



STAFF TRAVEL FORM

ADVANCE

CLAIM

NAME: Michael McGregor **DATE:** 06-Feb-18

Address: [REDACTED]

Purpose of Travel: PADM Project Management Course

Dates of Travel: January 31 - February 3

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
31-Jan	Dinner during travel	meal	\$25.00
01-Feb	Course in Langley	Per Diem and Meal Allowance	\$75.00
02-Feb	Course in Langley	Per Diem and Meal Allowance	\$75.00
03-Feb	Course in Langley	Per Diem and Meal Allowance	\$75.00

TOTAL **\$250.00**

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)	\$0.00
TOTAL EXPENSES (A + B)	\$250.00
LESS ADVANCE ACCOUNT No. 01-3-000-649	\$0.00
NET CLAIM	\$250.00

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"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 	1/2 - 012-618-320 4/2 - 012-614-320 ACCOUNT No.	VENDOR No.
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ADVANCE

CLAIM

NAME: Michael McGregor **DATE:** 12-Mar-18

Address: [REDACTED]

Purpose of Travel: PADM Project Management Course

Dates of Travel: March 7 - 10, 2018

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
07-Mar	Dinner during travel	meal	\$25.00
08-Mar	Course in Langley	Per Diem and Meal Allowance	\$75.00
09-Mar	Course in Langley	Per Diem and Meal Allowance	\$75.00
10-Mar	Course in Langley	Per Diem and Meal Allowance	\$75.00

TOTAL \$250.00

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)	\$0.00
TOTAL EXPENSES (A + B)	\$250.00
LESS ADVANCE ACCOUNT No. 01-3-000-649	\$0.00
NET CLAIM	\$250.00

"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

March 12 2018
DATE

APPROVED FOR PAYMENT <u>K. Allest</u>	ACCOUNT No.	VENDOR No.
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01-2-614-320
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