

	A	B	C	D	E	F	G	H	I	
1	EXAMPLE 2 - US Dollar - Foreign Currency Conversion (FCC) - Bank of Canada Average Exchange Rate	Page 1 of 2								
2	<i>Travel Expense Description</i>	<i>Date</i>	<i>Time</i>	<i>Currency</i>	<i>Transportation</i>	<i>Accommodation</i>	<i>Meals</i>	<i>Other</i>	VOUCHER	
3	Conference Registration Fees (PREPAID BY DEPT.) - \$1,050.00	Wed. July 2, 2008		USD				0.00	N/A	
4	ATM Cash Advance of \$500 Canadian (American Express Designated Travel Card - DTC)	Fri. July 25, 2008		CAD				1.50	Receipt # 1 + # A1	
5	American Express Interac Withdrawal Fee	Fri. July 25, 2008		CAD				11.00	Amex Stat. # A2	
6	Taxi: Home (123 Main Street, Ottawa, Ont.) - Ottawa International Airport for Departure	Sat. July 26, 2008	4:15 AM	CAD	43.00				Receipt # 3 + # A3	
7	(Airline Check-in / Airport Security / US Customs)									
8	Airfare Ottawa/Philadelphia/Los Angeles, CA (PREPAID BY DEPT. - DRCTC TAN: XXY 09876)	Sat. July 26, 2008	6:00 AM	CAD				0.00	Receipt # 4 + # C	
9	Breakfast - Canada at the Ottawa airport after check-in and US Customs (no meals on the flight)	Sat. July 26, 2008		CAD			13.60		Appendix C	
10	Bottled Water Purchase at Philly Airport (QTY: 2 - for 6-hour flight Philadelphia to Los Angeles)	Sat. July 26, 2008		USD				4.58	Receipt # 5	
11	Arrival Los Angeles, California (Pacific Time)	Sat. July 26, 2008	12:23 PM	USD					N/A	
12	Transportation - Los Angeles Airport to Omni Hotel - Shuttle Reservation #4282146	Sat. July 26, 2008		USD	19.00				Receipt # 6 + # A4	
13	Lunch - Los Angeles, CA	Sat. July 26, 2008		USD			12.85		Appendix C	
14	Dinner - Los Angeles, CA	Sat. July 26, 2008		USD			36.30		Appendix C	
15	Incidentals - Canada	Sat. July 26, 2008		CAD				17.30	Appendix C	
16	Hotel- Omni Hotel Convention Rate (\$177.00 + \$24.92 taxes)	Sat. July 26, 2008		USD		201.92			Receipt # 7 + # C	
17	Breakfast - Los Angeles, CA	Sun. July 27, 2008		USD			13.60		Appendix C	
18	Lunch - Los Angeles, CA	Sun. July 27, 2008		USD			Prepaid		Conference Fee	
19	Dinner - Los Angeles, CA	Sun. July 27, 2008		USD			Prepaid		Conference Fee	
20	Incidentals - Los Angeles, CA	Sun. July 27, 2008		USD				17.30	Appendix C	
21	Bottled Water purchased at Plaza near Hotel (QTY: 3 - Could not drink/use water at hotel)	Sun. July 27, 2008		USD				4.02	Receipt # 8	
22	Hotel- Omni Hotel Convention Rate (\$177.00 + \$24.92 taxes)	Sun. July 27, 2008		USD		201.92			Receipt # 7 + # C	
23	Breakfast - Los Angeles, CA	Mon. July 28, 2008		USD			Prepaid		Conference Fee	
24	Lunch - Los Angeles, CA	Mon. July 28, 2008		USD			Prepaid		Conference Fee	
25	Dinner - Los Angeles, CA	Mon. July 28, 2008		USD			36.30		Appendix C	
26	Incidentals - Los Angeles, CA	Mon. July 28, 2008		USD				17.30	Appendix C	
27	Hotel- Omni Hotel Convention Rate (\$177.00 + \$24.92 taxes)	Mon. July 28, 2008		USD		201.92			Receipt # 7 + # C	
28	Breakfast - Los Angeles, CA	Tue. July 29, 2008		USD			13.60		Appendix C	
29	Lunch - Los Angeles, CA	Tue. July 29, 2008		USD			Prepaid		Conference Fee	
30	Dinner - Los Angeles, CA	Tue. July 29, 2008		USD			36.30		Appendix C	
31	Incidentals - Los Angeles, CA	Tue. July 29, 2008		USD				17.30	Appendix C	
32	Hotel- Omni Hotel Convention Rate (\$177.00 + \$24.92 taxes)	Tue. July 29, 2008		USD		201.92			Receipt # 7 + # C	
33	Breakfast - Los Angeles, CA	Wed. July 30, 2008		USD			Prepaid		Conference Fee	
34	Lunch - Los Angeles, CA	Wed. July 30, 2008		USD			Prepaid		Conference Fee	
35	Dinner - Los Angeles, CA	Wed. July 30, 2008		USD			36.30		Appendix C	
36	Incidentals - Los Angeles, CA	Wed. July 30, 2008		USD				17.30	Appendix C	
37	Bottled Water purchased at Plaza near Hotel (QTY: 2 - Could not drink/use water at hotel/Airport line-up wait time for luggage check/security screening)	Wed. July 30, 2008		USD				2.68	Receipt # 9	
