



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

STAFF TRAVEL FORM

ADVANCE

CLAIM

NAME: Aniko Nelson **DATE:** _____

Address: c/o 301-990 Cedar Street, Campbell River, BC V9W 7Z8

Purpose of Travel: Planning Meetings

Dates of Travel: January - June 2017 (Bi-annual)

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
11-Apr	Area D OCP Meetings (11am & 5pm)	Lunch and Dinner	\$45.00
12-Apr	Oswald Public Hearing - Quadra Island	Dinner	\$25.00
18-Apr	Area D OCP Meeting	Dinner	\$25.00
01-May	Area D APC Meeting	Dinner	\$25.00
09-May	Area B Zoning Bylaw Review Public Meeting - Cortes	Dinner	\$25.00
05-Jun	Area D APC Meeting	Dinner	\$25.00
16-Jun	Area B Aquaculture Meeting	Lunch	\$20.00
21-Jun-17	Quadra Links Public Hearing - Quadra Island	Dinner	\$25.00
Jun-22	Reconvene Quadra Links Public Hearing - Quadra Island	Dinner	\$25.00
TOTAL			\$240.00

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)	\$35.10
TOTAL EXPENSES (A + B)	\$275.10
LESS ADVANCE ACCOUNT No. 01-3-000-649	\$0.00
NET CLAIM	\$275.10

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"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."

A. Nelson

SIGNATURE OF PERSON MAKING CLAIM

July 11, 2017

DATE

APPROVED FOR PAYMENT <i>Hansen</i>	ACCOUNT No. <i>01-2-500-320</i>	VENDOR No. <i>LN290-45</i>
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