

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