Strathcona
REGIONAL DISTRICT

990 Cedar Street, Campbell River, BC, V9W 7Z8

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Azalea Milwid **DATE:** 09/20/2024

ADDRESS: 990 Cedar st

PURPOSE OF CLAIM: Travel Expense for UBCM Community to Community Forum

Date	Description of Expense (include from & to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Kilometers Traveled Unpaved
09/15/2024	CR 2138 Alder St. South to Hullo Ferry 100 Port Way Nanaimo		150	
09/15/2024	Lunch Left CR 10:15	25		
09/15/2024	Dinner	35		
09/17/2024	Breakfast	20		
09/17/2024	Hullo Ferry 100 Port Way Nanaimo to 2138 Alder Street South		150	
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 80	300	0
	RATE/KM	n/a	$ 0.70	$ 0.82
	TOTAL CLAIM	$ 80.00	$ 210.00	$ 0.00
		(a)	(b)	(c)

(a+b+c)

TOTAL EXPENSES	$ 290.00
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 290.00

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS

1. Commercial Accommodation => Actual Cost @ Gov't Rates

2. Non-Commercial Accommodations => $35/night

3. Per Diem & Meal Allowance => $125/day

Rate Breakdown:

Breakfast -> $20
Lunch -> $25
Dinner -> $35
Incidentals -> $45 (for trips in excess of 24 hrs 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."

Azal Mi
SIGNATURE OF PERSON MAKING CLAIM

Sep/27/2024
DATE

Approved for Payment	Account No.	Vendor No.

Rhabovcane approved