2663

Strathcona REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Mike Baker

DATE: 04/28/2026

ADDRESS:

PURPOSE OF CLAIM: NESST Conference

Date	Description of Expense (include from & to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
04/17/2026	Mileage - CR to Kamloops, return		1098.3	
04/17/2026	BC Ferries - Duke Point to Tsawassen	79.50		
04/17/2026	Per Diem - Breakfast, Lunch, Dinner	80.00		
04/18/2026	Per Diem - Dinner, Incidental	80.00		
04/18/2026	Parking	4.00		
04/19/2026	Per Diem - Dinner, Incidental	80.00		
04/19/2026	BC Ferries - Horseshoe Bay to Departure Bay	110.50		
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 434	1098.3	0
	RATE/KM	n/a	$ 0.73	$ 0.85
	TOTAL CLAIM	$ 434.00 (a)	$ 801.76 (b)	$ 0.00 (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 (a+b+c)	$ 1,235.76
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 1,235.76

"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

04/28/2026
DATE

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

M362