



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

**STAFF EXPENSE CLAIM FORM
EXEMPT STAFF**

NAME: Annie Girdler DATE: 06/06/2023

ADDRESS: [REDACTED]

PURPOSE OF CLAIM: 2023 PIBC Conference - Personal Vehicle Use

Date	Description of Expense (include "from" & "to" for km's traveled)	Expenses \$ Amount	Kilometers Traveled		
			Paved	Unpaved	
05/30/2023	Campbell River to Sun Peaks		565		
06/02/2023	Sun Peaks to Campbell River		565		
FORMULAS - PLEASE LEAVE AS IS		SUB-TOTAL	\$ 0	1130	0
		RATE/KM	n/a	\$ 0.68	\$ 0.80
		TOTAL CLAIM	\$ 0.00	\$ 768.40	\$ 0.00

(a) (b) (c)

(a+b+c)

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS

- Commercial Accommodation => Actual Cost @ Gov't Rates
- Non-Commercial Accommodations => \$35/night
- Per Diem & Meal Allowance => \$125/day
Rate Breakdown:
Breakfast -> \$20
Lunch -> \$25
Dinner -> \$35
Incidentals -> \$45 (for trips in excess of 24 hrs only)
- All other expenses => Actual Cost

TOTAL EXPENSES \$ 768.40

Less Advance
Acct 01-3-000-649 \$

NET CLAIM \$ 768.40

"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."

Annie Girdler
SIGNATURE OF PERSON MAKING CLAIM

June 6 / 2023
DATE

Approved for Payment [Signature] Account No. 01-2-500-320 Vendor No.



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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Annie Girdler

DATE: 09/27/2023

ADDRESS: [REDACTED]

PURPOSE OF CLAIM: Public Hearing Mileage in personal vehicle

Date	Description of Expense (include "from" & "to" for km's traveled)	Expenses \$ Amount	Kilometers Traveled		
			Paved	Unpaved	
09/26/2023	18 km from SRD to Oyster Bay Resort		18		
09/26/2023	5.3 km from Oyster Bay Resort to Home		5.3		
FORMULAS - PLEASE LEAVE AS IS		SUB-TOTAL	\$ 0	23.3	0
		RATE/KM	n/a	\$ 0.68	\$ 0.80
		TOTAL CLAIM	\$ 0.00	\$ 15.84	\$ 0.00

(a) (b) (c)

(a+b+c)

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS

- Commercial Accommodation => Actual Cost @ Gov't Rates
- Non-Commercial Accommodations => \$35/night
- Per Diem & Meal Allowance => \$125/day
Rate Breakdown:
Breakfast -> \$20
Lunch -> \$25
Dinner -> \$35
Incidentals -> \$45 (for trips in excess of 24 hrs only)
- All other expenses => Actual Cost

TOTAL EXPENSES \$ 15.84

Less Advance
Acct 01-3-000-649 \$

NET CLAIM \$ 15.84

01-2-500-320

"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."

Alindler
SIGNATURE OF PERSON MAKING CLAIM

09/27/2023
DATE

Approved for Payment <u>A. Nelson</u>	Account No. <u>01-2-500-320</u>	Vendor No.
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N290

