

2807

RESET FORM

Strathcona
REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM

NAME: Cathy Denham

DATE: 2026-08-05

ADDRESS:

PURPOSE OF CLAIM: Travel Costs and Expenses - Month of 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 a Hachard
SIGNATURE OF PERSON MAKING CLAIM

August 5/26
DATE

Approved for
Payment

01-2-272-284
Account No. M145

Vendor No.

Entered By
MVB



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

2855

STAFF EXPENSE CLAIM FORM

NAME: Cathy Denham

DATE: 2026-07-26

ADDRESS:

PURPOSE OF CLAIM: Travel Costs (July)

EXPENSES				
Date	Description of Expense	Subtotal	GST	Total
2026-07-20	Daily per diem	\$ 125.00		\$ 125.00
2026-07-21	Daily per diem	\$ 125.00		\$ 125.00
2026-07-22	Daily per diem	\$ 125.00		\$ 125.00
2026-07-23	Daily per diem	\$ 125.00		\$ 125.00
2026-07-24	Daily per diem	\$ 125.00		\$ 125.00
2026-07-25	Daily per diem	\$ 125.00		\$ 125.00
				\$ 0.00
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	\$ 750.00	\$ 0.00	\$ 750.00

MILEAGE			
Date	Details of Travel (attach Google Map Printout; or equivalent)	Kilometers Traveled	
		Unpaved	Paved
2026-07-19	Ladysmith to Sayward		251.0
2026-07-22	Sayward to Zeballos	42.0	97.0
2026-07-22	Zeballos to Sayward	42.0	97.0
2026-07-23	Sayward to Zeballos	42.0	97.0
2026-07-23	Zeballos to Sayward	42.0	97.0
2026-07-26	Sayward to Ladysmith		251.0
FORMULAS - PLEASE LEAVE AS IS	TOTAL KM	168.0	890.0
	RATE/KM	\$ 0.85	\$ 0.73
	SUBTOTAL	\$ 136.00	\$ 618.76
	GST	\$ 6.80	\$ 30.94
	SUBTOTAL	\$ 142.80	\$ 649.70

REFER TO PURCHASING POLICY FOR CLAIM EXPECTATIONS

- Commercial Accommodation => Actual Cost @ Gov't Rates
- Non-Commercial Accommodations => \$35/night
- 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)

- All other expenses => Actual Cost

SUBTOTAL	\$ 1,504.76
GST	\$ 37.74
TOTAL	\$ 1,542.50

"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."

See attached original form

SIGNATURE OF PERSON MAKING CLAIM

Sept 18/26

DATE

Approved for
Payment

01-2-272-387
Account No. M145

Vendor No.