Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Joel Wheeldon DATE: April 11 2017

Address: [redacted]

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

Dates of Travel: April 4th - April 8th 2017

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
April 4th	Meals + Incidentals (Lunch/Dinner)		$60.00
April 5th	Incidentals		$15.00
April 6th	Incidentals		$15.00
April 7th	Meals + Incidentals (Lunch + Dinner)		$60.00
April 8th	Meals (Breakfast)		$15.00

TOTAL	$0.00
CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	$0.00
TOTAL EXPENSES (A + B)	$0.00
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	$165.00 **$0.00**

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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

"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

April 12 2017
DATE

APPROVED FOR PAYMENT	01-2-610-320 ACCOUNT No. Conferences	VENDOR No.

Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Joel Wheeldon DATE: Nov 20 2017

Address: [redacted]

Purpose of Travel: Refrigeration Safety Awareness

Dates of Travel: Nov 20 2017

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
Nov 20 2017	RSA - Victoria	Breakfast	$15
	RSA - Victoria	Lunch	$20
	RSA - Victoria	Dinner	$25

TOTAL $60.00 ~~$0.00~~

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)	$0.00
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	$60.00 ~~$0.00~~

"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

Nov. 27 2017
DATE

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