

ADVANCE

CLAIM

NAME: Trevor Fritz DATE: 17 May 2019
 Address: [REDACTED]
 Purpose of Travel: RFABC Conference
 Dates of Travel: 12 - 16 May 2019

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
12-May	Harrison, BC - RFABC Conference	lunch	\$20.00
		Dinner	\$25.00
13-May	RFABC Conference	Dinner	\$25.00
14-May	RFABC Conference	Incidentals	\$15.00
15-May	RFABC Conference	Incidentals	\$15.00
16-May	RFABC Conference	lunch	\$20.00
		Dinner	\$25.00

TOTAL \$145.00

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)	\$327.12
TOTAL EXPENSES (A + B)	\$472.12
LESS ADVANCE ACCOUNT No. 01-3-000-649	\$0.00
NET CLAIM	\$472.12

"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]
SIGNATURE OF PERSON MAKING CLAIM

17 May 2019
DATE

APPROVED FOR PAYMENT <u>[Signature]</u>	ACCOUNT No. <u>01-2-640-387320</u>	VENDOR No.
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