Strathcona REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: James Irwin

DATE: 04/22/2026

ADDRESS:

PURPOSE OF CLAIM: Expenses for FireSmart Conference (Victoria)

Date	Description of Expense (include from & to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
04/07/2026	Mileage - Quadra Island to Victoria		276	
04/07/2026	Dinner - Pita Pit	24.61		
04/08/2026	Dinner - Milestones	60.00		
04/09/2026	Dinner - Noodlebox	19.26		
04/10/2026	Mileage - Victoria to Quadra Island		276	
04/10/2026	Ferry	28.45		
	GST = 4.18			
	PST = 0.64			
	SUB-TOTAL	$ 132.32	552	0
FORMULAS - PLEASE LEAVE AS IS	RATE/KM	n/a	$ 0.73	$ 0.85
	TOTAL CLAIM	$ 132.32 (a)	$ 402.96 (b)	$ 0.00 (c)

TOTAL EXPENSES (a+b+c)	$ 535.28
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 535.28

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 Irwin — Apr 22/26

SIGNATURE OF PERSON MAKING CLAIM — DATE

no access to printer or scanner

Approved for Payment

01-2-272-330 M361 — Account No.

Vendor No.

M361