STAFF TRAVEL FORM

...0 Cedar Street Campbell River B.C. V9W 7Z8

ADVANCE [ ] CLAIM [X]

NAME: Lori Olsson DATE: February 18, 2020.

Address: [redacted]

Purpose of Travel: PerfectMind Vancouver Boot Camp.

Dates of Travel: February 12-14, 2020.

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
Feb 12/2020		Dinner	$25.00
Feb 12/2020		Incidentals	$15.00
Feb 13/2020	new rates as of Feb 13, 2020	Breakfast	$15.00
Feb 13/2020		Dinner $100.00	$25.00
Feb 13/2020		Incidentals	$15.00
Feb 14/2020		Breakfast $20	$15.00
Feb 14/2020		Dinner $35	$25.00
Feb 14/2020		~~Incidentals~~	~~$15.00~~
			$195.00

TOTAL	~~$135.00~~ ~~$150.00~~	$0.00
CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	~~$267.86~~	$0.00
TOTAL EXPENSES (A + B)	200.72	$0.00
LESS ADVANCE ACCOUNT No. 01-3-000-649		$0.00
NET CLAIM	~~$417.86~~ ~~$402.86~~ ✓ 395.72	**$0.00**

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	~~$125~~ $75/day AS OF FEB 13/2020
Rate breakdown	
Breakfast - ~~$15~~ 20	
Lunch - ~~$20~~ 25	
Dinner - ~~$25~~ 35	
Incidentals - ~~$15~~ (for trips in excess of 24 hours only)	
4. All other expenses 45	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."

L Olsson
SIGNATURE OF PERSON MAKING CLAIM

Entered by M. Vi Feb 18, 2020.
DATE

APPROVED FOR PAYMENT K Huak | 01.2.640.320. ACCOUNT No. | VENDOR No.

SCANNED Staff front

(4/5)

AUTOMOBILE DISTANCE EXPENSES

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

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
Feb 12/20	Campbell River	Westin Bayshore Vancouver	Perfect Mind Bootcamp	~~227~~ Km	
Feb 14/20	West Bayshore Vancouver	Campbell River	" " "	~~227~~ Km	
				170.1	
				170.1	
				340.2	
		TOTAL DISTANCE TRAVELED - KM		~~454~~ Km 0	0
		RATE PER KM		$0.59	$0.71
		TOTAL DISTANCE EXPENSE		$0.00	$0.00
		TOTAL EXPENSES ($ PAVED + $ UNPAVED) CARRY FORWARD TO FRONT	(B)	~~$267.86~~ 200.72	$0.00

Staff back