Strathcona
REGIONAL DISTRICT

301 - 990 Cedar Street Campbell River B.C. V9W 7Z8

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Laurie Gage DATE: 18-May-19

Address: [redacted]

Purpose of Travel: CPMS - Union Contract Negotiations Course

Dates of Travel: May 14 - 18, 2019

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
14-May	Per diem - dinner	Edmonton, AB	$25.00
15-May	Per diem - breakfast, dinner, incidentals	Edmonton, AB	$55.00
16-May	Per diem - breakfast, dinner, incidentals	Edmonton, AB	$55.00
17-May	Per diem - breakfast, dinner, incidentals	Edmonton, AB	$55.00
18-May	Per diem - breakfast, lunch, dinner, incidentals	Edmonton, AB	$75.00
		TOTAL	$265.00

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS

1. Commercial Accommodation	Actual Cost @ Gov't rates
2. Non-Commercial Accommodation	$35/night
3. Per Diem and Meal Allowance	$75/day
Rate breakdown	
Breakfast - $15	
Lunch - $20	
Dinner - $25	
Incidentals - $15 (for trips in excess of 24 hours only)	
4. All other expenses	Actual Cost

CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	$58.00
TOTAL EXPENSES (A + B)	$323.00
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$323.00**

"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 21/19
DATE

APPROVED FOR PAYMENT	ACCOUNT No. 01-2-111-320 CC1=A164	VENDOR No.

Strathcona
REGIONAL DISTRICT

301 - 990 Cedar Street Campbell River B.C. V9W 7Z8

AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
14-May-19	Campbell River	Comox	travel to airport	**50**	
18-May-19	Comox	Campbell River	travel to airport	**50**	

Strathcona
REGIONAL DISTRICT

301 - 990 Cedar Street Campbell River B.C. V9W 7Z8

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Laurie Gage DATE: 11-Oct-19

Address:

Purpose of Travel: CPHR BC & Yukon - Vancouver Island Legal Symposium

Dates of Travel: October 10 - 11, 2019

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
10-Oct	Victoria, BC	Per diem - dinner	$25.00
11-Oct	Victoria, BC	Per diem - dinner, incidentals	$40.00

TOTAL	$65.00

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS

1. Commercial Accommodation	Actual Cost @ Gov't rates
2. Non-Commercial Accommodation	$35/night
3. Per Diem and Meal Allowance	$75/day
Rate breakdown	
Breakfast - $15	
Lunch - $20	
Dinner - $25	
Incidentals - $15 (for trips in excess of 24 hours only)	
4. All other expenses	Actual Cost

CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	$308.56
TOTAL EXPENSES (A + B)	$373.56
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$373.56**

"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 23/19
DATE

APPROVED FOR PAYMENT	ACCOUNT No. 01-2-111-320 CC1=A164	VENDOR No.

Strathcona
REGIONAL DISTRICT

301 - 990 Cedar Street Campbell River B.C. V9W 7Z8

AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
10-Oct-19	Campbell River	Victoria	travel to legal symposium	266	
11-Oct-19	Victoria	Campbell River	travel home	266	

Strathcona
REGIONAL DISTRICT

301 - 990 Cedar Street Campbell River B.C. V9W 7Z8

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Laurie Gage DATE: 15-Nov-19

Address:

Purpose of Travel: Vancouver - grievance and arbitration workshop & Courtenay - ethics seminar

Dates of Travel: November 7, 8 and 13, 2019

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
07-Nov	Vancouver, BC	dinner	$25.00
08-Nov	Vancouver, BC	lunch, dinner, incidentals	$60.00

TOTAL	$85.00

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS

1. Commercial Accommodation	Actual Cost @ Gov't rates
2. Non-Commercial Accommodation	$35/night
3. Per Diem and Meal Allowance	$75/day
Rate breakdown	
Breakfast - $15	
Lunch - $20	
Dinner - $25	
Incidentals - $15 (for trips in excess of 24 hours only)	
4. All other expenses	Actual Cost

CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	$75.40
TOTAL EXPENSES (A + B)	$160.40
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$160.40**

"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

NOV 17/19
DATE

APPROVED FOR PAYMENT	ACCOUNT No. 01-2-111-320 CC1=A164	VENDOR No.

Strathcona
REGIONAL DISTRICT

301 - 990 Cedar Street Campbell River B.C. V9W 7Z8

AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
07-Nov-19	home	airport	home to airport	10	
08-Nov-19	airport	home	airport to home	10	
13-Nov-19	Campbell River	Courtenay	office to seminar	55	
13-Nov-19	Courtenay	Campbell River	seminar to office	55	

Strathcona
REGIONAL DISTRICT

301 - 990 Cedar Street Campbell River B.C. V9W 7Z8

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Laurie Gage **DATE:** 12-Dec-19

Address:

Purpose of Travel: Vancouver - BC Labour Law Review

Dates of Travel: December 10-13, 2019

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
10-Dec	Vancouver, BC	dinner	$25.00
11-Dec	Vancouver, BC	full day per diem	$75.00
12-Dec	Vancouver, BC	full day per diem	$75.00

TOTAL	$175.00

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS

1. Commercial Accommodation	Actual Cost @ Gov't rates
2. Non-Commercial Accommodation	$35/night
3. Per Diem and Meal Allowance	$75/day
Rate breakdown	
Breakfast - $15	
Lunch - $20	
Dinner - $25	
Incidentals - $15 (for trips in excess of 24 hours only)	
4. All other expenses	Actual Cost

CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	$94.54
TOTAL EXPENSES (A + B)	$269.54
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$269.54**

"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

DEC 13/19
DATE

APPROVED FOR PAYMENT	ACCOUNT No. 01-2-111-320 CC1=A164	VENDOR No.

Strathcona
REGIONAL DISTRICT

301 - 990 Cedar Street Campbell River B.C. V9W 7Z8

AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
10-Dec-19	home	airport	home to airport	10	
13-Dec-19	ferry terminal	home	ferry terminal to home	153	