Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Jon Schmuland DATE: 9/29/2017

Address: [redacted] Campbell River, BC [redacted]

Purpose of Travel: MISA Conference Attendance

Dates of Travel: Sept 24th to Sept 28th, 2017

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
Sept 24th	MISA Conference - allowed per diem	per diem - supper	$25.00
Sept 25th	MISA Conference - allowed per diem	per diem	$75.00
Sept 26th	MISA Conference - allowed per diem	per diem	$75.00
Sept 27th	MISA Conference - allowed per diem	per diem	$75.00
Sept 28th	MISA Conference - allowed per diem	per diem - breakfast + lunch	$35.00
		TOTAL	$285.00

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)	$286.20
TOTAL EXPENSES (A + B)	$571.20
LESS ADVANCE ACCOUNT No. 013000649	$0.00
NET CLAIM	**$571.20**

"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

Sept 29/2017
DATE

APPROVED FOR PAYMENT	ACCOUNT No.	VENDOR No.

Strathcona
REGIONAL DISTRICT

AUTOMOBILE DISTANCE EXPENSES

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DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
Sept 24th	CCR	Victoria, BC	conf travel	**265**	
Sept 28t	Victoria, BC	CCR	conf travel	**265**	

TOTAL DISTANCE TRAVELED - KM	530	0
RATE PER KM	**$0.54**	**$0.62**
TOTAL DISTANCE EXPENSE	$286.20	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED) **CARRY FORWARD TO FRONT (B)**		**$286.20**