

STAFF TRAVEL FORM

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

ADVANCE ☐

CLAIM ☒

NAME: Debra Wilson DATE: Oct. 8' 2024

Address: [REDACTED]

Purpose of Travel: BCFit 2024 @ BC RPA in Richmond BC.

Dates of Travel: Oct. 5-6' 2024

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
Oct. 6' 24	Richmond - Minoru Centre	Per Diem	75.00

TOTAL \$75.00 ~~\$0.00~~

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS

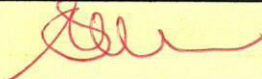
1. Commercial Accommodation	Actual Cost @ Gov't rates
2. Non-Commercial Accommodation	\$35/night
3. Per Diem and Meal Allowance	\$75/day
Rate breakdown	
Breakfast - \$15	
Lunch - \$20	
Dinner - \$25	
Incidentals - \$15 (for trips in excess of 24 hours only)	
4. All other expenses	Actual Cost

CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	\$0.00
TOTAL EXPENSES (A + B)	\$0.00
LESS ADVANCE ACCOUNT No. 01-3-000-649	\$0.00
NET CLAIM	\$75.00 \$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

Oct. 8' 24
DATE

APPROVED FOR PAYMENT <u></u>	ACCOUNT No. <u>01-2-640-320</u>	VENDOR No.
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