

ADVANCE

CLAIM

NAME: VICTORIA SMITH DATE: MARCH 7, 2018  
 Address: [REDACTED]  
 Purpose of Travel: CONNECTED COAST - ANNOUNCEMENTS + MEETINGS  
 Dates of Travel: ① JAN 16-17 ② FEB 19-21

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
JAN 16/18	VANCOUVER - FUNDING ANNOUNCEMENT	HOTEL	210.34
		PER DIEM	15
<del>JAN</del>			
FEB 19-21	VANCOUVER - WORKSHOP	DINNER 19/2	25
		PER DIEM 19/20	
		15x2	30

TOTAL 280.34 \$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	\$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)	\$0.00
LESS ADVANCE	
ACCOUNT No. <u>01-3-000-649</u>	<u>37.71</u> \$0.00
<b>NET CLAIM</b>	<del><u>280.34</u></del> \$0.00

242.63

"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."

*Victoria Smith*  
SIGNATURE OF PERSON MAKING CLAIM

March 8, 2018  
DATE

APPROVED FOR PAYMENT <u><i>[Signature]</i></u>	ACCOUNT No.	VENDOR No.
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301 - 990 Cedar Street, Campbell River, BC V9W 7Z8

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
09.09.18	COURTENAY	PARKSVILLE	PADM TRAINING	79 km.	
21.09.18	PARKSVILLE	COURTENAY.	"	79 km.	
22.09.18	COURTENAY	PARKSVILLE			
26.10.18	PARKSVILLE	COURTENAY.			
30.11.18	COURTENAY	PARKSVILLE	PADM TRAINING.	79	
1.12.18	PARKSVILLE	COURTENAY.	"	79	
26.10.18	COURTENAY	VICTORIA	PADM TRAINING.	223	
27.10.18	VICTORIA	COURTENAY	"	223.	
07.09.18	COURTENAY	VICTORIA.	CONNECTED COAST - MIRR.	222.	
09.09.18	VANCOUVER	WHISTLER.	UBCM	123.	20625
14.09.18	WHISTLER	COURTENAY.	" 123 + 111	234.	
13.12.18	COURTENAY	VANCOUVER	CONNECTED COAST MEETING	111	12210
14.12.18	VANCOUVER	COURTENAY.	CITYWEST + NETWORK BC.	111	
1.12.18	PARKSVILLE	NANAIMO	S FORK WATER TREATMENT	46	
1.12.18	NANAIMO	PARKSVILLE	PLANT - PADM.	46.	

**ENTERED**

TOTAL DISTANCE TRAVELED	1655	1665 KM	KM
RATE PER KM	.55 2018 RATE	\$0.54 / KM	\$0.66 / KM
TOTAL DISTANCE EXPENSE		\$893.70	\$
TOTAL EXPENSES (\$ PAVED + \$ UNPAVED)			
CARRY FORWARD TO FRONT	910.25 (B)	\$ 893.70	

CODE = '01-2-111-320 E984  
 PADM COURSE 469.70  
 ALL OTHERS CODE TO:  
 CODE = 01-6-640-471 COSS-  
 ALL OTHERS = 01-2-111-320 ALSO COAST.