STAFF TRAVEL FORM

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

ADVANCE [ ] CLAIM [X]

NAME: John Neill DATE: 30-Sep-19

Address: C/O 301 - 990 Cedar Street, Campbell River BC V9W 1C7

Purpose of Travel: Area D Advisory Planning Commission

Dates of Travel: 9/9/2019

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
7-Sep	Area C ICSP Plan public outreach W660	Lunch	$20.00
9-Sep	Area D Advisory Planning Commission N260	Dinner	$25.00
	Received by John Neill		
		TOTAL	$45.00

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)	$11.60
TOTAL EXPENSES (A + B)	$56.60
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$56.60**

"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."

GST 2.70 53.90

John Neill
SIGNATURE OF PERSON MAKING CLAIM

30 Sep 2019
DATE

APPROVED FOR PAYMENT A. Nelson	01-2-500-320 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)
9/9/2019	Campbell River	Oyster Bay		20	

TOTAL DISTANCE TRAVELED - KM	20	0
RATE PER KM	**$0.58**	**$0.70**
TOTAL DISTANCE EXPENSE	$11.60	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED)		
CARRY FORWARD TO FRONT (B)		**$11.60**

Strathcona
REGIONAL DISTRICT

№ C 3982

PAYMENT REQUISITION

Date October 10/2019
Payable To John Neill
Mailing Address

Telephone
Date Required next AP run please
Requested By Shawn Koopman
Department Corporate Services

Account Number	Cost Centre	Details	Amount
01-2-272-319		reimbursement for SRD	140.00
		employee + ECT volunteer	
		John Neill to obtain his	
		emergency marine radio	
		cert	

For Finance Department Use:		
Vendor No.	Sub Total	140.00
Vendor HST/GST No.	GST	
	PST	
	Total	140.00 ✓

Payment to be: Mailed ☐ Picked Up ☐ Return to Requestor ☐ Attachments / Covering Letter Required Yes ☐ No ☐ mem

I certify that these goods and/or services are required for the operations of the Regional District and I approve this payment.

Signature Date October 10/2019 YES

Strathcona
REGIONAL DISTRICT

№ C 3959

PAYMENT REQUISITION

Date November 4/19
Payable To John Neill
Mailing Address

Telephone
Date Required next AP run please
Requested By Shaun Koopman
Department Corporate Services

Account Number	Cost Centre	Details	Amount
01-2-272-320	M 138	Travel reimbursement + teaching	220.00
		stipend for John Neill to	280.00
		teach the last day of	12.88
		the Kyuquot Ham Radio	
		Course. Kyuquot First Nation	
		will reimburse the SRD for	
		this expense	
		(6 travel hours + 5 teaching hours x $20/h)	
		= $220 . Subway = 12.88	
		Water taxi reimbursement = $280	

For Finance Department Use:		
Vendor No.	Sub Total	512.88
Vendor HST/GST No.	GST	0.64
	PST	
	Total	513.52

Payment to be: Mailed ☐ Picked Up ☐ Return to Requestor ☐ Attachments / Covering Letter Required Yes ☐ No ☐

Entered by Mevi

I certify that these goods and/or services are required for the operations of the Regional District and I approve this payment.

Signature

Date November 4/19

YES

STAFF TRAVEL FORM

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

ADVANCE [ ] CLAIM [X]

NAME: John Neill **DATE:** 6-Dec-19

Address: C/O 301 - 990 Cedar Street, Campbell River BC V9W 1C7

Purpose of Travel: Area D Advisory Planning Commission

Dates of Travel: 9/9/2019

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
24-Oct	CP 1D 19 / RZ 1D 19 Public Hearing N290	Dinner	$25.00
4-Nov	Area D Advisory Planning Commission N260	Dinner	$25.00
20-Nov	RZ 7C 19 Public Hearing N290	Dinner	$25.00
2-Dec	Area D Advisory Planning Commission N260	Dinner	$25.00
4-Dec	RZ 4C 19 Public Hearing N290	Dinner	$25.00
		TOTAL	$125.00

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)	$27.84
TOTAL EXPENSES (A + B)	$152.84
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$152.84**

"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."

John Neill

SIGNATURE OF PERSON MAKING CLAIM

December 11, 2019

DATE

APPROVED FOR PAYMENT G. Nelson	01-2-500-320 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)
11/4/2019	Campbell River	Oyster Bay		20	
11/20/2019	Campbell River	QICC		8	
12/2/2019	Campbell River	Oyster Bay		20	

TOTAL DISTANCE TRAVELED - KM	48	0
RATE PER KM	**$0.58**	**$0.70**
TOTAL DISTANCE EXPENSE	$27.84	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED) CARRY FORWARD TO FRONT (B)		**$27.84**