Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Laurie Gage **DATE:** 23-May-18

Address: [redacted]

Purpose of Travel: Accommodation Law Conference

Dates of Travel: May 16-17, 2018

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
16-May	Vancouver Law Accommodation Conference	Per diem meals	$75.00
16-May		Hotel	$292.57
17-May		Per diem meals	$60.00
19-May	flew over, returned by ferry	Ferry	$16.95
		TOTAL	$444.52

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)	$82.50
TOTAL EXPENSES (A + B)	$527.02
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$527.02**

"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

MAY 23/18
DATE

APPROVED FOR PAYMENT	01-2-111-320 ACCOUNT No.	GAGLAU1 VENDOR No.

E988

Strathcona
REGIONAL DISTRICT

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

AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
19-May-18	Nanaimo	Campbell River	Conference	150	

TOTAL DISTANCE TRAVELED - KM	150	0
RATE PER KM	$0.55	$0.67
TOTAL DISTANCE EXPENSE	$82.50	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED) CARRY FORWARD TO FRONT (B)		$82.50

Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Laurie Gage DATE: 20-Jun-18

Address: [redacted]

Purpose of Travel: Employers' Advisers Seminars

Dates of Travel: May 8, Jun 13 and Jun 20, 2018

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
08-May	Due Diligence for Employers (Courtenay)	per diem lunch	$20.00
13-Jun	OHS Program Requirements (Nanaimo)	per diem lunch	$20.00
20-Jun	Claims Management Module 3 & 4 (Nanaimo)	per diem lunch	$20.00

TOTAL	$60.00
CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	$379.50
TOTAL EXPENSES (A + B)	$439.50
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$439.50**

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

"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

JUN 26/18
DATE

APPROVED FOR PAYMENT	ACCOUNT No.	VENDOR No.

Strathcona
REGIONAL DISTRICT

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

AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
08-May-18	Campbell River	Courtenay	Employers' Adviser Seminar	**45**	
08-May-18	Courtenay	Campbell River	Employers' Adviser Seminar	**45**	
13-Jun-18	Campbell River	Nanaimo	Employers' Adviser Seminar	**150**	
13-Jun-18	Nanaimo	Campbell River	Employers' Adviser Seminar	**150**	
20-Jun-18	Campbell River	Nanaimo	Employers' Adviser Seminar	**150**	
20-Jun-18	Nanaimo	Campbell River	Employers' Adviser Seminar	**150**	

TOTAL DISTANCE TRAVELED - KM	690	0
RATE PER KM	**$0.55**	**$0.67**
TOTAL DISTANCE EXPENSE	$379.50	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED)		
CARRY FORWARD TO FRONT (B)		**$379.50**

Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Laurie Gage DATE: 07-Dec-18

Address: [redacted]

Purpose of Travel: Negotiations Workshop

Dates of Travel: December 3 - 4, 2018

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
03-Dec	BCIT Vancouver	per diem dinner, incidentals	$40.00
04-Dec	BCIT Vancouver	per diem dinner, incidentals	$40.00

TOTAL	$80.00

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)	$82.50
TOTAL EXPENSES (A + B)	$162.50
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$162.50**

"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."

SIGNATURE OF PERSON MAKING CLAIM

DEC 7, 2018
DATE

APPROVED FOR PAYMENT	01-2-111-320 ACCOUNT No.	VENDOR No.

Strathcona
REGIONAL DISTRICT

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

AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
04-Dec-18	Nanaimo	Campbell River	Negotations Workshop	150	

TOTAL DISTANCE TRAVELED - KM	150	0
RATE PER KM	$0.55	$0.67
TOTAL DISTANCE EXPENSE	$82.50	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED)		
CARRY FORWARD TO FRONT (B)		$82.50