Strathcona REGIONAL DISTRICT

STRATHCONA GARDENS COMMISSIONER EXPENSE CLAIM FORM

#301 - 990 Cedar Street, Campbell River, BC V8W 7Z8

ADVANCE
CLAIM

NAME: MICHELE BABCHUK
Address: [redacted], CAMPBELL RIVER, BC
Purpose of Travel: REC FACILITY TOUR
Dates of Travel: ~~FEB~~ JAN 16 - 17/2017

KILOMETRE ALLOWANCE FOR AUTOMOBILE DISTANCE TRAVELLED

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved	Distance on Unpaved

TOTAL DISTANCE TRAVELED	KM	KM
RATE PER KM (2016 CRA rate)	$0.54 / KM	$0.66 / KM
TOTAL DISTANCE EXPENSE	$	$
TOTAL EXPENSES ($ PAVED + $ UNPAVED)	(A) $	

PURSUANT TO POLICY SGP-002

1. Commercial Accommodation	Actual Cost @ Gov't rates
2. Non-Commercial Accommodation	$35/night
3. Overnight travel per diem (24 hour period) (less meals provided)	$75/24 hrs
3. Meal Charges (not overnight)	Breakfast - $15 Lunch - $20 Dinner - $25
4. Other allowable expenses (with receipts)	Actual Cost

CARRY FORWARD OF EXPENSES FROM REVERSE	(B) $ 150.00
TOTAL EXPENSES (A + B)	$ 0
LESS ADVANCE ACCOUNT No. 013000649	$ 0
NET CLAIM	$ 150.00
Verified by:	W.

I hereby certify that the expenses and expenditures detailed on this claim qualify for reimbursement and were incurred by me as a result of Strathcona Gardens business as detailed in Policy SGP-002 and that I will not be reimbursed for them by any other party.

M Babchuk
SIGNATURE OF PERSON MAKING CLAIM

Jan 26/2017.
DATE

ACCOUNT NO. 012 - _____ - _____ CC1 _____

T:\Directors\SG Commissioner Expense Claim 2016.xls

Strathcona
REGIONAL DISTRICT

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#301 - 990 Cedar Street, Campbell River, BC V8W 7Z8

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals, etc.)	AMOUNT
JAN 16/17	VANCOUVER REC TOUR	Hotel	$ 115.00
JAN 16	VANCOUVER REC TOUR	LUNCH PER DIEM	20.00
JAN 17	VANCOUVER REC TOUR	BREAKFAST PER DIEM	15.00
		CARRY FORWARD TO THE FRONT TOTAL (B) $	150.00