Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Jordan Hargrave **DATE:** 15-Jun-17

Address: c/o 990 Cedar St

Purpose of Travel: Bylaw 1000 course at the Justice Institute of BC

Dates of Travel: June 12-14, 2017

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
11-Jun	travel	ferry + reservation	$89.75
12-Jun	Per diem		$75.00
13-Jun	Per diem		$75.00
14-Jun	Per diem		$75.00
14-Jun	travel	ferry	$72.75
	Non-Commercial Accomodation	3 nights	$105.00
		TOTAL	$492.50

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)	$305.10
TOTAL EXPENSES (A + B)	$797.60
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$797.60**

"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."

J. Hargrave
SIGNATURE OF PERSON MAKING CLAIM

2017-06-27
DATE

APPROVED FOR PAYMENT	ACCOUNT No.	VENDOR No.
A. Nelson	01-2-502-320	

Inv# JUN 27 17-TRAV

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AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
11-Jun	CR	White Rock		198	
12-Jun	White Rock	New Westminster		34	
12-Jun	New Westminster	White Rock		34	
13-Jun	White Rock	New Westminster		34	
13-Jun	New Westminster	White Rock		34	
14-Jun	White Rock	New Westminster		34	
14-Jun	New Westminster	CR		197	

TOTAL DISTANCE TRAVELED - KM	565	0
RATE PER KM	**$0.54**	**$0.66**
TOTAL DISTANCE EXPENSE	$305.10	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED) CARRY FORWARD TO FRONT (B)		**$305.10**