Strathcona
REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM

ADVANCE [ ] CLAIM [X]

NAME: Sheena Fisher DATE: May 24th 2022

Address: 9 3016 S. Alder St. Campbell River

Purpose of Claim: Reimbursment of ferry ticket

DATE	DESCRIPTION OF EXPENSE	AMOUNT
May 12th 2022	Ferry trip to Quadra with W. Parada, to visit the Q-Cove Waste water treatment plant	$40.50
	TOTAL	$40.50

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	$125/day
Rate breakdown	
Breakfast - $20	
Lunch - $25	
Dinner - $35	
Incidentals - $45 (for trips in excess of 24 hours only)	
4. All other expenses	Actual Cost

CARRY FORWARD OF EXPENSES (B)	$0.00
TOTAL EXPENSES (A + B)	$40.50
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$40.50** WP

"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

May 24/2022
DATE

APPROVED FOR PAYMENT	03-2-331-320 ACCOUNT No.	VENDOR No.