Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Ralda Hansen DATE: 26-May-17

Address: [redacted]

Purpose of Travel: Professional development: influence and stakeholder management

Dates of Travel: Depart evening of May 17, with training on May 18 and 19, 2017

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

TOTAL	$0.00

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)	$267.62
TOTAL EXPENSES (A + B)	$267.62
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$267.62**

"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."

R Hansen
SIGNATURE OF PERSON MAKING CLAIM

May 26, 2017
DATE

APPROVED FOR PAYMENT	01-2-500-320 E946 ACCOUNT No.	HANRALJ VENDOR No.

Strathcona
REGIONAL DISTRICT

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

AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL: Professional development - Stakeholder management	Distance on Paved (A)	Distance on Unpaved (B)
	Comox	810 Humbolt-Vic	Travel from home to Victoria	**226 km**	
	810 Humbolt-Vic	4464 Markham	From hotel to technology park	**10.9 km**	
	4464 Markham	810 Humbolt-Vic	From technology park to hotel	**10.9 km**	
	810 Humbolt-Vic	4464 Markham	From hotel to technology park	**10.9 km**	
	4464 Markham	810 Humbolt-Vic	From technology park to hotel	**10.9 km**	
	810 Humbolt-Vic	Comox: 405 Sable	From Victoria to home in Comox	**226 km**	

TOTAL DISTANCE TRAVELED - KM	495.6	0
RATE PER KM	**$0.54**	**$0.66**
TOTAL DISTANCE EXPENSE	$267.62	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED)		
CARRY FORWARD TO FRONT (B)		**$267.62**

Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Ralda Hansen DATE: 26-Sep-17

Address: [redacted] Comox, BC [redacted]

Purpose of Travel: Travel from Calgary to Red Deer to interview [redacted]

Dates of Travel: 30-Aug-17

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
Aug 30 2017	Follow-up face-to-face interview with [redacted]	Travel cost only	$164.16
	for the [redacted] position		
	[redacted] applied for. The first interview was through Skype		
		TOTAL	$164.16

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)	
TOTAL EXPENSES (A + B)	$164.16
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$164.16**

"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."

Inv#

RHansen
SIGNATURE OF PERSON MAKING CLAIM

September 26, 2017

APPROVED FOR PAYMENT	02-2-319-225 ACCOUNT No.	VENDOR No.

Strathcona
REGIONAL DISTRICT

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

AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
Aug 30'17	Calgary	Red Deer	Interview	**304**	

TOTAL DISTANCE TRAVELED - KM	304	0
RATE PER KM	**$0.54**	**$0.66**
TOTAL DISTANCE EXPENSE	$164.16	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED) CARRY FORWARD TO FRONT (B)		**$164.16**

Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Ralda Hansen DATE: 30-Oct-17

Address: [redacted] Comox, BC [redacted]

Purpose of Travel: Association of Regional District Planning Managers

Dates of Travel: October 24 to 26, 2017

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
24-Oct	Dinner (per diem)	Meal	$25.00

TOTAL	$25.00

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)	$245.16
TOTAL EXPENSES (A + B)	$270.16
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$270.16**

"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."

R Hansen
SIGNATURE OF PERSON MAKING CLAIM

October 30, 2017
DATE

APPROVED FOR PAYMENT	01-2-500-320 E946 ACCOUNT No.	VENDOR No.

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2017-10-29

Strathcona
REGIONAL DISTRICT

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

AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
	Comox	Victoria	Home to ARDPM conference	227 km	
	Victoria	Comox	Victoria to Comox	227 km	

TOTAL DISTANCE TRAVELED - KM	454	0
RATE PER KM	**$0.54**	**$0.66**
TOTAL DISTANCE EXPENSE	$245.16	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED) CARRY FORWARD TO FRONT (B)		**$245.16**