Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Lori Olsson DATE: 15-May-17

Address: [redacted]

Purpose of Travel: RFABC Conference

Dates of Travel: 10-May-17

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
	Km see other sheet		

TOTAL	$0.00
CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	$135.00
TOTAL EXPENSES (A + B)	$135.00
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$135.00** ✓ mcu

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

"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."

L Olsson
SIGNATURE OF PERSON MAKING CLAIM

May 15/17
DATE

APPROVED FOR PAYMENT [signature]

01-2-640-320
ACCOUNT No.

VENDOR No.

Direct deposit please. LO.

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AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
10-May-17	Campbell River	Parksville	RFABC Conference	**125**	
10-May-17	Parksville	Campbell River	RFABC Conference	**125**	

TOTAL DISTANCE TRAVELED - KM	250	0
RATE PER KM	**$0.54**	**$0.66**
TOTAL DISTANCE EXPENSE	$135.00	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED) CARRY FORWARD TO FRONT (B)		**$135.00** ✓

men