

NAME: **Deb Morin**

DATE: **04/23/2026**

ADDRESS: [REDACTED]

PURPOSE OF CLAIM: **NEST 2026 Conference Mileage Reimbursement**

Date	Description of Expense (include from & to" for km's traveled)	Expenses \$ Amount	Kilometers Traveled	
			Paved	Unpaved
04/23/2026	Use of personal vehicle from Zeballos to Campbell River to		163	41.6
	fly to 2026 NEST conference in Kamloops		163	41.6
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	\$ 0	326	83.2
	RATE/KM	n/a	\$ 0.73	\$ 0.85
	TOTAL CLAIM	\$ 0.00	\$ 237.98	\$ 70.72

(a) (b) (c)  
(a+b+c)

**REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS**

- Commercial Accommodation => Actual Cost @ Gov't Rates
- Non-Commercial Accommodations => \$35/night
- Per Diem & Meal Allowance => \$125/day  
Rate Breakdown:  
Breakfast -> \$20  
Lunch -> \$25  
Dinner -> \$35  
Incidentals -> \$45 (for trips in excess of 24 hrs only)
- All other expenses => Actual Cost

<b>TOTAL EXPENSES</b>	<b>\$ 308.70</b>
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Less Advance Acct 01-3-000-649	\$
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<b>NET CLAIM</b>	<b>\$ 308.70</b>
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"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."

**04/23/2026**

SIGNATURE OF PERSON MAKING CLAIM

DATE

Approved for Payment	Account No.	Vendor No.
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