Strathcona REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Renée LaBoucane **DATE:** 06/23/2023

ADDRESS: [redacted]

PURPOSE OF CLAIM: Travel to Nanaimo - LGMA Conference

Date	Description of Expense (include "from" & "to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
06/12/2023	From CR - SRD Office to Marriott Courtyard Hotel, Nanaimo		158	
06/15/2023	Return Trip		158	
	No SRD Vehicle Available for duration of trip.			
	Dinner Monday, Tuesday, Wednesday 3x$35	105.00		
	Incidentals 1 day (parking)	45.00		
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 150	316	0
	RATE/KM	n/a	$ 0.68	$ 0.80
	TOTAL CLAIM	$ 150.00	$ 214.88	$ 0.00
		(a)	(b)	(c)

	(a+b+c)
TOTAL EXPENSES	$ 364.88
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 364.88

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."

RLaboucane — 06/23/2023

SIGNATURE OF PERSON MAKING CLAIM — DATE

Approved for Payment	01-2-118-320 Account No.	Vendor No.

Strathcona REGIONAL DISTRICT

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

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Renée LaBoucane **DATE:** 06/30/2023

ADDRESS: [redacted]

PURPOSE OF CLAIM: Fuel - Trip to Zeballos - Connected Coast June 6, 2023

Date	Description of Expense (include "from" & "to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
06/06/2023	Fuel purchased in Woss - trip to Zeballos with CityWest to announce			
	start of construction in community.	53.55		
	SRD Purchase Card was declined - used personal funds to purchase fuel.			
	↳ SRD Ford Escape			
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 53.55	0	0
	RATE/KM	n/a	$ 0.68	$ 0.80
	TOTAL CLAIM	$ 53.55	$ 0.00	$ 0.00
		(a)	(b)	(c)

TOTAL EXPENSES (a+b+c)	$ 53.55
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 53.55

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."

RLaBoucane — SIGNATURE OF PERSON MAKING CLAIM

06/30/2023 — DATE

Approved for Payment	Account No.	Vendor No.