

	A	B	C	D	E	F	G	H	I	J
1										
2	Example 3 - Pounds Sterling - Foreign Currency Conversion (FCC) - Dual Calculation:					PAGE 1 of 2				
3	- Weighted Average Exchange Rate (based on all FCC receipts) and									
4	- Bank of Canada Average Exchange Rate for unsupported amount.									
5										
6	<i>Travel Expense Description</i>	<i>Date</i>	<i>Time</i>	<i>Currency</i>	<i>Transportation</i>	<i>Accommodation</i>	<i>Meals</i>	<i>Incidentals</i>	<i>Other</i>	<i>VOUCHER</i>
7	The Foreign Currency Conversion Calculation Course (PREPAID BY DEPT.)					Pounds Sterling			8,225.00	Refer to Itinerary Doc.
8	Taxi - Residence, Gatineau, Québec to Ottawa International Airport / Check-in / Security / Customs	Tues. July 8, 2008		CAD	55.00					1
9	Incidental Allowances - \$17.30 CAD - Appendix C - First day of travel status (overnight trans-Atlantic flight)	Tues. July 8, 2008		CAD				17.30		N/A - set allowance
10	Dinner - Served on board flight Ottawa to London, England	Tues. July 8, 2008		CAD			Prepaid via Flight			
11	Flight Ottawa to London, (Oxford) England, (PREPAID BY DEPT. - TAN: AABB 4567)	Tues. July 8, 2008	18:40	CAD	1,222.76					
12	Incidentals - Module 4, article 3.4.7 - London, England (location where the day commences)	Wed. July 9, 2008		Pounds Sterling				19.78		N/A - set allowance
13	Breakfast - Served on board flight from Ottawa to London, England	Wed. July 9, 2008		CAD			Prepaid via Flight			
14	Personal Day - July 9, 2008									
15	Personal Day - July 10, 2008									
16	Personal Day - July 11, 2008									
17	Rail travel London, England, onward to Oxford, England to course location	Friday July 11, 2008		Pounds Sterling	14.00					2
18	Incidental Allowances - Module 4 - Appendix D - Oxford, England (location where the day commences)	Sat. July 12, 2008		Pounds Sterling				15.82		N/A - set allowance
19	Breakfast - Module 4 - Appendix D - Oxford, England	Sat. July 12, 2008		Pounds Sterling			13.60			N/A - set allowance
20	Lunch - Module 4 - Appendix D - Oxford, England	Sat. July 12, 2008		Pounds Sterling			15.84			N/A - set allowance
21	Dinner - Module 4 - Appendix D - Oxford, England	Sat. July 12, 2008		Pounds Sterling			20.00			N/A - set allowance
22	Hotel - Malmaison Oxford , Oxford , England	Sat. July 12, 2008		Pounds Sterling		130.00				3 - Rate for 1 person
23	Incidental Allowances - Module 4 - Appendix D - Oxford, England (location where the day commences)	Sun. July 13, 2008		Pounds Sterling				15.82		N/A - set allowance
24	Breakfast - Module 4 - Appendix D - Oxford, England	Sun. July 13, 2008		Pounds Sterling			13.60			N/A - set allowance
25	Lunch - Module 4 - Appendix D - Oxford, England	Sun. July 13, 2008		Pounds Sterling			15.84			N/A - set allowance
26	Dinner - Module 4 - prepaid - included in course programme fee	Sun. July 13, 2008		Pounds Sterling			Prepaid-course			5
27	Incidental Allowances - Module 4 - Appendix D - Oxford, England (location where the day commences)	Mon. July 14, 2008		Pounds Sterling				15.82		N/A - set allowance
28	Breakfast - Module 4 - Oxford, England	Mon. July 14, 2008		Pounds Sterling			13.60			5
29	Lunch - Module 4 - Oxford, England prepaid - included in course programme fee	Mon. July 14, 2008		Pounds Sterling			Prepaid-course			5
30	Dinner - Module 4 - Appendix D - Oxford, England	Mon. July 14, 2008		Pounds Sterling			20.00			N/A - set allowance
31	Incidental Allowances - Module 4 - Appendix D - Oxford, England (location where the day commences)	Tues. July 15, 2008		Pounds Sterling				15.82		N/A - set allowance
32	Breakfast - Module 4 - Appendix D - Oxford, England	Tues. July 15, 2008		Pounds Sterling			13.60			5
