



**STAFF TRAVEL FORM**

ADVANCE

CLAIM

**NAME:** John Neill **DATE:** 29-Jun-17

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

**Purpose of Travel:** Area 'D' Advisory Planning Commission (APC) meetings / OCP Review meetings

**Dates of Travel:** 6 Mar, 3 Apr, 11 Apr, 18 Apr, 1 May, 16 May, 22 June

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
06-Mar	Area D APC meeting	Dinner	\$25.00
03-Apr	Area D APC meeting	Dinner	\$25.00
01-May	Area D APC meeting	Dinner	\$25.00
16-May	Area B Zoning review meeting	Dinner	\$25.00
22-Jun	RZ 4C 16 Public Hearing	Dinner	\$25.00

**TOTAL** \$125.00

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)	\$54.00
TOTAL EXPENSES (A + B)	\$179.00
LESS ADVANCE	
ACCOUNT No. 01-3-000-649	\$0.00
<b>NET CLAIM</b>	<b>\$179.00</b>

"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."

*John Neill*

SIGNATURE OF PERSON MAKING CLAIM

*June 29, 2017*

DATE

APPROVED FOR PAYMENT <i>A. Nelson</i>	01-2-500-320 N 290 (\$25)	VENDOR No.
	ACCOUNT No. 01-2-500-320	





**STAFF TRAVEL FORM**

ADVANCE

CLAIM

**NAME:** John Neill **DATE:** 13-Dec-17

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

**Purpose of Travel:** Advanced ham radio course (SRD Emergency Communications Team)

**Dates of Travel:** 26 November, 2017

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
12-Nov	Advanced ham radio course	Lunch	\$20.00
19-Nov	Advanced ham radio course	Lunch	\$20.00
26-Nov	Advanced ham radio course	Lunch	\$20.00

**TOTAL** \$60.00

**REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS**

<b>1. Commercial Accommodation</b>	<b>Actual Cost @ Gov't rates</b>
<b>2. Non-Commercial Accommodation</b>	<b>\$35/night</b>
<b>3. Per Diem and Meal Allowance</b>	<b>\$75/day</b>
Rate breakdown	
Breakfast - \$15	
Lunch - \$20	
Dinner - \$25	
Incidentals - \$15 (for trips in excess of 24 hours only)	
<b>4. All other expenses</b>	<b>Actual Cost</b>

CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	\$59.40
TOTAL EXPENSES (A + B)	\$119.40
LESS ADVANCE	
ACCOUNT No. 01-3-000-649	\$0.00
<b>NET CLAIM</b>	<b>\$119.40</b>

"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."

John Neill

SIGNATURE OF PERSON MAKING CLAIM

Dec 13, 2017

DATE

APPROVED FOR PAYMENT <u>Shaun Koopma</u>	<u>01-2-272-319</u>	
	ACCOUNT No. 01-2-500-320	VENDOR No.

