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

## lan C. Poulter - Chief Executive Officer / Chef de la direction

### Travel expenses / Frais de voyage

					Other		Meals and	Other	Г
					transportation /		incidentals /	expenses /	
Start date /	End date /		Places visited /	Airfare /	Autres moyens	Lodging /	Frais de repas	Autres	1
date de début	Date de fin	Purpose of travel / But du déplacement	Endroits visités	Tarif aérien	de transport	Hébergement	et faux frais	dépenses	P
2025-02-06	2025-02-10	Invictus Games - attended to show support for the	Vancouver BC /	\$1,145.99	\$198.23	\$1,491.56	\$505.75	\$0.00	Т
		veterans and to see how it all unfolds. / Participation	Vancouver, CB						
		aux Jeux Invictus pour témoigner un soutien aux							
		vétéranes et aux vétérans et pour voir leur							
		déroulement.							
									Τ
									Τ
									Τ
									Τ
									Ι
									Τ
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## Hospitality expenses / Frais d'accueil

Start date / Date de	End date / Date de fin	Purpose of hospitality activity / But de l'activité d'accueil	Municipalite where the hospitality activity took place / Municipalité où l'activité d'accueil	Commercial establishments or vendors involved / Établissements commerciaux		l otal number of attendees (guests) / Nombre total de participants	
début			a eu lieu	ou fournisseurs concernés	(employés)	(invités)	Montal total
			_				\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
						\$0.00	

\$3,341.53
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$3,341.53

#### **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