

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

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| 1. EAs input data in the template when the travel and hospitality expense claims have been approved and submitted to Finance for reimbursement. | Ongoing |
| <i>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.</i> | |
| 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 |