

AUTOMOBILE DISTANCE EXPENSES

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

[illegible]

CLAIM	X
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NAME:	<u>ELAINE POPOVE</u>	DATE:	<u>NOV 28/19</u>
Address:	<u></u>		
Purpose of Travel:	<u>WEBSITE DEVELOPMENT MEETING</u>		
Dates of Travel:	<u>NOV 28/19</u>		

[illegible]

TOTAL	\$0.00
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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)	\$61.48
TOTAL EXPENSES (A + B)	\$61.48
LESS ADVANCE ACCOUNT No. 01-3-000-649	\$0.00
NET CLAIM	\$61.48

SIGNATURE OF PERSON MAKING CLAIM

DATE _____

APPROVED FOR PAYMENT	01-2-118-330-A066	VENDOR No.
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