Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] **CLAIM** [X]

NAME: Jesse Humphreys **DATE:** APR 10/19

Address:

Purpose of Travel: Conferences (Watershed management and Recycle BC)

Dates of Travel: APRIL 3, 4, 8, 9

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
7-Apr	ferry from Victoria to Tsawwassen	ferry	$37.05
8-Apr	breakfast	meal	$15.00
8-Apr	dinner	meal	$25.00
		TOTAL	$77.05

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)	$302.76
TOTAL EXPENSES (A + B)	$379.81
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$379.81**

"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

APRIL 10/19
DATE

APPROVED FOR PAYMENT H Ransen	01-2-376-320 **ACCOUNT No.**	**VENDOR No.**

Strathcona
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AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
4/3/2019	Cumberland	Parksville	conference	**140**	
4/4/2019	Cumberland	Parksville	conference	**140**	
4/9/2019	New Westminster	Cumberland	conference	**205**	
4/8/2019	Victoria	New Westminster	conference	**37**	

Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Jesse Humphreys DATE: 29-May-19

Address:

Purpose of Travel: Proffessional Development

Dates of Travel: May 26-29, 2019

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
26-May	Victoria Conference Center	Parking	$10.50
		TOTAL	$10.50

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)	$249.40
TOTAL EXPENSES (A + B)	$259.90
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$259.90**

"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

DATE: May 29/19

APPROVED FOR PAYMENT A. Nelson	ACCOUNT No. 02-2-319-320	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)
26-May	Cumberland	Victoria	Professional Development	**215**	
28-May	Victoria	Cumberland	Professional Development	**215**	