

	A	B	C	D	E	F	G	H	I
1	EXAMPLE 1 - US Dollar - Foreign Currency Conversion (FCC) - Weighted Average Exchange Rate								
2	Travel Expense Description	Date	Time	Currency	Transportation	Accommodation	Meals	Other	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 (Airline Check-in / Airport Security / US Customs)	Sat. July 26, 2008	4:15 AM	CAD	43.00				Receipt # 3 + # A3
7									
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		1432.82	1,396.28 USD	38.00	1,009.60	248.00	100.68	
50	TOTAL - TRAVEL EXPENSE CLAIM IN CANADIAN DOLLARS		1,564.22	N/A CAD					

52 National Joint Council Travel Directive (effective April 1, 2008) Module 3, article 3.3.4 Currency exchange
53 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 costs are not supported by receipts, the average Bank of Canada currency exchange
54 rate shall apply. In cases where the Bank of Canada does not provide an exchange rate, an alternate bank rate from an established 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
55 country.
56

57		USD Amount			Exchange Rate	CAD Equivalent
58	Foreign Currency Conversion (FCC) - Refer to National Joint Council Travel Directive, Module 3, article 3.3.4 Currency exchange:					
59	Based upon receipts from all transactions and sources.					
60	A) American Express Designated Travel Card - USD Shuttle (Refer to FCC Receipt A)	19.00	USD	=	1.016300	19.31
61	B) American Express Designated Travel Card - USD Shuttle (Refer to FCC Receipt B)	19.00	USD	=	1.016300	19.31
62	C) American Express Designated Travel Card - USD - Hotel (Refer to FCC Receipt C)	1,092.10	USD	=	1.023100	1117.33
63	D) American Express Designated Travel Card - CAD Cash Advance CONVERTED to USD (Refer to FCC Receipt D)	400.00	USD	=	1.035500	414.20
64	Total of all Foreign Currency Conversion Receipts = Currency Receipts value is HIGHER than					
65	travel claim expenses in USD (hence WEIGHTED AVERAGE EXCHANGE RATE applies).	1,530.10			1.026173	1570.15
66	Weighted Average Exchange Rate of 1.026173 (1570.15 CAD / 1530.10 USD) = Weighted Average Exchange Rate				Weighted Average	
67						
68	Final Calculation - Subtotal value of travel expense claim (USD) x the Weighted Average Exchange Rate.	1,396.28	USD	X	1.026173	1432.82
69						
70	Refer to spreadsheet Example 2 to compare outcome if no foreign currency conversion exchange receipts were retained.					