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

Insert senior officer name – Insert bilingual title (i.e. Sean N. Catelon – Chief Executive Officer / Chef de la direction) Dominic McAlea Chief Corporate Secretary Chief Corporate Counsel – Secrétaire général et conseiller juridique en chef

## Travel expenses / Frais de voyage

| date de début |            | Purpose of travel / But du déplacement  | Places visited /<br>Endroits visités   | Airfare /<br>Tarif aérien |         | Lodging /<br>Hébergement | Frais de repas<br>et faux frais | dépenses | Total amount /<br>Montal total |
|---------------|------------|---|--|---------------------------|---------|--------------------------|---------------------------------|----------|--------------------------------|
| 10/26/2024    | 10/31/2024 | Base visit / Establish military housing solutions /<br>Visite de la base et trouver des solutions relatives<br>aux logements militaires | Victoria and Vancouver<br>British Columbia /<br>Victoria et Vancouver,<br>Colombie-Britannique | \$2,218.07                | \$74.08 | \$723.28                 | \$551.00                        | \$242.10 | \$3,808.53                     |
|               |            |   |  |                           |         |                          |                                 |          | \$0.00                         |
|               |            |   |  |                           |         |                          |                                 |          | \$0.00                         |
|               |            |   |  |                           |         |                          |                                 |          | \$0.00                         |
|               |            |   |  |                           |         |                          |                                 |          | \$0.00                         |
|               |            |   |  |                           |         |                          |                                 |          | \$0.00                         |
|               |            |   |  |                           |         |                          |                                 |          | \$0.00                         |
|               |            |   |  |                           |         |                          |                                 |          | \$0.00                         |
|               |            |   |  |                           |         |                          |                                 |          | \$0.00                         |
|               |            |   |  |                           |         |                          |                                 |          | \$0.00                         |
|               |            |   |  |                           |         |                          | \$3,808.53                      |          |                                |

### Hospitality expenses / Frais d'accueil

|               |             |                                   | Municipalité where       |                            | Total number    | Total number    |                |
|---------------|-------------|-----------------------------------|--------------------------|----------------------------|-----------------|-----------------|----------------|
|               |             |                                   | the hospitality activity |                            | of attendees    | of attendees    |                |
|               |             |                                   | took place /             | Commercial establishments  | (employees) /   | (guests) /      |                |
|               |             |                                   | Municipalité où          | or vendors involved /      | Nombre total    | Nombre total    |                |
| Start date /  | End date /  | Purpose of hospitality activity / | l'activité d'accueil     | Établissements commerciaux | de participants | de participants | Total amount / |
| Date de début | Date de fin | But de l'activité d'accueil       | 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 |
|  |  |  | \$0.00 |

#### 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,<br>Translation services, allowing a minimum of 2 weeks for the<br>translation.  | Before the 10th of the month                      |  |
| 4. | Translation Services return the bilingual monthly reports to the EAs.   | No later than the<br>27th of the<br>month         |  |
| 5. | EAs convert their bilingual monthly reports into PDF format and forward to Michelle Squires, Web Manager, for publication.  | At least 2 days<br>before the end<br>of the month |  |
| 6. | Communications publish the monthly reports on the CAFconnexion.ca website.  | End of the month                                  |  |