STAFF TRAVEL FORM

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

ADVANCE [ ] CLAIM [X]

NAME: Michael McGregor DATE: Feb. 12/2020

Address:

Purpose of Travel:

Dates of Travel:

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
Feb. 12/2020	Annual work footwear allowance	Footwear Allowance	$150.00

TOTAL $150.00

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)	$0.00
TOTAL EXPENSES (A + B)	$150.00
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$150.00**

"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

APPROVED FOR PAYMENT J. Nelson	01-2-618-2981 ACCOUNT No.	VENDOR No.

STAFF TRAVEL FORM

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

ADVANCE [ ] CLAIM [X]

NAME: Michael McGregor DATE: 30-Mar-20

Address: [redacted]

Purpose of Travel: Parks operations

Dates of Travel: March 17 - 27 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)	$243.67
TOTAL EXPENSES (A + B)	$243.67
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$243.67**

"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

APPROVED FOR PAYMENT A. Nelson

ACCOUNT No. 01-2-614/618/617-320

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)
2020-03-17	Home Office	Quadra Parks	Meeting Contractors	**52**	
2020-03-18	Home Office	Area D Parks	Inspections / meeting contractors	**15**	
2020-03-20	Home Office	ampbell River/ Area	Supply pickup, signage in Area D	**42**	
2020-03-23	Home Office	ampbell River/ Area	Supply pickup, signage in Area D	**45**	
2020-03-24	Home Office	Quadra Parks	Signage at Quadra parks	**58**	
2020-03-25	Home Office	Cortes Parks	Signage at Cortes Parks	**153**	
2020-03-27	Home Office	ampbell River/Area	Supply pickup, Area D Parks	**48**	

TOTAL DISTANCE TRAVELED - KM	413	0
RATE PER KM	**$0.59**	**$0.71**
TOTAL DISTANCE EXPENSE	$243.67	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED)		
CARRY FORWARD TO FRONT (B)		**$243.67**

STAFF TRAVEL FORM

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

ADVANCE [ ] **CLAIM** [X]

NAME: Michael McGregor **DATE:** 20-Apr-20

Address: [redacted]

Purpose of Travel: Parks operations

Dates of Travel: March 30 - April 16 2020

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

TOTAL	$0.00

CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	$218.39
TOTAL EXPENSES (A + B)	$218.39
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$218.39**

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**

"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."

Michael McGregor
SIGNATURE OF PERSON MAKING CLAIM

April 20, 2020
DATE

APPROVED FOR PAYMENT A. Nelson	01-2-614/617/618-320 as indicated on the reverse **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)
2020-03-30	Home Office	Area D Parks	Park Inspections/signage	**19**	
2020-04-01	Home Office	Area D Parks	Park Inspections/signage	**18**	
2020-04-03	Home Office	Area C wharfs/ parks	Wharf inspection/signage, quadra links inspection	**79**	**45**
2020-04-06	Home Office	Hagel/Mittlenatch Parks	Playground inspections	**10**	
2020-04-08	Home Office	Salmon Point/Oyster River	Park Inspections	**18**	
2020-04-09	Home Office	Area B parks	Park Inspections/signage drop off	**141**	
2020-04-14	Home Office	Area D Parks	park inspections/additional playground measures	**19**	
2020-04-16	Home Office	Area D Parks	Park Inspections	**12**	

TOTAL DISTANCE TRAVELED - KM	316	45
RATE PER KM	**$0.59**	**$0.71**
TOTAL DISTANCE EXPENSE	$186.44	$31.95
TOTAL EXPENSES ($ PAVED + $ UNPAVED)		
CARRY FORWARD TO FRONT (B)		**$218.39**