33	Lunch - Module 4 - Appendix D - Oxford, England prepaid - included in course programme fee	Tues. July 15, 2008		Pounds Sterling			Prepaid-course			5
34	Dinner - Module 4 - Appendix D - Oxford, England	Tues. July 15, 2008		Pounds Sterling			20.00			N/A - set allowance
35	Incidental Allowances - Module 4 - Appendix D - Oxford, England (location where the day commences)	Wed. July 16, 2008		Pounds Sterling				15.82		N/A - set allowance
36	Breakfast - Module 4 - Appendix D - Oxford, England	Wed. July 16, 2008		Pounds Sterling			13.60			5
37	Lunch - Module 4 - Appendix D - Oxford, England prepaid - included in course programme fee	Wed. July 16, 2008		Pounds Sterling			Prepaid-course			5
38	Dinner - Module 4 - Appendix D - Oxford, England prepaid- included in course programme fee	Wed. July 16, 2008		Pounds Sterling			Prepaid-course			5
39	Personal Telephone calls - Home Communication - 3.4.6 - multiple calls within allowable provision	Wed. July 16, 2008		Pounds Sterling					10.50	3
40	Incidental Allowances - Module 4 - Appendix D - Oxford, England (location where the day commences)	Thurs. July 17, 2008		Pounds Sterling				15.82		N/A - set allowance
41	Breakfast - Module 4 - Appendix D - Oxford, England	Thurs. July 17, 2008		Pounds Sterling			13.60			5
42	Lunch - Module 4 - Appendix D - Oxford, England prepaid - included in course programme fee	Thurs. July 17, 2008		Pounds Sterling			Prepaid-course			5
43	Dinner - Module 4 - Appendix D - Oxford, England prepaid - included in course programme fee	Thurs. July 17, 2008		Pounds Sterling			Prepaid-course			5
44	Incidental Allowances - Module 4 - Appendix D - Oxford, England (location where the day commences)	Fri. July 18, 2008		Pounds Sterling				15.82		N/A - set allowance
45	Breakfast - Module 4 - Appendix D - Oxford, England	Fri. July 18, 2008		Pounds Sterling			13.60			5
46	Lunch - Module 4 - Oxford, England prepaid - included in course programme fee	Fri. July 18, 2008		Pounds Sterling			Prepaid-course			5
47	Hotel - Malmaison Oxford , Oxford , England	Fri. July 18, 2008		Pounds Sterling		130.00				3 - Rate for 1 person
48	Dinner - Module 4 - Appendix D - Oxford, England	Fri. July 18, 2008		Pounds Sterling			20.00			N/A - set allowance
49	Incidental Allowances - Module 4 - Appendix D - Oxford, England (location where the day commences)	Sat. July 19, 2008		Pounds Sterling				15.82		N/A - set allowance
50	Breakfast - Module 4 - Appendix D - Oxford, England	Sat. July 19, 2008		Pounds Sterling			13.60			N/A - set allowance
51	Lunch - Module 4 / Appendix D - London, England (prior to trans-Atlantic flight)	Sat. July 19, 2008		Pounds Sterling			19.80			N/A - set allowance
52	Taxi service Oxford to London, England - Heathrow Airport	Sat. July 19, 2008	10:00	Pounds Sterling	34.00					6
53	Flight London, England to Ottawa, Ontario (PREPAID BY DEPT. - TAN: AABB 4567)	Sat. July 19, 2008	12:00	CAD	see above					Refer to Itinerary Doc.
54	Ottawa International Airport - Picked up at public carrier up by Private Motor Vehicle - (Québec km rate) 30 kms x 0.525 cents, each way	Sat. July 19, 2008		CAD	31.50					N/A - set allowance
55	SUBTOTAL - CANADIAN DOLLARS	103.80	103.80	CAD	86.50	0.00	0.00	17.30	0.00	
56	SUBTOTAL - POUNDS STERLING	N/A	705.12	Pounds Sterling	48.00	260.00	240.28	146.34	10.50	
57	Pounds Sterling Expenses Converted to CAD based upon receipts from all transactions and sources	1,138.69	566.63	Pounds Sterling						
58	Pounds Sterling Expenses Converted to CAD based upon Bank of Canada Average Exchange Rate	277.29	138.49	Pounds Sterling						
59	TOTAL - TRAVEL EXPENSE CLAIM IN CANADIAN DOLLARS	1,519.78								

Accommodation was prepaid as part of course fee (refer to Receipt 5 details)

