

002564



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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF
NAME: Dave LeitchDATE: 02/13/2026

ADDRESS: _____

PURPOSE OF CLAIM: Travel to Nanaimo for litigation

Date	Description of Expense (include from & to" for km's traveled)	Expenses \$ Amount	Kilometers Traveled	
			Paved	Unpaved
02/11/2026	Courtenay to Nanaimo courthouse		116	
02/11/2026	Nanaimo courthouse to Courtenay		116	
02/12/2026	Courtenay to Nanaimo courthouse		116	
02/12/2026	Nanaimo courthouse to Courtenay		116	
02/11/2026	Lunch	25		
02/12/2026	Lunch	25		
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	\$ 50	464	0
	RATE/KM	n/a	\$ 0.73	\$ 0.85
	TOTAL CLAIM	\$ 50.00	\$ 338.72	\$ 0.00

(a)

(b)

(c)

(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

TOTAL EXPENSES \$ 388.72

Less Advance Acct 01-3-000-649	\$
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NET CLAIM \$ 388.72

"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

02/13/2026

DATE

Approved for
Payment

Account No.

Vendor No.



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

2868

STAFF EXPENSE CLAIM FORM

NAME: Dave Leitch

DATE: 2026-09-18

ADDRESS: _____

PURPOSE OF CLAIM: UBCM

EXPENSES				
Date	Description of Expense	Subtotal	GST	Total
2026-09-14	UBCM, Breakfast/Lunch	\$ 45.00		\$ 45.00
2026-09-15	UBCM, Breakfast/Lunch	\$ 45.00		\$ 45.00
2026-09-16	UBCM, Breakfast/Lunch	\$ 45.00		\$ 45.00
2026-09-17	UBCM, Breakfast/Lunch	\$ 45.00		\$ 45.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	\$ 180.00	\$ 0.00	\$ 180.00

MILEAGE			
Date	Details of Travel (attach Google Map Printout; or equivalent)	Kilometers Traveled	
		Unpaved	Paved
2026-09-13	Courtenay to Hullo ferry		119.0
2026-09-17	Hullo ferry to Courtenay		119.0
FORMULAS - PLEASE LEAVE AS IS	TOTAL KM	0.0	238.0
	RATE/KM	\$ 0.85	\$ 0.73
	SUBTOTAL	\$ -	\$ 165.47
	GST	\$ -	\$ 8.27
	SUBTOTAL	\$ 0.00	\$ 173.74

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	\$ 345.47
GST	\$ 8.27
TOTAL	\$ 353.74

"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.