

STAFF TRAVEL FORM

ADVANCE

CLAIM

NAME: Kelly Clark **DATE:** June 16, 2017

Address: 301 - 990 Cedar St Campbell River BC V9W 7Z8

Purpose of Travel: Govt Finance Officers Association Conference Victoria BC

Dates of Travel: June 12-15, 2017

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
June 12, 2017	GFOA Conference Victoria BC	Lunch, dinner and incidental per diem	\$60.00
June 12, 2017	GFOA Conference Victoria BC	Non commercial accommodation	\$35.00
June 13, 2017	GFOA Conference Victoria BC	Breakfast, dinner and incidental per diem	\$55.00
June 13, 2017	GFOA Conference Victoria BC	Non commercial accommodation	\$35.00
June 14, 2017	GFOA Conference Victoria BC	Dinner and incidental per diem	\$40.00
June 14, 2017	GFOA Conference Victoria BC	Non commercial accommodation	\$35.00

TOTAL \$260.00

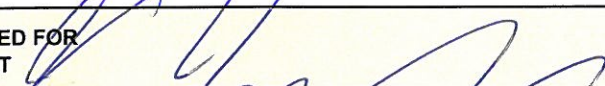
REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS	
1. Commercial Accommodation	Actual Cost @ Gov't rates
2. Non-Commercial Accommodation	\$35/night
3. Per Diem and Meal Allowance	\$75/day
Rate breakdown	
Breakfast - \$15	
Lunch - \$20	
Dinner - \$25	
Incidentals - \$15 (for trips in excess of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

CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	\$0.00
TOTAL EXPENSES (A + B)	\$260.00
LESS ADVANCE	
ACCOUNT No. 01-3-000-649	\$0.00
NET CLAIM	\$260.00

"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

DATE

APPROVED FOR PAYMENT  ACCOUNT No. 01-2-113-320 E967 VENDOR No. CLAKEL1