Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Victoria Smith. DATE: 10 June 2019.

Address: [redacted]

Purpose of Travel: SRD Broadband Initiatives.

Dates of Travel: June 3- June 6, 2019.

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
June 3, 2019	Kyuquot - public engagement	Water taxi - 3ppl	330 —
June3-June6 2019	Per diems. 4 @ $15 —	GST 2.86	60 —

TOTAL	390 — $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	$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)		$0.00
LESS ADVANCE ACCOUNT No. 01-3-000-649		$0.00
NET CLAIM	$ 390.00	**$0.00**

"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."

Victoria Smith
SIGNATURE OF PERSON MAKING CLAIM

June 10, 2019.
DATE

APPROVED FOR PAYMENT	01-2-118-320 ACCOUNT No.	VENDOR No.

~~$170~~ $167.14 GST 2.86 Victoria
$220.00 (other)