Strathcona
REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM

ADVANCE [ ] CLAIM [X]

NAME: Renee LaBoucane DATE: 12-Sep-22

Address: [redacted]

Purpose of Claim: Travel to Gambier Island for UBF Announcement

DATE	DESCRIPTION OF EXPENSE	AMOUNT
05-Sep	Travel to Nanaimo-Sechelt-Gibsons Per diem Lunch and Dinner	$60.00
06-Sep	Event + Travel from Gamber-Campbell River	$125.00

TOTAL	$185.00

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS	
1. Commercial Accommodation	Actual Cost @ Gov't
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)	$189.10
TOTAL EXPENSES (A + B)	$374.10
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$374.10**

"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."

RLaBoucane
SIGNATURE OF PERSON MAKING CLAIM

Sept 12, 2022
DATE

APPROVED FOR PAYMENT	01-2-118-320 ACCOUNT No.	VENDOR No.

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EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
05-Sep	Campbell River	Nanaimo	Gambier Trip	155	
06-Sep	Nanaimo	Campbell River	Gambier Trip	155	

TOTAL DISTANCE TRAVELED - KM	310	0
RATE PER KM	**$0.61**	**$0.73**
TOTAL DISTANCE EXPENSE	$189.10	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED)		
CARRY FORWARD TO FRONT **(B)**		**$189.10**