

STAFF TRAVEL FORM

 ADVANCE ☐

 CLAIM ☒

X

 NAME: Kim Wilson

 DATE: 17-Jun-19

Address: _____

 Purpose of Travel: Canadian Payroll Association Conference, Edmonton AB

 Dates of Travel: June 12 - 14, 2019

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
12-Jun	Skyshuttle from Edmonton airport to hotel	shuttle	\$18.00
12 & 13 Jun	Chateau Lacombe Hotel, Edmonton	hotel	\$427.12
12-Jun	Per diem - lunch, dinner & incidentals	per diem	\$60.00
13-Jun	Per diem - incidentals	per diem	\$15.00
14-Jun	Per diem - dinner	per diem	\$25.00
15-Jun	Skyshuttle from hotel to Edmonton airport	shuttle	\$18.00

TOTAL

\$563.12

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)

\$34.80

TOTAL EXPENSES (A + B)

\$597.92

LESS ADVANCE

ACCOUNT No. 01-3-000-649

\$0.00

NET CLAIM
\$597.92

"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

17 June 2019

APPROVED FOR PAYMENT

ACCOUNT No.

01-2-113-320

VENDOR No.

TOTAL DISTANCE TRAVELED - KM	60	0
RATE PER KM	\$0.58	\$0.70
TOTAL DISTANCE EXPENSE	\$34.80	\$0.00
TOTAL EXPENSES (\$ PAVED + \$ UNPAVED)		
CARRY FORWARD TO FRONT (B)		\$34.80