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Strathcona REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Mackenzie Grant **DATE:** 07/03/2026

ADDRESS: 990 Cedar Street, Campbell River

PURPOSE OF CLAIM: Meal Allowance

Date	Description of Expense (include from & to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
07/02/2026	Meal Allowance - Lunch	25		
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 25	0	0
	RATE/KM	n/a	$ 0.73	$ 0.85
	TOTAL CLAIM	$ 25.00	$ 0.00	$ 0.00
		(a)	(b)	(c)

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS

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

(a+b+c)

TOTAL EXPENSES	$ 25.00
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 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 — 07/03/2026 DATE

Approved for Payment	01-2-502-320 Account No.	Vendor No.