Strathcona
REGIONAL DISTRICT

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

STAFF TRAVEL FORM

ADVANCE [ ] CLAIM [X]

NAME: Jon Schmuland DATE: October 9th, 2019

Address:

Purpose of Travel: Asset Management Working Group meeting in Duncan, BC

Dates of Travel: Oct 3/4 2019

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
Oct 3rd 2019	CVRD Asset Mgmt	supper	$25.00
Oct 4th 2019	CVRD Asset Mgmt	breakfast	$15.00

01-2-116-320 cash received by:

TOTAL $40.00

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)	$40.00
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	**$40.00**

"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."

GST 1.90 / 38.10

SIGNATURE OF PERSON MAKING CLAIM

Oct 9/ 2019
DATE

APPROVED FOR PAYMENT	01-2-116-320 ACCOUNT No.	VENDOR No.

A160