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Strathcona REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM

NAME: Jordan Mclean DATE: 2026-10-08

ADDRESS: [redacted]

PURPOSE OF CLAIM: Building Service Worker Level 1 Course Vancouver Island University

EXPENSES

Date	Description of Expense	Subtotal	GST	Total
2026-09-19	Hotel Accommodation Sept 19, 2026	$ 174.90	$ 7.95	$ 182.85
2026-09-25	Hotel Accommodation Sept 25 - 26, 2026	$ 305.98	$ 16.00	$ 321.98
2026-09-19	Per Diem & Meal Allowance	$ 80.00		$ 80.00
2026-09-19	Per Diem & Meal Allowance	$ 80.00		$ 80.00
2026-09-20	Per Diem & Meal Allowance	$ 80.00		$ 80.00
2026-09-26	Per Diem & Meal Allowance	$ 80.00		$ 80.00
2026-09-27				$ 0.00
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 800.88	$ 23.95	$ 824.83

MILEAGE

Date	Details of Travel (attach Google Map Printout; or equivalent)	Kilometers Traveled Unpaved	Paved
2026-09-19	Travel From Campbell River to Cowichan Recreation Centre		205.0
2026-09-20	Travel From Cowichan Recreation Centre to Campbell River		205.0
2026-09-25	Travel From Campbell River to Cowichan Recreation Centre		205.0
2026-09-27	Travel From Cowichan Recreation Centre to Campbell River		205.0
FORMULAS - PLEASE LEAVE AS IS	TOTAL KM	0.0	820.0
	RATE/KM	$ 0.85	$ 0.73
	SUBTOTAL	$ -	$ 570.10
	GST	$ -	$ 28.50
	SUBTOTAL	$ 0.00	$ 598.60

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	$ 1,370.98
GST	$ 52.45
TOTAL	$ 1,423.43

"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 13/2C
DATE

Approved for Payment ROBIN KENTROP

Account No. 01-2-640-319

Vendor No. 640