



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

STAFF EXPENSE CLAIM FORM

NAME: Sheena Fisher

DATE: 2026-09-11

ADDRESS:

PURPOSE OF CLAIM: 2026 Mileage Claim

EXPENSES				
Date	Description of Expense	Subtotal	GST	Total
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	\$ 0.00	\$ 0.00	\$ 0.00

MILEAGE			
Date	Details of Travel (attach Google Map Printout; or equivalent)	Kilometers Traveled	
		Unpaved	Paved
2026-03-13	Dec 16, Feb 18 CRHF – Meeting with Stacey		9.2
2026-03-19	SG – Tour with Elected Officials		6.6
2026-04-17	March 19 – Anchor Inn FNPCI – JLH/HPH presentation -		4.7
	April 17 – pick up items for Owen Bay Wharf and trip to Owen Bay		5.8
	30 trips to JLH and back - see attached for dates		156.0
2026-09-02	P/U Thank You gifts for JH Neighbours		10.9
FORMULAS - PLEASE LEAVE AS IS	TOTAL KM	0.0	193.2
	RATE/KM	\$ 0.85	\$ 0.73
	SUBTOTAL	\$ -	\$ 134.32
	GST	\$ -	\$ 6.72
	SUBTOTAL	\$ 0.00	\$ 141.04

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	\$ 134.32
GST	\$ 6.72
TOTAL	\$ 141.04

"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

Approved for
Payment

Account No.

Vendor No.



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

STAFF EXPENSE CLAIM FORM

2836

NAME: Sheena Fisher DATE: 2026-09-11
ADDRESS: [REDACTED]
PURPOSE OF CLAIM: 2026 Mileage Claim

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				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
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SIGNATURE OF PERSON MAKING CLAIM

DATE

Approved for
Payment

Account No.

Vendor No.

Sgt. 11 2026

01-2-451-320