Strathcona REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Shayla Burnham DATE: 04/20/2026

ADDRESS: [redacted]

PURPOSE OF CLAIM: New Website Launch - Dinner (APP. 12126)

Date	Description of Expense (include from & to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
		35		
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 35	0	0
	RATE/KM	n/a	$ 0.73	$ 0.85
	TOTAL CLAIM	$ 35.00 (a)	$ 0.00 (b)	$ 0.00 (c)

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

TOTAL EXPENSES (a+b+c)	$ 35.00
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 35.00

"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 — DATE: 04/20/2026

Approved for Payment	Account No.	Vendor No.
Elaine Popove	web site code	

2867

RESET FORM

Strathcona REGIONAL DISTRICT

301-990 Cedar Street, Campbell River, BC, V9W 7Z8

STAFF EXPENSE CLAIM FORM

NAME: Shayla Burnham

DATE: 2026-09-17

ADDRESS: [redacted]

PURPOSE OF CLAIM: Just Like Home & Area B Public Hearing

EXPENSES

Date	Description of Expense	Subtotal	GST	Total
2026-09-09	Area B Public Hearing (Dinner)	$ 35.00		$ 35.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 35.00	$ 0.00	$ 35.00

MILEAGE

Date	Details of Travel (attach Google Map Printout; or equivalent)		Kilometers Traveled Unpaved	Paved
2026-08-06	Dropping off furniture and helping assemble at JLH and back			4.9
2026-08-07	Dropping off furniture and helping assemble at JLH and back			4.9
2026-08-18	Dropping off furniture and helping assemble at JLH and back			4.9
2026-08-19	Dropping off furniture and helping assemble at JLH and back			4.9
2026-08-21	Dropping off furniture and helping assemble at JLH and back			4.9
FORMULAS - PLEASE LEAVE AS IS		TOTAL KM	0.0	24.5
		RATE/KM	$ 0.85	$ 0.73
		SUBTOTAL	$ -	$ 17.03
		GST	$ -	$ 0.85
		SUBTOTAL	$ 0.00	$ 17.89

REFER TO PURCHASING POLICY FOR CLAIM EXPECTATIONS

1. **Commercial Accommodation => Actual Cost @ Gov't Rates**
2. **Non-Commercial Accommodations => $35/night**
3. **Per Diem & Meal Allowance => $115/day**

   Maximum Rate Breakdown:

   Breakfast -> $20

   Lunch -> $25

   Dinner -> $35

   Incidentals -> $35 (for trips in excess of 24 hrs only)
4. **All other expenses => Actual Cost**

SUBTOTAL	$ 52.03
GST	$ 0.85
TOTAL	$ 52.89

"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

September 17, 2026
DATE

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

01-6-451-476
Just Like Home C715