2807

RESET FORM

Strathcona
REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM

NAME: Cathy Denham [redacted]

DATE: 2026-08-05

ADDRESS: [redacted]

PURPOSE OF CLAIM: Travel Costs and Expenses - Month of June

dates wrong JUNE

EXPENSES				
Date	Description of Expense	Subtotal	GST	Total
2026-06-16	meal allowance - lunch	$ 25.00		$ 25.00
2026-06-17	meal allowance -dinner x 2	$ 70.00		$ 70.00
2026-07-16	Creamer	$ 4.99		$ 4.99
2026-07-06	The Bargain Shop	$ 42.39		$ 42.39
2026-07-17	Eposnow	$ 180.00		$ 180.00
		$ 17.97		$ 17.97
	Eposnow GST = $9 The Bargain Shop $0.99		$ 9.99	$ 9.99
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 340.35	$ 9.99	$ 350.34

MILEAGE				
Date	Details of Travel (attach Google Map Printout; or equivalent)		Kilometers Traveled Unpaved	Paved
2026-06-15	Ladysmith to Zeballos		319.0	42.0
2026-06-19	Zeballos to Ladysmith		319.0	42.0
FORMULAS - PLEASE LEAVE AS IS		TOTAL KM	638.0	84.0
		RATE/KM	$ 0.85	$ 0.73
		SUBTOTAL	$ 516.48	$ 58.40
		GST	$ 25.82	$ 2.92
		SUBTOTAL	$ 542.30	$ 61.32

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	$ 915.23
GST	$ 38.73
TOTAL	$ 953.96

HRUA Project Community Engagement

"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."

electronic attached

SIGNATURE OF PERSON MAKING CLAIM

August 5/26

DATE

Approved for Payment	01-2-278-284 Account No. M145	Vendor No.

Entered By MVB