

ADVANCE

CLAIM

NAME: Kelly Clark **DATE:** Jun 11, 2019

Address: 301 - 990 Cedar St Campbell River BC V9W 7Z8

Purpose of Travel: GFOA BC Victoria BC - Annual Conference and Regional District Day

Dates of Travel: May 28-31, 2019

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
May 27 2019	GFOA BC Victoria BC	dinner and incidental per diem	\$40.00
May 27 2019	GFOA BC Victoria BC	Non commercial accommodation	\$35.00
May 28 2019	GFOA BC Victoria BC	Incidental per diem	\$15.00
May 28 2019	GFOA BC Victoria BC	Non commercial accommodation	\$35.00
May 29 2019	GFOA BC Victoria BC	Dinner and incidental per diem	\$40.00
May 29 2019	GFOA BC Victoria BC	Non commercial accommodation	\$35.00
May 30 2019	GFOA BC Victoria BC	Incidental per diem	\$15.00
May 30 2019	GFOA BC Victoria BC	Non commercial accommodation	\$35.00
May 31 2019	GFOA BC Victoria BC	Lunch per diem	\$20.00
May 28-31 2019	Parking Victoria Conference Centre	4 days - receipts attached	\$75.50

TOTAL \$345.50

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)	\$326.42
TOTAL EXPENSES (A + B)	\$671.92
LESS ADVANCE ACCOUNT No. 01-3-000-649	\$0.00
NET CLAIM	\$671.92

"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."

SIGNATURE OF PERSON MAKING CLAIM

DATE

APPROVED FOR PAYMENT

ACCOUNT No. 01-2-113-320

VENDOR No. CLAKEL1



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

STAFF TRAVEL FORM

ADVANCE

CLAIM

NAME: Kelly Clark **DATE:** Jun 11, 2019

Address: 301 - 990 Cedar St Campbell River BC V9W 7Z8

Purpose of Travel: GFOA BC Victoria BC - Annual Conference and Regional District Day

Dates of Travel: May 27-31, 2019

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
May 27 2019	GFOA BC Victoria BC	dinner and incidental per diem	\$40.00
May 27 2019	GFOA BC Victoria BC	Non commercial accommodation	\$35.00
May 28 2019	GFOA BC Victoria BC	Dinner and incidental per diem	\$40.00
May 28 2019	GFOA BC Victoria BC	Non commercial accommodation	\$35.00
May 29 2019	GFOA BC Victoria BC	Dinner and incidental per diem	\$40.00
May 29 2019	GFOA BC Victoria BC	Non commercial accommodation	\$35.00
May 30 2019	GFOA BC Victoria BC	Incidental per diem	\$15.00
May 30 2019	GFOA BC Victoria BC	Non commercial accommodation	\$35.00
May 31 2019	GFOA BC Victoria BC	Lunch per diem	\$20.00

TOTAL \$295.00

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)	\$326.42
TOTAL EXPENSES (A + B)	\$621.42
LESS ADVANCE	
ACCOUNT No. 01-3-000-649	\$0.00
NET CLAIM	\$621.42

"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."

SIGNATURE OF PERSON MAKING CLAIM

JUNE 13/2019

DATE

APPROVED FOR PAYMENT  Jun 14/19	ACCOUNT No. 01-2-113-320	VENDOR No. CLAKEL1
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