Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Karin Albert DATE: 03-Feb-17

Address: [redacted] Courtenay, BC [redacted]

Purpose of Travel: Attend Species and Ecosystems at Risk (SEAR) Working Group meeting in Victoria

Dates of Travel: January 30 - February 1

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
Jan. 30	SEAR Working Group meeting, Victoria	Dinner	$25.00
Feb. 1	"	Breakfast & Dinner	$40.00
Feb. 2	"	Breakfast	$15.00
		TOTAL	$80.00

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)	$252.72
TOTAL EXPENSES (A + B)	$332.72
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$332.72**

"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."

K. Albert
SIGNATURE OF PERSON MAKING CLAIM

Feb 3, 2017
DATE

APPROVED FOR PAYMENT	01-2-614-320 ACCOUNT No.	VENDOR No.

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AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
30-Jan-17	Home (Merville)	Victoria	Attend SEAR working group meetin	234	
01-Feb-17	Victoria	Home (Merville)	"	234	

TOTAL DISTANCE TRAVELED - KM	468	0
RATE PER KM	**$0.54**	**$0.66**
TOTAL DISTANCE EXPENSE	$252.72	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED)	/\	
CARRY FORWARD TO FRONT (B)		**$252.72**