Strathcona
REGIONAL DISTRICT

301 - 990 Cedar Street Campbell River B.C. V9W 7Z8

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Karin Albert DATE: 03-Jul-18

Address: [redacted]

Purpose of Travel: Attend MATI Leadership course

Dates of Travel: June 17-22

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT

TOTAL $0.00

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS	
1. Commercial Accommodation	Actual Cost @ Gov't rates
2. Non-Commercial Accommodation	$35/night
3. Per Diem and Meal Allowance	$75/day
Rate breakdown	
Breakfast - $15	
Lunch - $20	
Dinner - $25	
Incidentals - $15 (for trips in excess of 24 hours only)	
4. All other expenses	Actual Cost

CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	$137.50
TOTAL EXPENSES (A + B)	$137.50
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$137.50**

"I hereby request reimbursement of these expenses and certify that they were incurred as a result of travel on Strathcona Regional District business and that I will not be reimbursed for them by any other party."

K. Albert
SIGNATURE OF PERSON MAKING CLAIM

July 3, 2018
DATE

APPROVED FOR PAYMENT	ACCOUNT No.	VENDOR No.
K Ransen	012-500-320	

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AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
17-Jun-18	Home	Departure Bay Ferry	Attend MATI course, Bowen Isl	**125**	
22-Jun-18	Departure Bay Ferry	Home	Return from MATI course, Bowen Isl	**125**	

TOTAL DISTANCE TRAVELED - KM	250	0
RATE PER KM	**$0.55**	**$0.67**
TOTAL DISTANCE EXPENSE	$137.50	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED) CARRY FORWARD TO FRONT (B)		**$137.50**