2710

Strathcona
REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: MJ Tholl

DATE: May 10, 2026

ADDRESS: [redacted]

PURPOSE OF CLAIM: Emergency prep week FA Milage

Date	Description of Expense (include from & to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
May 1st, 2026	Ferry from CR to Quadra, gas to dock	$35.30	31Km	8Km
May 3rd, 2026	Hoskin dock to Camp Homewood		15Km	8Km
May 4th, 2026	Camp Homewood to Campbell River		17Km	
May 5th, 2026	Campbell River to Zeballos		162Km	40Km
May 7th, 2026	Zeballos to Campbell River		162Km	40Km
May 7th, 2026	Campbell River to Sayward and back		192Km	
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 35.30 0	579km 0	96km 0
	RATE/KM	n/a	$ 0.73	$ 0.85
	TOTAL CLAIM	$ 35.30 0	$ 422.67 0	$ 81.60 0
		(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

	(a+b+c)
TOTAL EXPENSES	$ 539.57 0
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 539.57 0

"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

May 10, 2026
DATE

Approved for Payment

Account No. 01-2-272-3200

Vendor No.

RESET FORM

Strathcona REGIONAL DISTRICT

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

2856

STAFF EXPENSE CLAIM FORM

NAME: MJ Tholl

DATE: Sept 15, 2026

ADDRESS: [redacted]

PURPOSE OF CLAIM: Bronze Med on Cortes Island

EXPENSES

Date	Description of Expense	Subtotal	GST	Total
Aug 21, 2026	Gorceries for snacks/lunch provided for candidates	83.25		83.25 0
				0
				0
				0
				0
				0
				0
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	0	0	83.25 0

MILEAGE

Date	Details of Travel (attach Google Map Printout; or equivalent)	Kilometers Traveled Unpaved	Paved
Aug 22, 2026	To CR ferry terminal, across quadra to terminal, Cortes ferry to Hague	0	42
Aug 23-26	Airbnb to lake and back	0	104
Aug 27, 2026	To lake, back to CR via ferry to Quadra	0	42
FORMULAS - PLEASE LEAVE AS IS	TOTAL KM	- 0	188 - 0
	RATE/KM	0.85	0.73
	SUBTOTAL	$ -	$ -
	GST	$ -	$ -
	SUBTOTAL	$ - 0	$ 137.24 - 0

SUBTOTAL	220.49	0
GST		0
TOTAL	220.49	0

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**

"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

Sept 15, 2026

DATE

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

M138 EM019