	Α	В	С	D	E	F	G	Н		J
1	Example 5 - Pounds Sterling - Foreign Currency Conversion (FCC) - Exchange	Page 1 of 2								
2				J						
3	Travel Expense Description	Date	Time	Currency	Transportation	Accommodation	Meals	Incidentals	Other	VOUCHER
4	Flight Itinerary TAN ABCD 2211 (via American Express Travel AcXess Voyage) PREPAID VIA DRCTC	Sun. Nov. 16, 2008		CAD	2,494.37					A - Itinerary Doc.
5	Private Motor Vehicle (Ontario plates) from Residence to Ottawa Airport PARK 'N FLY = 31 kilometres	Sun. Nov. 16, 2008		CAD	17.21					B-1 - Appendix B km rate
6	Incidental Allowances - 17.30 CAD - Appendix C - First day of travel status (overnight trans-Atlantic flight)	Sun. Nov. 16, 2008		CAD				17.30		Appendix C - set allowance
7	Flight Ottawa to London, HEATHROW England, (PREPAID BY DEPT.)	Sun. Nov. 16, 2008	10:00 PM	CAD	Prepaid					A - Itinerary Doc.
8	Incidentals - Module 4, article 3.4.7 - London, England (location where the day commences)	Mon. Nov. 17, 2008		Pounds Sterling				19.78		Appendix D - set allowance
9	Breakfast - Served on board flight from Ottawa to London, England	Mon. Nov. 17, 2008		CAD			Prepaid			A - Itinerary Doc.
10	Arrive London, HEATHROW Airport - Purchase Train Pass (32.00 Pounds Sterling)	Mon. Nov. 17, 2008	09:50 AM	Pounds Sterling	32.00					D-1 - Receipt
11	Subway System Oyster travel Access Card - 3.00 Pounds Sterling	Mon. Nov. 17, 2008		Pounds Sterling	3.00					Refer to Signed Declaration
12	Loaded Subway system Oyster card for business usage - 10.00 Pounds Sterling	Mon. Nov. 17, 2008		Pounds Sterling	10.00					D-2 - Receipt
13		Mon. Nov. 17, 2008		Pounds Sterling			19.80			Appendix D - set allowance
	Dinner - Module 4 - Appendix D - London, England	Mon. Nov. 17, 2008		Pounds Sterling			25.00			Appendix D - set allowance
	Hotel Morley - London (Central) (164.50 Pounds Sterling / night)	Mon. Nov. 17, 2008		Pounds Sterling		164.50				E-Receipt
	Incidentals - Module 4, London, England (location where the day commences)	Tues. Nov. 18, 2008		Pounds Sterling				19.78		Appendix D - set allowance
	Breakfast - Module 4 - Appendix D - London, England	Tues. Nov. 18, 2008		Pounds Sterling			Provided			Appendix D - set allowance
	Lunch - Module 4 - Appendix D - London, England	Tues. Nov. 18, 2008		Pounds Sterling			Provided			Appendix D - set allowance
	Dinner - Module 4 - Appendix D - London, England	Tues. Nov. 18, 2008		Pounds Sterling			25.00			5
	Hotel Morley - London (Central) (164.50 Pounds Sterling / night)	Tues. Nov. 18, 2008		Pounds Sterling		164.50				E-Receipt
21	Incidentals - Module 4, London, England (location where the day commences)	Wed. Nov. 19, 2008		Pounds Sterling				19.78		Appendix D - set allowance
	Breakfast - Module 4 - London, England	Wed. Nov. 19, 2008		Pounds Sterling			Provided			Appendix D - set allowance
23		Wed. Nov. 19, 2008		Pounds Sterling			Provided			Appendix D - set allowance
	Dinner - Module 4 - Appendix D - London, England	Wed. Nov. 19, 2008		Pounds Sterling			25.00			Appendix D - set allowance
	Hotel Morley - London (Central) (164.50 Pounds Sterling / night)	Wed. Nov. 19, 2008		Pounds Sterling		164.50				E-Receipt
26	Loaded Subway system Oyster card for business usage - 10.00 Pounds Sterling	Wed. Nov. 19, 2008		Pounds Sterling	10.00					D-3 - Receipt
27	Incidentals - Module 4- London, England (location where the day commences)	Thurs. Nov. 20, 2008		Pounds Sterling				19.78		Appendix D - set allowance
28	Breakfast - Module 4 - Appendix D - London, England	Thurs. Nov. 20, 2008		Pounds Sterling			Provided			Appendix D - set allowance
