Strathcona
REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
USW STAFF

NAME: Laura Hougham

DATE: 03/26/2025

ADDRESS: [redacted]

PURPOSE OF CLAIM: meal allowance for Area B APC orientation on Cortes Island

Date	Description of Expense (include "from" & "to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Kilometers Traveled Unpaved
03/17/2025	dinner meal allowance for Area B APC evening orientation on Cortes island	35.00		
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 35	0	0
	RATE/KM	n/a	$ 0.70	$ 0.82
	TOTAL CLAIM	$ 35.00	$ 0.00	$ 0.00
		(a)	(b)	(c)

I Certify that these goods and / or services have been received; that they are required for the operations of the Regional District and I approve this invoice for payment

Signature: [signature] Date: March 26, 2025

Purpose of Expenditure

Account #: 01-2-500-320-N262

(a+b+c)

TOTAL EXPENSES	$ 35.00
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 35.00

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 => $75/day

   Rate Breakdown:
   - Breakfast -> $15
   - Lunch -> $20
   - Dinner -> $25
   - Incidentals -> $15 (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."

Laura Hougham — Digitally signed by Laura Hougham Date: 2025.03.26 15:32:34 -07'00'

SIGNATURE OF PERSON MAKING CLAIM

03/26/2025

DATE

Approved for Payment	[signature]	Account No. 01-2-500-320 N262	Vendor No.

Strathcona REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Laura Hougham **DATE:** 01/28/2025

ADDRESS: [redacted]

PURPOSE OF CLAIM: Footwear for Site Assessments

Date	Description of Expense (include from & to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
01/14/2025	Footwear for conducting site assessments	134.39		
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 134.39	0	0
	RATE/KM	n/a	$ 0.70	$ 0.82
	TOTAL CLAIM	$ 134.39	$ 0.00	$ 0.00
		(a)	(b)	(c)

(a+b+c)

TOTAL EXPENSES	$ 134.39
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 134.39

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

"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."

Laura Hougham Digitally signed by Laura Hougham Date: 2025.01.28 08:26:22 -08'00' 01/28/2025

SIGNATURE OF PERSON MAKING CLAIM DATE

Approved for Payment		01-2-500-257 Account No.	Vendor No.

Strathcona REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Laura Hougham **DATE:** 04/24/2025

ADDRESS: [redacted]

PURPOSE OF CLAIM: Airfare and accommodation expenses for June 2025 PIBC conference

Date	Description of Expense (include from & to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
04/18/2025	Airbnb receipt for 3 nights accommodation in Vancouver June 10-13/25	943.85		
04/17/2025	June 10/25 Westjet flight from Comox to Vancouver	110.21		
04/23/2025	June 13 Pacific Coastal Airlines flight from Vancouver to Campbell River	195.05		
			0	
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 1249.11	0	0
	RATE/KM	n/a	$ 0.72	$ 0.84
	TOTAL CLAIM	$ 1,249.11	$ 0.00	$ 0.00
		(a)	(b)	(c)

(a+b+c)

TOTAL EXPENSES	$ 1,249.11
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 1,249.11

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

"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."

Laura Hougham Digitally signed by Laura Hougham Date: 2025.04.24 08:19:13 -07'00' 04/24/2025

SIGNATURE OF PERSON MAKING CLAIM DATE

Approved for Payment	A. Wilson	01-2-500-320 Account No.	Vendor No.

002275

Strathcona REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Laura Hougham **DATE:** 06/18/2025

ADDRESS: [redacted]

PURPOSE OF CLAIM: PIBC (Vancouver)

Date	Description of Expense (include from & to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
06/10/2025	Breakfast, Lunch, Dinner	80.00		
06/11/2025	Breakfast, Dinner	55.00		
06/12/2025	Breakfast	20.00		
06/13/2025	Breakfast, Lunch, Incidentals	90.00		
06/10/2025	Mileage from CR to Comox Airport		55	
06/10/2025	Uber to Hotel and to Conference Centre	19.43		
06/11/2025	Uber to/from Conference Centre and evening event	29.64		
06/12/2025	Uber to/from Conference Centre and evening event $33.45	~~23.77~~		
06/13/2025	Uber to Conference Centre	9.04		
06/13/2025	Mileage from CR Airport/return		15.6	
			0	
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 326.88	70.6	0
	RATE/KM	n/a	$ 0.72	$ 0.84
	TOTAL CLAIM	$ 326.88	$ 50.83	$ 0.00

$9.68 $336.56

(a) (b) (c)

(a+b+c)

TOTAL EXPENSES	$ ~~377.71~~ 387.39
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ ~~377.71~~ 387.39 MVB.

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**

"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."

Laura Hougham Digitally signed by Laura Hougham Date: 2025.06.18 18:18:55 -07'00'

SIGNATURE OF PERSON MAKING CLAIM

06/18/2025

DATE

Approved for Payment	[signature]	01-2-500-320 Account No.	Vendor No.