

STAFF TRAVEL FORM

X

Karreen Gurak

Recreation Administrators Workshop

Jan. 8-10th / 2020

TOTAL	\$115.	\$0.00
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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

736.69

K. Murale

DATE January 12, 2020

DO FOR

VENDOR No.

STAFF TRAVEL FORM

 ADVANCE ☐

 CLAIM ☒

NAME:

Korneen Gurak

DATE:

Jan 12, 2019

Address:

[REDACTED ADDRESS]

Purpose of Travel:

Recreation Administrators Workshop

Dates of Travel:

 Jan 8 - 10th, 2019

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
Jan 10	Spaced in cancelled flight - Taxi to Ferry		200.00
	Abbotsford - Tsawwassen		
Jan 10	Ferry - one Adult		17.45
Jan 10	Taxi to Nanaimo Airport to retrieve vehicle		\$150.00
Jan 8-10	Car Rental - Abbotsford to Harrison Hot Springs		202.02

TOTAL

469.47 \$0.00

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)

TOTAL EXPENSES (A + B)	152.22 \$0.00
LESS ADVANCE	619.11 \$0.00
ACCOUNT No. 01-3-000-649	621.69 \$0.00
NET CLAIM	619.11 \$0.00

621.69

"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]

SIGNATURE OF PERSON MAKING CLAIM

January 12, 2020

DATE

APPROVED FOR PAYMENT

 01.2.640.320
 ACCOUNT No.

VENDOR No.

https://strathconard.sharepoint.com/sites/Payroll_Benefits/Shared Documents/SRD Staff Travel Form 2019Staff back