



STAFF TRAVEL FORM

ADVANCE

CLAIM

NAME: Craig Robertson **DATE:** 11-Jun-18

Address: [REDACTED]

Purpose of Travel: BCRPA Conference - Vancouver, B.C.

Dates of Travel: April 29-May 2, 2018

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
29-Apr	BCPRA Conference - Vancouver	Dinner	\$25.00
30-Apr	BCPRA Conference - Vancouver	Dinner	\$25.00
30-Apr	BCPRA Conference - Vancouver	Incidentals	\$15.00
1-May	BCPRA Conference - Vancouver	Incidentals	\$15.00
2-May	BCPRA Conference - Vancouver	Dinner	\$25.00
2-May	BCPRA Conference - Vancouver	Incidentals	\$15.00

TOTAL \$120.00

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)	\$120.00
LESS ADVANCE ACCOUNT No. 01-3-000-649	\$0.00
NET CLAIM	\$120.00

"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."

SIGNATURE OF PERSON MAKING CLAIM

JUNE 11, 2018

DATE

APPROVED FOR PAYMENT	01-2-640-320 ACCOUNT No.	VENDOR No.
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SCANNED