year						
GST is not included in the \$ amounts as the Legislative Assembly is a GST/ HST-exempt entity.						

Expense Authorities and Reference Information:

Report Category	Members' Services Committee Order¹
<i>Transportation</i>	
Fuel and minor maintenance	Transportation Order, section 5(a)
Member parking	Transportation Order, sections 1(f) and 1(g)
Member travel (overnight in the constituency)	Constituency Services Order, section 3(d.1)
Taxi, bus travel	Transportation Order, sections 1(d) and 1(e)
Vehicle lease/rental	Transportation Order, sections 1(c), 1(c.1) and 2
<i>Other</i>	
Hosting	Constituency Services Order, section 5
<i>Temporary Residence Allowance</i>	
Sessional	Members' Allowances Order, sections 5, 6(1) and 6(1.1)
Nonsessional	Members' Allowances Order, sections 5 and 6(2)
Extraordinary	Members' Allowances Order, section 7
<i>Use of Private Automobile</i>	
Constituency travel	Transportation Order, sections 5(b) and 6
Special trips	Transportation Order, sections 1(a)(ii) and 9
<i>Travel to and from the Capital</i>	
Travel by air, bus or train	Transportation Order, sections 1(a) and 1(d)
Use of a private automobile	Transportation Order, section 5(b)
<i>Other Travel</i>	
Vehicle rental	Transportation Order, section 1(c.1)

1 – To reference the *Consolidated Members' Services Committee Orders* go to the Legislative Assembly's website at http://www.assembly.ab.ca/pro/standing/members_services_orders.pdf.