Strathcona REGIONAL DISTRICT

990 Cedar Street, Campbell River, BC, V9W 7Z8

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Aniko Nelson **DATE:** 01/16/202

ADDRESS:

PURPOSE OF CLAIM: Meeting Expense Claims

Date	Description of Expense (include "from" & "to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved	
05/30/2023	Community Health Network Learning Days SRD to Nanaimo (		314		01-2-118-320 A163
07/19/2023	Public Hearing SRD to Oyster Bay Resort (return)		36		N290
09/13/2023	Public Hearing SRD to Oyster Bay Resort (return)		36		N290
10/05/2023	Area D OCP Open House SRD to Oyster Bay Resort (return)		36		N269
10/23/2023	Public Hearing SRD to Oyster Bay Resort (return)		36		N290
11/02/2023	Public Hearing SRD to Oyster Bay Resort (return)		36		N290
12/06/2023	Public Hearing SRD to Oyster Bay Resort (return)		36		N290
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 0	530	0	
	RATE/KM	n/a	$ 0.68	$ 0.80	
	TOTAL CLAIM	$ 0.00	$ 360.40	$ 0.00	
		(a)	(b)	(c)	

(a+b+c)

TOTAL EXPENSES	$ ~~335.92~~ 360.40
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ ~~335.92~~ 360.40

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS

1. **Commercial Accommodation => Actual Cost @ Gov't Rates**
2. **Non-Commercial Accommodations => $35/night**
3. **Per Diem & Meal Allowance => $125/day**
   Rate Breakdown:
   - Breakfast -> $20
   - Lunch -> $25
   - Dinner -> $35
   - Incidentals -> $45 (for trips in excess of 24 hrs only)
4. **All other expenses => Actual Cost**

"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."

A. Nelson — SIGNATURE OF PERSON MAKING CLAIM

05/10/2023 — DATE

Approved for Payment	01-2-500-320 Account No.	Vendor No.

Strathcona REGIONAL DISTRICT

990 Cedar Street, Campbell River, BC, V9W 7Z8

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Aniko Nelson **DATE:** 01/16/202

ADDRESS:

PURPOSE OF CLAIM: Association of Regional District Planning Managers Conference

Date	Description of Expense (include "from" & "to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
10/24/2024	Travel to ARDPM Conference Victoria (3pm-6pm)		268	
10/25/2023	Incedentals - Gratuities, etc.	45.00		
10/25/2023	Dinner	35.00		
10/26/2023	Dinner	35.00		
10/26/2023	Incidentals - Gratuities, etc.	45.00		
10/26/2023	Return Travel to SRD (3pm-6pm)		268	
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 160	536	0
	RATE/KM	n/a	$ 0.68	$ 0.80
	TOTAL CLAIM	$ 160.00	$ 364.48	$ 0.00
		(a)	(b)	(c)

(a+b+c)

TOTAL EXPENSES	$ ~~342.24~~ 524.48
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ ~~342.24~~ 524.48

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS

1. Commercial Accommodation => Actual Cost @ Gov't Rates

2. Non-Commercial Accommodations => $35/night

3. Per Diem & Meal Allowance => $125/day

Rate Breakdown:

- Breakfast -> $20
- Lunch -> $25
- Dinner -> $35
- Incidentals -> $45 (for trips in excess of 24 hrs only)

4. All other expenses => Actual Cost

"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."

A. Nelson — 05/10/2023

SIGNATURE OF PERSON MAKING CLAIM — DATE

Approved for Payment	01-2-500-320 Account No.	Vendor No.