



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

NAME: Kayla Holloway

DATE: 10/27/2025

ADDRESS: [REDACTED]

PURPOSE OF CLAIM: Mileage reimbursement for Wildfire Mitigation Specialist course

Date	Description of Expense (include from & to" for km's traveled)	Expenses \$ Amount	Kilometers Traveled	
			Paved	Unpaved
10/15/2025	Driving from home to Coombs Hilliers Volunteer Fire Department 2		65	
10/15/2025	Driving from Coombs Hilliers Volunteer FD 2 to home		65	
10/16/2025	Driving from home to Coombs Hilliers Volunteer Fire Department 2		65	
10/16/2025	Driving from Coombs Hilliers Volunteer FD 2 to 3361 Slaney Road for practice home assessment		1.2	
10/16/2025	Driving from 3361 Slaney Road to 1101 Dobler Road for practice home assessment		15.2	
10/16/2025	Driving from 1101 Dobler Road home		70.6	
10/17/2025	Driving from home to Coombs Hilliers Volunteer FD2		65	
10/17/2025	Driving from Coombs Hilliers Volunteer FD2 to 444 Timberlane Place for practice home assessment		9.8	
10/17/2025	Driving from 444 Timberland Place to 2201 Pierpont Road for practice home assessment		12.8	
10/17/2025	Driving from 2201 Pierpont Road home		68.4	
			0	
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	\$ 0	438	0
	RATE/KM	n/a	\$ 0.72	\$ 0.84
	TOTAL CLAIM	\$ 0.00	\$ 315.36	\$ 0.00

(a) (b) (c)
(a+b+c)

TOTAL EXPENSES \$ 315.36

Less Advance
Acct 01-3-000-649 \$

NET CLAIM \$ 315.36

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS

- Commercial Accommodation => Actual Cost @ Gov't Rates
- Non-Commercial Accommodations => \$35/night
- Per Diem & Meal Allowance => \$125/day
Rate Breakdown:
Breakfast -> \$20
Lunch -> \$25
Dinner -> \$35
Incidentals -> \$45 (for trips in excess of 24 hrs only)
- 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."

SIGNATURE OF PERSON MAKING CLAIM [Signature]

DATE Nov 3/2025

Approved for Payment [Signature]

Account No. 01-2-272-320 Vendor No.