Strathcona
REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Joanne Hart

DATE: 04/23/2026

ADDRESS:

PURPOSE OF CLAIM: NESST Conference Kamloops - expenses for Joanne & Willie

Date	Description of Expense (include from & to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
04/16/2026	Mileage - CR to Kamloops return		1297	
04/16/2026	BC Ferries	10.15		
04/16/2026	Subway	26.87		
04/16/2026	Original Joes	59.54		
04/16/2026	Fresh Street Market	23.63		
04/18/2026	Skybar Lounge	6		
04/19/2026	Tim Hortons	4.19		
04/19/2026	New York Fries	14.33		
04/19/2026	Fresh Street Market	7.28		
04/20/2026	DQ Grill & Chill	21.24		
04/20/2026	BC Ferries	31.90		
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 205.13	1297	0
	RATE/KM	n/a	$ 0.73	$ 0.85
	TOTAL CLAIM	$ 205.13	$ 946.81	$ 0.00
		(a)	(b)	(c)

(a+b+c)

TOTAL EXPENSES	$ 1,151.94
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 1,151.94

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

"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."

B Logan on behalf of J. Hart no printer — SIGNATURE OF PERSON MAKING CLAIM

Apr 23/26 — DATE

Approved for Payment	01-2-272-320 Account No. M362	Vendor No.

M362