Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Kaila Schaefer DATE: 02-Dec-19

Address: Justice Institute of B.C., New Westminster, B.C.

Purpose of Travel: Professional Development- Bylaw Level 2 Course

Dates of Travel: Sun. Nov. 24, 2019- Thurs. Nov. 28, 2019

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
Nov. 24, 2019	Bylaw Course- New Westminster	Lunch/Dinner Meal Allowance	$45.00
Nov. 25, 2019	Bylaw Course- New Westminster	Per Diem and Meal Allowance	$75.00
Nov. 26, 2019	Bylaw Course- New Westminster	Per Diem and Meal Allowance	$75.00
Nov. 27, 2019	Bylaw Course- New Westminster	Per Diem and Meal Allowance	$75.00
Nov. 28, 2019	Bylaw Course- New Westminster	Breakfast/Lunch Meal Allowance	$35.00

TOTAL	$305.00
CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	$122.38
TOTAL EXPENSES (A + B)	$427.38
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$427.38**

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

"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."

Kaila Schaefer
SIGNATURE OF PERSON MAKING CLAIM

Dec. 2/2019
DATE

APPROVED FOR PAYMENT A. Nelson ACCOUNT No. 01-2-502-320 VENDOR No.

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AUTOMOBILE DISTANCE EXPENSES

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
Nov. 24, 2019	House (Qualicum)	Ferry (Departure Bay)	Bylaw Course	49.3 km	
Nov. 24, 2019	Ferry	Hotel (Inn at the Quay)	Bylaw Course	45.1 km	
Nov. 25, 2019	Hotel	JIBC	Bylaw Course	3.7 km	
Nov. 25, 2019	JIBC	Hotel	Bylaw Course	3.7 km	
Nov. 26, 2019	Hotel	JIBC	Bylaw Course	3.7 km	
Nov. 26, 2019	JIBC	Hotel	Bylaw Course	3.7 km	
Nov. 27, 2019	Hotel	JIBC	Bylaw Course	3.7 km	
Nov. 27, 2019	JIBC	Hotel	Bylaw Course	3.7 km	
Nov. 28, 2019	Hotel	Ferry (Departure Bay)	Bylaw Course	45.1 km	
Nov. 28, 2019	Ferry	House	Bylaw Course	49.3 km	