



STAFF TRAVEL FORM

ADVANCE

CLAIM

NAME: John Neill **DATE:** 30-Jun-18

Address: c/o 990 Cedar Street, Campbell River BC V9W 7Z8

Purpose of Travel: Area 'D' Advisory Planning Commission (APC) meetings

Dates of Travel: 9-Apr

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
9-Apr	Area D APC meeting } <i>N260</i>	Dinner	\$25.00
14-May	Area D APC meeting } <i>N260</i>	Dinner	\$25.00
15-May	Quadra Links OCP and Zoning Open House	Dinner	\$25.00
30-May	PIBC Annual Conference	Incidentals	\$45.00
20-Jun	Public Hearing Bylaws 297, 298, 303 and 304 } <i>N290</i>	Dinner	\$25.00

TOTAL **\$145.00**

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)	\$311.30
TOTAL EXPENSES (A + B)	\$456.30
LESS ADVANCE	
ACCOUNT No. 01-3-000-649	\$0.00
NET CLAIM	\$456.30

"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."

John Neill
SIGNATURE OF PERSON MAKING CLAIM

June 25, 2018
DATE

APPROVED FOR PAYMENT <i>#Hansen</i>	01-2-500-320 with cost centres as indicated above ACCOUNT No.	VENDOR No.
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