	Lunch - Module 4 - Appendix D - London, England	Thurs. Nov. 20, 2008		Pounds Sterling			Provided			Appendix D - set allowance
	Dinner - London - Working Dinner prearranged by Meeting Hosts (high meal cost - 40.00 Pounds Sterling)	Thurs. Nov. 20, 2008		Pounds Sterling			40.00			Refer to Signed Declaration
31	Hotel Morley - London (Central) (164.50 Pounds Sterling / night)	Thurs. Nov. 20, 2008		Pounds Sterling		164.50				E-Receipt
32		Fri. Nov. 21, 2008		Pounds Sterling				19.78		Appendix D - set allowance
	Breakfast - Module 4 - Appendix D - London, England	Fri. Nov. 21, 2008		Pounds Sterling			Provided			Appendix D - set allowance
	Lunch - Module 4 - Appendix D - London, England	Fri. Nov. 21, 2008		Pounds Sterling			19.80			Appendix D - set allowance
	Dinner - Module 4 - Appendix D - London, England	Fri. Nov. 21, 2008		Pounds Sterling			25.00			Appendix D - set allowance
	Loaded Subway system Oyster card for business usage - 5.00 Pounds Sterling	Wed. Nov. 19, 2008		Pounds Sterling	5.00					D-4 - Receipt
37		Fri. Nov. 21, 2008		Pounds Sterling		164.50				E-Receipt
	Incidentals - Module 4 - London, England (location where the day commences)	Sat. Nov. 22, 2008		Pounds Sterling				19.78		Appendix D - set allowance
	Breakfast - Module 4 - Appendix D - London, England	Sat. Nov. 22, 2008		Pounds Sterling			Provided			Appendix D - set allowance
	Lunch - Module 4 - Appendix D - London, England	Sat. Nov. 22, 2008		Pounds Sterling			19.80			Appendix D - set allowance
41	Taxi service London HEATHROW Airport - cost shared with TBS Colleague (Train out of service)	Sat. Nov. 22, 2008		Pounds Sterling	30.00					Refer to Signed Declaration
42		Sat. Nov. 22, 2008	1:00 PM	CAD	Prepaid					A - Itinerary Doc.
	Flight Arrival - Ottawa International Airport	Sat. Nov. 22, 2008	3:45 PM	CAD						A - Itinerary Doc.
44	Private Motor Vehicle (Ontario plates) from Ottawa Airport PARK 'N FLY to Residence = 31 kilometres	Sat. Nov. 22, 2008		CAD	17.21					B-1 - Appendix B km rate
45		Sat. Nov. 22, 2008		CAD	62.76					C - Receipt
46	Exchange Rate Foreign Currency Money Mart Transaction Fee - 1.99 CAD	Sat. Nov. 26, 2008		CAD					1.99	Refer to FCC Receipt #3
47		Sat. Nov. 26, 2008		CAD			i i i i i i i i i i i i i i i i i i i		19.81	Refer to FCC Receipt #3
48	Passport Photos - for Passport application processing (October 21, 2008 prior to travel status)	Tues. Oct. 21, 2008		CAD					15.82	F- CAA Receipt
49	SUBTOTAL - CANADIAN DOLLARS	152.09	152.09	CAD	97.17	0.00	0.00	17.30	37.62	
<u> </u>	SUBTOTAL - POUNDS STERLING									
50	Expenses Converted to CAD based upon receipts from all transactions and sources	2,562.06	1,230 58	Pounds Sterling	90.00	822.50	199.40	118.68	0.00	
		-	1,200.00	. canac choining	00.00	022.00	100.10		0.00	
51	TOTAL - TRAVEL EXPENSE CLAIM IN CANADIAN DOLLARS	2,714.15								
52										
53										
54										

A	В	С	D	E	F	G	Н	I	J		
55											
56											
57											
58 59 Example 5 - Pounds Sterling - Foreign Currency Conversion (FCC) - Exchange Ra	ate Loss / Weig	ht Average Excha	nge Rate								
60 Page 2 of 2		In Average Exerna	ige nate								
61											
62											
63											
64											
65											
66 National Joint Council Travel Directive (effective April 1, 2008) Module 4, article 3	.4.4 Currency e	xchange									
67 $-$			adian currency	shall be							
68 Ine costs incurred to convert reasonable sums to foreign currencies and/or reconvert any unused balance to Canadian currency shall be 69 reimbursed, based upon receipts, from all transactions and sources.											
