





### **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                            |