38	Hotel- Omni Hotel Convention Rate (\$177.00 + \$24.92 taxes)	Wed. July 30, 2008		USD		201.92			Receipt # 7 + # C	
39	Shuttle Bus from Omni Hotel to Los Angeles Airport (Pacific Time)	Thur. July 31, 2008	3:50 AM	USD	19.00				Receipt # 10 + # A5	
40	Airfare Los Angeles, CA - Philadelphia, PA - Ottawa (PREPAID BY DEPT. - DRCTC TAN: XXY 09876)	Thur. July 31, 2008	6:30 AM	CAD				0.00	Receipt # 11 + # C	
41	Bottled Water purchased at LA Airport (QTY: 1 for 6 hour flight Philadelphia to Los Angeles)	Thur. July 31, 2008		USD				2.90	Receipt # 12	
42	Breakfast	Thur. July 31, 2008		USD			13.60		Appendix C	
43	Lunch	Thur. July 31, 2008		USD			12.85		Appendix C	
44	Dinner - Purchased prior to departure (no meals served on flights).	Thur. July 31, 2008		USD			36.30		Appendix C	
45	Incidentals - Los Angeles, CA	Thur. July 31, 2008		USD				17.30	Appendix C	
46	Arrival Ottawa (Eastern Time)	Thur. July 31, 2008	17:20 PM	USD					N/A	
47	Taxi: Ottawa International Airport to Home (123 Main Street, Ottawa) following Customs Clearance / Picking up Luggage / Standing in line for Baggage Claim (damage to suitcase).	Thur. July 31, 2008	19:30 PM	CAD	45.00				Receipt # 13	
48	SUBTOTAL - CANADIAN DOLLARS	131.40	131.40	CAD	88.00	0.00	13.60	29.80		
49	SUBTOTAL - US DOLLARS	1429.72	1,396.28	USD	38.00	1,009.60	248.00	100.68		
50	TOTAL - TRAVEL EXPENSE CLAIM IN CANADIAN DOLLARS	1,561.12	N/A	CAD						

	A	B	C	D	E	F	G	H	I
51									
52	EXAMPLE 2 - US Dollar - Foreign Currency Conversion - Bank of Canada Average Exchange Rate				Page 2 of 2				
53									
54	National Joint Council Travel Directive (effective April 1, 2008) Module 3, article 3.3.4 Currency exchange								
55	The costs incurred to convert reasonable sums to foreign currencies and/or reconvert any unused balance to Canadian currency shall be reimbursed, based upon receipts, from all transactions and sources. When these								
56	costs are not supported by receipts, the average Bank of Canada currency exchange rate shall apply. In cases where the Bank of Canada does not provide an exchange rate, an alternate bank rate from an established								
57	institution, as determined by the employer, shall be applied. The rate shall be the average of the rates applicable on the initial date into the country and the final date out of the country.								
58									
59									
60									
61	Foreign Currency Conversion (FCC) - Refer to National Joint Council Travel Directive, Module 3, article 3.3.4				Bank of Canada	USD	CAD		
62	Currency exchange: Not supported by any foreign currency exchange rate receipts whatsoever, hence the average				Exchange Rates	Travel Expenses	Equivalent		
63	Bank of Canada exchange rate shall apply.								
64	Step 1) Bank of Canada exchange rate (12 noon rate) - INITIAL DATE INTO THE COUNTRY: July 26, 2008				1.022200				
65	Step 2) Bank of Canada exchange rate (12 noon rate) - FINAL DATE OUT OF THE COUNTRY: July 31, 2008				1.025700				
66									
67	AVERAGE EXCHANGE RATE - Bank of Canada (Initial Date Into the Country (1.0222) + Final Date Out of the County (1.0257) / 2 = 1.023950				1.023950	1396.28	1429.72		
68									
69	NOTE: Compare Example 1 (calculated based on foreign currency conversion receipts retained and used) outcome to Example 2 (foreign currency conversion receipts NOT retained).								
70	Example 1 - Foreign Currency Conversion Receipts RETAINED		1432.82						
71	Example 2 - Foreign Currency Conversion Receipts NOT RETAINED		1429.72						
72	Difference (loss of 3.10 CAD) to the person.		-3.10						
73									
74									
75									