STAFF TRAVEL FORM

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

ADVANCE [ ] CLAIM [X]

NAME: Edith Watson DATE: June 24/19

Address:

Purpose of Travel: MATI - Leadership - Bowen Island

Dates of Travel: June 16 - 21, 2019

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
June 16/19	Lunch		20.00
June 16-21/19	Incidentals		75.00

TOTAL 95.00 ~~$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)	$ 174.00	~~$0.00~~
TOTAL EXPENSES (A + B)	$ 269.00	$0.00
LESS ADVANCE ACCOUNT No. 01-3-000-649		$0.00
NET CLAIM	~~$269.00~~	**$0.00**

$269.00

"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."

E Watson
SIGNATURE OF PERSON MAKING CLAIM

June 24/19
DATE

APPROVED FOR PAYMENT Thomas Yates	01-2-111-320 ACCOUNT No.	VENDOR No.

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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)
June 16/19	Campbell River	Nanaimo	Professional Development	150 Km	
June 21/19	Nanaimo	Campbell River	" "	150 km	

TOTAL DISTANCE TRAVELED - KM	300 km ~~0~~	0
RATE PER KM	$0.58	$0.70
TOTAL DISTANCE EXPENSE	174.00 ~~$0.00~~	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED) CARRY FORWARD TO FRONT (B)		174.00 ~~$0.00~~

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