Strathcona REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Edith Watson **DATE:** 05/13/2025

ADDRESS:

PURPOSE OF CLAIM: Area B APC

Date	Description of Expense (include from & to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
04/29/2025	Area B (Cortes Island) APC - Lunch and Dinner	60.00		
			0	
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 60	0	0
	RATE/KM	n/a	$ 0.72	$ 0.84
	TOTAL CLAIM	$ 60.00	$ 0.00	$ 0.00
		(a)	(b)	(c)

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

(a+b+c)

TOTAL EXPENSES	$ 60.00
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 60.00

"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."

d watson
SIGNATURE OF PERSON MAKING CLAIM

May 13 2025
DATE

Approved for Payment	Account No. 01-2-111-320 A30	Vendor No.

Strathcona REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Edith Watson **DATE:** 10/07/2025

ADDRESS:

PURPOSE OF CLAIM: 2025 Corporate Officers Forum

Date	Description of Expense (include from & to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
10/01/2025	Travel from home to Comox Airport		29	
10/01/2025	Per Diem & Meal Allowances (no meals included on first day)	125.00		
10/03/2025	Travel from Comox Airport to home		29	
			0	
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 125	58	0
	RATE/KM	n/a	$ 0.72	$ 0.84
	TOTAL CLAIM	$ 125.00	$ 41.76	$ 0.00
		(a)	(b)	(c)

(a+b+c)

TOTAL EXPENSES	$ 166.76
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 166.76

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."

dwatson — SIGNATURE OF PERSON MAKING CLAIM

Oct 7/2025 — DATE

Approved for Payment	01-2-111-320 A130 Account No.	Vendor No.

Yes