70											
$\frac{1}{1}$ When these costs are not supported by receipts, the average Bank of Canada currency exchange rate shall apply. In cases where the Bank of											
¹² Canada does not provide an exchange rate, an alternate bank rate from an establ	⁷² Canada deep not provide an evenence rote, an elfernate bank rote from an established institution, as determined by the employer, shell be employer, shell be employer, shell be employer.										
72 Canada does not provide an exchange rate, an alternate bank rate from an established institution, as determined by the employer, shall be applied. 73 74 74 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.											
	ountry and the f	inal date out of the	e country.								
75											
76											
77											
78 79 Foreign Currency Conversion (FCC) - Refer to National Joint Council Travel Directive, article		Pounds Sterling Amou	Int	Exchange Rate	CAD Equivalent						
80 3.4.4 Currency exchange: Based upon receipts from all transactions and sources.	r	Sterning Amou		Exchange Rate							
81 A) Pounds Sterling Purchased Prior to Trip (Refer to FCC Receipt 1)	531.97	Pounds Sterling =	I	2.320168	1,234.26						
82 B) American Express Designated Travel Card (Refer to FCC Receipt 2)	822.50	Pounds Sterling =		1.927951	1,585.74						
83		Ŭ									
84 Weighted Average Exchange Rate Applies	1,354.47	Total Pounds Sterlin	g	2.081995	2,820.00						
85 NOTE: The total value of FCC receipts is HIGHER than the				Weighted							
86 total travel expenses in Pounds Sterling of 1230.58	1230.58	Travel Expenses in F	ounds Sterling	Average	2,562.06						
87											
88											
89 Exchange Rate Gain or Loss Calculation											
90 Foreign Currency Conversion (FCC) - Pounds Sterling BUY RATE versus SELL RATE.	F	Pounds Sterling Amou	int	Exchange Rate	CAD Equivalent						
91	25.00	Devende Otenillerer		0.000100	04.04						
92 A) Pounds Sterling Purchased Prior to Travel Status Trip (Refer to FCC Receipt 1) 93 C) Pounds Sterling SOLD to Money Mart post travel status (converting Pounds Sterling back to	35.00 35.00	Pounds Sterling = Pounds Sterling =		2.320168 1.754080	81.21 61.39						
94 Canadian) - Refer to FCC #3.	55.00	i ounus sterning =		1.7 34000	01.39						
95 Exchange Rate Transaction LOSS in Canadian Dollars				N/A	19.81	Exchange Rate L	oss therefore add a	s an expense	to Travel Expense Claim.		
96									•		
97											
COMPARISON CALCULATION - What if No Foreign Currency Conversion											
98 Exchange Receipts Whatsoever ?			BoC Exchange	Comparison							
99		Pounds Sterling	Rate	Calculation							
100 Foreign Currency Conversion (FCC) - Refer to Bank of Canada (BoC) exchange rates.		London, England									
101		,	·	1,230.58	Pounds Sterling Tra	vel Expenses	Difference	1			
102 1) Bank of Canada (12 Noon rate) Initial Date into the Country		11/17/2008	1.8351	x 1.8470	Average BoC Excha						
3 2) Bank of Canada (12 Noon rate) Final Date out of the Country		11/22/2008	1.8589	2272.88	-	-	2562.06 Receipts Cal		culation (see above)		
		11/22/2000	1.0303		Total Canadian Dollars		2251.08				
				1.99	Less FCC Receipt V				s Whatsoever = Bank of Canada		
105			1.8470	19.81	Less Exchange Rate		310.98	= 310.98 CA	D LESS to the person		
106 Bank of Canada Average Exchange Rate			Average	2251.08	Total Canadian Doll	ars					

	A	В	С	D	E	F	G	Н	I	J
107				Exchange Rate						
108										