

STAFF TRAVEL FORM

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

ADVANCE ☐

CLAIM ☒

X

NAME:

Betty Wasylin

DATE:

Oct 16, 2020

Address:

990 Cedar St. Campbell River

Purpose of Travel:

Cortes Island - Public Hearing Bylaws No. 379 + 380.

Dates of Travel:

Oct 15, 2020

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
Oct 15, 2020	PH - Bylaws No. 379 + 380.	Meal Allowance.	\$80.00

TOTAL

\$80.00 \$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	\$125/day
Rate breakdown	
Breakfast - \$20	
Lunch - \$25	
Dinner - \$35	
Incidentals - \$45 (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. 01-3-000-649	\$0.00
NET CLAIM	\$80.00 \$0.00

"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."

SIGNATURE OF PERSON MAKING CLAIM

Betty Wasylin

DATE

Oct 16, 2020

APPROVED FOR PAYMENT

duktion

ACCOUNT No.

01-2-500-320 10290

VENDOR No.

Staff front

01-2-111-320 des.

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

X

DATE: 14-Dec-20

990 Cedar Street

Deliver Documents - SRD-20-047

11-Dec-20

TOTAL

\$0.00

\$37.76

SIGNATURE OF PERSON MAKING CLAIM

DATE _____

VENDOR No.

AUTOMOBILE DISTANCE EXPENSES

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

[illegible]

Edith Watson

From: Wolfgang Parada
Sent: December 15, 2020 11:26 AM
To: Edith Watson
Subject: RE: Area D Meter Stn Improvements

Hello Edie,

For mailing of contracts and other to the *Area D Water Meter Installation* project please use the following code:

Capital W910 C 302 pw Wolfgang.
02-6-319-474

Strathcona
REGIONAL DISTRICT



Wolfgang Parada, P.Eng. LEED Green Associate.
Manager Engineering Services
301 – 990 Cedar Street, Campbell River, BC V9W 7Z8
T: 250.830.6709 | E: wparada@srd.ca

 Please consider the environment before printing this email.

From: Edith Watson <EWatson@srd.ca>
Sent: December 15, 2020 10:04 AM
To: Wolfgang Parada <wparada@srd.ca>
Subject: Area D Meter Stn Improvements

Hi Wolfgang,

Please provide a GL code to apply to the document courier to Ridgeline in Courtenay.

Thank you

Strathcona
REGIONAL DISTRICT



Edith Watson, CMC
Senior Executive Assistant
Deputy Corporate Officer
301-990 Cedar Street, Campbell River, BC V9W 7Z8
e. ewatson@srd.ca | t. 250.830.6712