STAFF TRAVEL FORM

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

ADVANCE [ ] CLAIM [X]

NAME: Shaun Koopman **DATE:** October 13/2020

Address: [redacted]

Purpose of Travel: Evacuation Planning

Dates of Travel: Tuesday October 6 to Friday October 9/2020

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)	95.58 SK 93.96 $0.00
TOTAL EXPENSES (A + B)	$0.00
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	93. **$0.00**

93.96 CT 95.58 SK

"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

October 13/20
DATE

APPROVED FOR PAYMENT [signature]	01-272-320 ACCOUNT No.	VENDOR No.

AUTOMOBILE DISTANCE EXPENSES

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

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
Oct 6- Oct 9 2020	Cortes Island	Campbell River	Evacuation Planning	162	

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

95.58 SK ~~93.96~~

~~93.96~~
95.58 SK