Canadian Forces Morale and Welfare Services / Services de bien-être et moral des Forces canadiennes

Michel Landry - Actng Chief Financial Officer / Chef des finances par intérim

Travel expenses / Frais de voyage

| Start date / date de début | End date / Date de fin | | Places visited / Endroits visités | Airfare / Tarif aérien | Other transportation / Autres moyens de transport | Lodging / | Meals and incidentals / Frais de repas et faux frais | | Total amount / Montal total |
|-------------------------------|------------------------|---|--------------------------------------|---------------------------|--|-----------|---|----------|--------------------------------|
| 12/4/2023 | 12/7/2023 | EXMB Meetings - Labelle / Réunions avec le conseil de la haute direction à l'édifice Labelle | | \$0.00 | · · | - | | | \$1,180.60 |
| 12/10/2023 | 12/13/2023 | EXMB Meetings - Labelle / Réunions avec le conseil de la haute direction à l'édifice Labelle | Ottawa, ON | \$0.00 | \$228.41 | \$504.51 | \$299.85 | \$246.48 | \$1,279.25 |
| 1/29/2024 | 1/31/2024 | EXMB Meetings - Labelle / Réunions avec le conseil de la haute direction à l'édifice Labelle | Ottawa, ON | \$0.00 | \$183.35 | \$206.12 | \$222.10 | \$134.20 | \$745.77 |
| | | | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |
| | | | | | | | 1 | | \$0.00 |
| | | | | | | | 1 | | \$0.00 |
| | | | | | | | 1 | | \$0.00 |
| | | | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |

\$3,205.62

Hospitality expenses / Frais d'accueil

| | | | Municipalité where | | Total number | Total number | |
|--------------|--------------------|---|--------------------------|----------------------------|-----------------|-----------------|----------------|
| | | | the hospitality activity | | of attendees | of attendees | |
| | | | took place / | Commercial establishments | (employees) / | (guests) / | |
| Start date / | | | Municipalité où | or vendors involved / | Nombre total | Nombre total | |
| Date de | End date / Date de | Purpose of hospitality activity / | l'activité d'accueil | Établissements commerciaux | de participants | de participants | Total amount / |
| début | fin | But de l'activité d'accueil | a eu lieu | ou fournisseurs concernés | (employés) | (invités) | Montal total |
| | | NPP Audit Committee Meeting / Réunion du comité | | | ĺ | ĺ | |
| 12/1/2023 | 12/1/2023 | de vérification des Biens non publics | Ottawa ON | Café Deluxe | 10 | 4 | \$600.45 |
| <u>.</u> | | | | | | | \$600.45 |

Travel expenses

Start date: Date the travel started **End date:** Date the travel ended (can be the same as start date) Purpose of travel: Short description of the reason for the trip that provides users with a general sense of the trip's purpose. No acronyms. Places visited: Name of city/region, province/state and country (i.e. Ottawa, Ontario Canada) of all places visited during the trip Airfare: Total cost of any airline tickets, if applicable Other transportation: Total cost of any other form of transportation (i.e. train, bus, vehicle rental, private vehicle, taxis, etc.), if applicable **Lodging:** Total cost of accommodation Meals and incidentals: total cost of meals and incidental expenses Other expenses: Total costs of all other items not covered above (i.e. special passport, visas, associated photocs, calls to the office or home, dependant care where applicable, etc.) **Total amount:** Total amount of costs listed above (calculated automatically) Hospitality expenses Start Date: Start date on which the hospitality was provided End Date: End date on which the hospitality was provided (can be the same as start date)

Purpose of hospitality activity: Covers both the forms (i.e. breakfast, refreshment, lunch, reception, dinner and other forms of hospitality) and circumstances (purpose of hospitality)

Municipality where the hospitality activity took place: Municipality where hospitality was provided, including the province and country

Commercial establishments or vendors involved: Name of commercial establishments or vendors that provided hospitality (i.e. name of restaurant, hotel or other location) and/or vendor (i.e. name of caterer). Total amount: Total amount including taxes

NOTE: Travel and hospitality expenses include all costs on claims, and/or charged directly to a CFMWS budget

Travel and hospitality expenses – Process and timelines

| 1. | EAs input data in the template when the travel and hospitality expense claims have been approved and submitted to Finance for reimbursement. | Ongoing |
|----|---|---|
| | Note: For the travel expenses, EAs may have to validate the total cost and pre-paid transportation costs (e.g. airfare) with their budget officer, if there was a change in the travel plan to ensure accuracy of the amounts reported. | |
| 2. | EAs obtain their senior officer approval of the travel and hospitality monthly reports, including the text entered in the purpose of the travel and hospitality activity fields. | Beginning of the month |
| 3. | EAs send the approved monthly reports to Suzanne Turgeon, Translation services, allowing a minimum of 2 weeks for the translation. | Before the 10th of the month |
| 4. | Translation Services return the bilingual monthly reports to the EAs. | No later than the 27th of the month |
| 5. | EAs convert their bilingual monthly reports into PDF format and forward to Michelle Squires, Web Manager, for publication. | At least 2 days before the end of the month |
| 6. | Communications publish the monthly reports on the CAFconnexion.ca website. | End of the month |