


STAFF TRAVEL FORM

 ADVANCE ☐

 CLAIM ☒

 NAME: Debra Wilson

 DATE: 11-Jun-18

 Address: [REDACTED]

 Purpose of Travel: BCRPA Conference - Vancouver, B.C.

 Dates of Travel: April 29-May 2, 2018
(Could be direct deposit)

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
29-Apr	BCPRA Conference - Vancouver	Dinner	\$25.00
30-Apr	BCPRA Conference - Vancouver	Dinner	\$25.00
30-Apr	BCPRA Conference - Vancouver	Incidentals	\$15.00
1-May	BCPRA Conference - Vancouver	Incidentals	\$15.00
2-May	BCPRA Conference - Vancouver	Dinner	\$25.00
2-May	BCPRA Conference - Vancouver	Incidentals	\$15.00

TOTAL

\$120.00

**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)**

TOTAL EXPENSES (A + B)

\$0.00

\$120.00

LESS ADVANCE

ACCOUNT No. 01-3-000-649

\$0.00

NET CLAIM
\$120.00

"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

DATE

 APPROVED FOR
PAYMENT

 01-2-640-320
ACCOUNT No.

VENDOR No.

SCANNED