Strathcona REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Douglas Sauer **DATE:** 10/24/2024

ADDRESS: [redacted]

PURPOSE OF CLAIM: NACIS 2024 conference in Tacoma, WA

Date	Description of Expense (include "from" & "to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
10/14/2024	CR to Victoria		263	
10/15/2024	Port Angeles to Tacoma, WA		170	
10/19/2024	Tacoma, WA to Tsawwassen ferry terminal		271	
10/19/2024	Duke Pt ferry (Nanaimo) to CR		166	
10/16/2024	Lunch/Dinner	60		
10/17/2024	Breakfast/Dinner	55		
10/18/2024	All meals	75		
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 190	870	0
	RATE/KM	n/a	$ 0.70	$ 0.82
	TOTAL CLAIM	$ 190.00	$ 609.00	$ 0.00
		(a)	(b)	(c)

(a+b+c)

TOTAL EXPENSES	$ 799.00
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 799.00

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."

Douglas Sauer — 10/24/2024

SIGNATURE OF PERSON MAKING CLAIM — DATE

Approved for Payment	A. Nelson	01-2-502-320 Account No.	Vendor No.