

STAFF EXPENSE CLAIM FORM

NAME: Cameron Johnson

DATE: 2026-10-01

ADDRESS:

PURPOSE OF CLAIM: Mileage and Exp. Reimbursement Wetland Vegetation Maintenance

EXPENSES				
Date	Description of Expense	Subtotal	GST	Total
2026-09-25		\$ 29.85		\$ 29.85
2026-09-30		\$ 29.85		\$ 29.85
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	\$ 59.70	\$ 0.00	\$ 59.70

MILEAGE			
Date	Details of Travel (attach Google Map Printout; or equivalent)	Kilometers Traveled	
		Unpaved	Paved
2026-09-25	Nodales Drive to Quadra Ferry Round Trip		11.6
2026-09-30			11.6
FORMULAS - PLEASE LEAVE AS IS	TOTAL KM	0.0	23.2
	RATE/KM	\$ 0.85	\$ 0.73
	SUBTOTAL	\$ -	\$ 16.13
	GST	\$ -	\$ 0.81
	SUBTOTAL	\$ 0.00	\$ 16.94

REFER TO PURCHASING POLICY FOR CLAIM EXPECTATIONS

- Commercial Accommodation => Actual Cost @ Gov't Rates
- Non-Commercial Accommodations => \$35/night
- 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)

- All other expenses => Actual Cost

SUBTOTAL	\$ 75.83
GST	\$ 0.81
TOTAL	\$ 76.64

"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.

Vendor No.



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

STAFF EXPENSE CLAIM FORM

NAME: Cameron Johnson

DATE: 2026-10-01

ADDRESS:

PURPOSE OF CLAIM: Mileage and Exp. Reimbursement for Cortes Bronze Medallion Exam Challenge

EXPENSES				
Date	Description of Expense	Subtotal	GST	Total
2026-09-29		\$ 53.95		\$ 53.95
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
FORMULAS - PLEASE LEAVE AS IS				\$ 0.00
	SUB-TOTAL	\$ 53.95	\$ 0.00	\$ 53.95

MILEAGE			
Date	Details of Travel (attach Google Map Printout; or equivalent)	Kilometers Traveled	
		Unpaved	Paved
2026-09-26	Nodales Drive to Hague Lake Round Trip		74.4
FORMULAS - PLEASE LEAVE AS IS			
	TOTAL KM	0.0	74.4
	RATE/KM	\$ 0.85	\$ 0.73
	SUBTOTAL	\$ -	\$ 51.73
	GST	\$ -	\$ 2.59
	SUBTOTAL	\$ 0:00	\$ 54.31

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	\$ 105.68
GST	\$ 2.59
TOTAL	\$ 108.26

"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

Oct 1 26
DATEApproved for
Payment01-2-272-320
Account No.

Vendor No.

M138 EMO19