

2840.



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

STAFF EXPENSE CLAIM FORM

NAME: Mackenzie Grant

DATE: 2026-08-31

ADDRESS: 990 Cedar Street, Campbell River

PURPOSE OF CLAIM: Bylaw files in Gold River and Tahsis - Mackenzie Grant and Jennifer Barber

EXPENSES				
Date	Description of Expense	Subtotal	GST	Total
2026-08-28	Lunch	\$ 25.00		\$ 25.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	\$ 25.00	\$ 0.00	\$ 25.00

MILEAGE			
Date	Details of Travel (attach Google Map Printout; or equivalent)	Kilometers Traveled	
		Unpaved	Paved
FORMULAS - PLEASE LEAVE AS IS	TOTAL KM	0.0	0.0
	RATE/KM	\$ 0.85	\$ 0.73
	SUBTOTAL	\$ -	\$ -
	GST	\$ -	\$ -
	SUBTOTAL	\$ 0:00	\$ 0:00

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	\$ 25.00
GST	\$ 0.00
TOTAL	\$ 25.00

"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. 01-2-502-320

Vendor No.

