Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Sue Steuart **DATE:** 1-May-17

Address:

Purpose of Travel: ARMA/AABC Conference

Dates of Travel: April 26 - 28, 2017

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
26-Apr	ARMA/AABC Conference - Victoria	Incidentals/Dinner	$40.00
27-Apr		Incidentals/Lunch/Dinner	$60.00
28-Apr		Dinner	$25.00
		TOTAL	$125.00

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)	$125.00
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$125.00**

mei

"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."

S Steuart
SIGNATURE OF PERSON MAKING CLAIM

May 1/17.
DATE

APPROVED FOR PAYMENT	ACCOUNT No.	VENDOR No.
dwatson.	01-2-111-320 A165	