Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Jesse Humphreys DATE: 28-May-20

Address: [redacted]

Purpose of Travel: site visits

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
	N/A.	N/A	$0.00
	Please refer to page 2/2.		

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 May 29, 2020 Date

Purpose of Expenditure

TOTAL	$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	$125/day
Rate breakdown	
Breakfast - $20	
Lunch - $25	
Dinner - $35	
Incidentals - $45 (for trips in excess of 24 hours only)	
4. All other expenses	Actual Cost

CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	$52.39
TOTAL EXPENSES (A + B)	$52.39
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$52.39**

"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."

Jesse Humphreys
SIGNATURE OF PERSON MAKING CLAIM

May 28, 2020
DATE

APPROVED FOR PAYMENT	ACCOUNT No.	VENDOR No.
	Codes in page 2	

C:\Users\jhumphreys\Desktop\work from home\Jesse Travel Form for May 2020\Staff from

2020-05-29

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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)
May 15 2020	office	quadra	q-cove sewer inspection	7.4	
	Quadra	office	Code: 03-2-331-320	7.4 (14.8 km)	
14-May	office	Dillman rd	pre construction meeting	16	
	Dillman rd	office	Code: 02-2-319-320.	16 (32 km)	
05-May	office	quadra	sewer connections inspection	5	
	quadra	office	Code: 03-2-331-320.	5 (10 km)	
21-May	office	Dillman Rd	pre-con exploritory vactoring of main	16	
	Dillman Rd	office	Code: 02-2-319-320.	16 (32 km)	
			Totals: 24.8 km to 03-2-331-320		$14.63
			64 km to 02-2-319-320.		$37.76

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 ______ Date ______

Purpose of Expenditure

Account # ______

	Paved	Unpaved
TOTAL DISTANCE TRAVELED - KM	88.8	0
RATE PER KM	$0.59	$0.71
TOTAL DISTANCE EXPENSE	$52.39	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED) CARRY FORWARD TO FRONT (B)		$52.39

Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Jesse Humphreys DATE: 17-Jul-20

Address: [redacted]

Purpose of Travel: site visits

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT

TOTAL $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	$125/day
Rate breakdown	
Breakfast - $20	
Lunch - $25	
Dinner - $35	
Incidentals - $45 (for trips in excess of 24 hours only)	
4. All other expenses	Actual Cost

CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	$45.90
TOTAL EXPENSES (A + B)	$45.90
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$45.90**

"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."

Jesse Humphreys

SIGNATURE OF PERSON MAKING CLAIM

23-Jul-20

DATE

APPROVED FOR PAYMENT	ACCOUNT No.	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)
17-Jul	office	quadra	q-cove sewer inspections, outfall inspection sewer connection consult	14.3	
	Quadra	office		14.3	
17-Jul	office	Area D	sub div planning, water meter inquiries, water issues, main extension planning	24.6	
	Area D	office		24.6	
			Item 1: $16.87 →	03-2-	331-320
			Item 2: $29.03 →	02-2-319	-320.

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: July 23, 2020

Purpose of Expenditure

Account #: Plese see →

TOTAL DISTANCE TRAVELED - KM	77.8	0
RATE PER KM	**$0.59**	**$0.71**
TOTAL DISTANCE EXPENSE	$45.90	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED) CARRY FORWARD TO FRONT (B)		**$45.90**