Strathcona
REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Kelly Clark **DATE:** 06/02/2026

ADDRESS: c/o 990 Cedar St Campbell River BC V9W 7Z8

PURPOSE OF CLAIM: GFOABC Annual Conference - May 27-29, 2026 - Kelowna BC

Date	Description of Expense (include from & to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Kilometers Traveled Unpaved
05/26/2026	Private vehicle travel - 990 Cedar St to YQQ Comox Airport		51.7	
05/26/2026	Dinner and overnight per diem	80.00		
05/27/2026	Dinner and overnight per diem	80.00		
05/28/2026	Overnight per diem	45.00		
05/29/2026	Lunch, dinner per diem	60.00		
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 265	51.7	0
	RATE/KM	n/a	$ 0.73	$ 0.85
	TOTAL CLAIM	$ 265.00	$ 37.74	$ 0.00
		(a)	(b)	(c)

(a+b+c)

TOTAL EXPENSES	$ 302.74
Less Advance Acct 01-3-000-649	$ 0.00
NET CLAIM	$ 302.74

GST 14.42
288.32

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."

SIGNATURE OF PERSON MAKING CLAIM

JUN 2/2026
DATE

Approved for Payment	01-2-113-320 Account No.	Vendor No.