Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] **CLAIM** [X]

NAME: Dave Leitch **DATE:** 10-Feb-20

Address:

Purpose of Travel: Minister meeting and Legal

Dates of Travel: Feb 2/3 - Feb 6/7

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
03-Feb	Ministry Municipal Affairs Housing		
07-Feb	Legal Seminar Bear Mountain Resort		
		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	$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)	$515.66
TOTAL EXPENSES (A + B)	$515.66
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$515.66**

"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."

MH.

SIGNATURE OF PERSON MAKING CLAIM

Feb 10, 2020
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)
02-Feb-20	Courtenay	Victoria	Minister meeting	**223**	
03-Feb-20	Victoria	Courtenay	Minister meeting	**223**	
06-Feb-20	Courtenay	Langford	Legal seminar	**214**	
07-Feb-20	Langford	Courtenay	Legal seminar	**214**	
			TOTAL DISTANCE TRAVELED - KM	874	0
			RATE PER KM	**$0.59**	**$0.71**
			TOTAL DISTANCE EXPENSE	$515.66	$0.00
			TOTAL EXPENSES ($ PAVED + $ UNPAVED)		
			CARRY FORWARD TO FRONT (B)		**$515.66**

Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Dave Leitch DATE: 28-Feb-20

Address:

Purpose of Travel: Connected Coast/CAO conference

Dates of Travel: Feb 20, 2020, Feb 26/27, 2020

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
26-Feb	CAO Conference	Dinner	$25.00
		TOTAL	$25.00

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	$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)	$402.38
TOTAL EXPENSES (A + B)	$427.38
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$427.38**

"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

Feb 28, 2020
DATE

APPROVED FOR PAYMENT	ACCOUNT No. 01-2-111-320.	VENDOR No.

E997

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)
20-Feb-20	Courtenay	Nanaimo	Connected Coast	**114**	
20-Feb-20	Nanaimo	Courtenay	Connected Coast	**114**	
26-Feb-20	Courtenay	Victoria	CAO conference	**227**	
27-Feb-20	Victoria	Courtenay	CAO conference	**227**	
			TOTAL DISTANCE TRAVELED - KM	682	0
			RATE PER KM	**$0.59**	**$0.71**
			TOTAL DISTANCE EXPENSE	$402.38	$0.00
			TOTAL EXPENSES ($ PAVED + $ UNPAVED)		
			CARRY FORWARD TO FRONT (B)		**$402.38**