

Hospitality expenses / Frais d'accueil

| Start date / Date de début | End date / Date de fin | Purpose of hospitality activity / But de l'activité d'accueil | Municipalité where the hospitality activity took place / Municipalité où l'activité d'accueil a eu lieu | Commercial establishments or vendors involved / Établissements commerciaux ou fournisseurs concernés | Total number of attendees (employees) / Nombre total de participants (employés) | Total number of attendees (guests) / Nombre total de participants (invités) | Total amount / Montant total |
|-------------------------------|---------------------------|--|--|---|--|--|---------------------------------|
| 4/24/2023 | 4/24/2023 | COO Team Buliding Lunch / Dîner de la chef des opérations pour renforcer l'esprit d'équipe | Orleans ON / Orléans ON | Orleans Bowling | 7 | | \$230.00 |
| 5/17/2023 | 5/17/2023 | Welcome back to labelle Celebration - Re-Opening of C Section Collaboration Space / Célébration du retour à l'édifice Labelle - Réouverture de l'espace de collaboration de la section C | Ottawa ON | Café Deluxe | 125 | | \$1,717.00 |
| 5/31/2023 | 5/31/2023 | CFMWS Team Dinner at the Gartner Finance & Executive conference. / Souper avec l'équipe des Services de bien-être et moral des Forces canadiennes à l'occasion du congrès Gartner CFO & Finance Executive Conference | National Harbor MD USA / National Harbor, Maryland, États-Unis | Bond 45 | 5 | | \$410.18 |
| 9/28/2023 | 9/28/2023 | Strategic Planning Workshop - Day 1 of 2 / Atelier de planification stratégique - Jour 1 de 2 | Ottawa ON | Hilton Garden Inn | 19 | 2 | \$2,351.98 |
| 10/11/2023 | 10/11/2023 | Farewell Luncheon for D. Colbourne, AVP Corporate Program / Dîner d'adieu pour D. Colbourne, vice-président associé du programme organisationnel | Ottawa ON | Pita Pit, Costco, Tim Hortons | 25 | | \$290.00 |
| 10/12/2023 | 10/12/2023 | Strategic Planning Workshop - Day 2 of 2 / Atelier de planification stratégique - Jour 2 de 2 | Ottawa ON | Ottawa Conference Center | 19 | 2 | \$1,605.00 |
| 11/1/2023 | 11/1/2023 | Strategic Plan draft meeting / Réunion sur l'ébauche du plan stratégique | Ottawa ON | Green Rebel | 5 | 2 | \$184.87 |
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| | | | | | | | | \$6,559.03 |

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 |