Strathcona
REGIONAL DISTRICT

990 Cedar Street, Campbell River, BC, V9W 7Z8

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

Oct. 12/2023 Ewl.

NAME: Edith Watson

DATE: ~~12/23/2023~~

ADDRESS:

PURPOSE OF CLAIM: Clerks & Corporate Officer Forum - Nanaimo - Oct 4-6, 2023

Date	Description of Expense (include "from" & "to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Kilometers Traveled Unpaved
10/04/2023	Travel from Home to Vancouver Island Conference Centre		137	
10/04/2023	Lunch & Dinner	60.00		
10/06/2023	Lunch	25.00		
10/06/2023	Travel from Vancouver Island Conference Centre to Home		137	
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 85	274	0
	RATE/KM	n/a	$ 0.68	$ 0.80
	TOTAL CLAIM	$ 85.00	$ 186.32	$ 0.00
		(a)	(b)	(c)

(a+b+c)

TOTAL EXPENSES	$ 271.32
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 271.32

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS

1. Commercial Accommodation => Actual Cost @ Gov't Rates

2. Non-Commercial Accommodations => $35/night

3. Per Diem & Meal Allowance => $125/day

Rate Breakdown:

Breakfast -> $20
Lunch -> $25
Dinner -> $35
Incidentals -> $45 (for trips in excess of 24 hrs 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."

E Watson
SIGNATURE OF PERSON MAKING CLAIM

Oct 12/2023
DATE

Approved for Payment	Account No.	Vendor No.