

	A	B	C	D	E	F	G	H	I	
1	Example 4 - Peso and US Dollar - Foreign Currency Conversion (FCC) - Multiple Peso Calculations				Page 1 of 2					
2										
3	Travel Expense Description	Date	Time	Currency	Transportation	Accommodation	Meals	Other	Receipt / Voucher #	
4	Bank Service Charge for 800.00 USD (Traveller's Cheques)	2008-07-02		CAD				5.75	A	
5	Airport Currency Exchange Kiosk - Service Charge - 400.00 USD for Columbian Pesos	2008-07-02		CAD				6.00	B	
6	TAXI - Depart Home to Ottawa International Airport	2008-07-02	6:00 AM	CAD	52.00				C	
7	Breakfast - Ottawa International Airport (after airline check-in / security)	2008-07-02	7:00 AM	CAD			13.60		N/A	
8	Flight 1 - Ottawa to Fort Lauderdale, USA (no meal on flight)	2008-07-02	8:40 AM	CAD	Prepaid				Refer to itinerary document	
9	Lunch - Airport - Fort Lauderdale, USA	2008-07-02	12:30 PM	USD			12.85			
10	Flight 2 - Fort Lauderdale, USA to Bogota, Columbia	2008-07-02	5:00 PM	CAD	Prepaid				Refer to itinerary document	
11	Dinner - Served on Flight 2	2008-07-02		CAD			Prepaid		Refer to itinerary document	
12	Arrive Bogota - Taxi from Airport to Hotel	2008-07-02	8:30 PM	COLUMBIAN PESOS	12,710.00				D	
13	Incidentals - Day 1 of trip - Appendix C - Incidentals 17.30 CAD	2008-07-02		CAD				17.30	N/A	
14	Hotel - Radisson Royal Bogota (272,703.64 Room Rate + 4727.27 taxes)	2008-07-02		COLUMBIAN PESOS		277,430.91			E- Hotel Invoice	
15	Breakfast - Bogota, Columbia - Appendix D - receipt required	2008-07-03		COLUMBIAN PESOS			25,000.00		E-1 (Billed to Room)	
16	Lunch - Bogota, Columbia - Appendix D meal allowance	2008-07-03		COLUMBIAN PESOS			37,700.00			
17	Dinner - Bogota, Columbia - Appendix D - Meal allowance	2008-07-03		COLUMBIAN PESOS			49,500.00			
18	Incidentals - Bogota, Columbia - Appendix D incidental allowance	2008-07-03		COLUMBIAN PESOS				34,880.00		
19	Hotel - Radisson Royal Bogota (272,703.64 Room Rate + 4727.27 taxes)	2008-07-03		COLUMBIAN PESOS		277,430.91			E- Hotel Invoice	
20	Hotel Front Desk - Service Charge (US Traveller's Cheques to Col. Pesos)	2008-07-03		COLUMBIAN PESOS				930.00	F	
21	Bottled Water - Hotel Room Mini-bar 11,207.00	2008-07-03		COLUMBIAN PESOS				11,207.00		
22	Breakfast - Bogota, Columbia - Appendix D - receipt required	2008-07-04		COLUMBIAN PESOS			25,000.00		E-2 (Billed to Room)	
23	Lunch - Bogota, Columbia - Appendix D meal allowance	2008-07-04		COLUMBIAN PESOS			37,700.00			
24	Dinner - Bogota, Columbia - Appendix D - Meal allowance	2008-07-04		COLUMBIAN PESOS			49,500.00			
25	Incidentals - Bogota, Columbia - Appendix D incidental allowance	2008-07-04		COLUMBIAN PESOS				34,880.00		
26	Hotel - Radisson Royal Bogota (272,703.64 Room Rate + 4727.27 taxes)	2008-07-04		COLUMBIAN PESOS		277,430.91			E- Hotel Invoice	
27	Bottled Water - Hotel Room Mini-bar 11,207.00	2008-07-04		COLUMBIAN PESOS				11,207.00		
28	Breakfast - Bogota, Columbia - Appendix D - receipt required	2008-07-05		COLUMBIAN PESOS			25,000.00		E-3 (Billed to Room)	
29	Lunch - Bogota, Columbia - Appendix D meal allowance	2008-07-05		COLUMBIAN PESOS			37,700.00			
30	Dinner - Bogota, Columbia - Appendix D - Meal allowance	2008-07-05		COLUMBIAN PESOS			49,500.00			
31	Incidentals - Bogota, Columbia - Appendix D incidental allowance	2008-07-05		COLUMBIAN PESOS				34,880.00		
32	Hotel - Andino Royal (244,789 Room Rate + 4727 taxes)	2008-07-05		COLUMBIAN PESOS		249,516.00			G - Hotel Invoice	
33	Breakfast - Bogota, Columbia - Appendix D - receipt required	2008-07-06	6:00 AM	COLUMBIAN PESOS			25,000.00		G-1 (Hotel Invoice details)	
34	Depart Hotel for Airport - Flat Rate for Hotel Shuttle Service to Airport	2008-07-06	7:00 AM	COLUMBIAN PESOS	14,000.00				G-2 (Hotel Invoice details)	
35	Incidentals - Bogota, Columbia - Appendix D incidental allowance	2008-07-06		COLUMBIAN PESOS				34,880.00		
36	Airport Departure Tax (Delta Airlines Receipt = 12,000 COLUMBIAN PESOS)	2008-07-06		COLUMBIAN PESOS	12,000.00				H	
37	Flight 3 - Bogota to Santiago, Chile (Breakfast served on flight - too late)	2008-07-06	9:30 AM	CAD	Prepaid				Refer to itinerary document	
38	Lunch - see flight above - lunch also served - flight delayed)	2008-07-06		CAD			Prepaid		Refer to itinerary document	
39	Arrive Santiago, Chile	2008-07-06		CHILEAN PESOS						
40	Bank Exchange Counter (Airport) - 120,000.00 Chilean Pesos (Service Fee)	2008-07-06		CHILEAN PESOS				84.50	I	
41	Taxi from Airport to Private Residence of Former Colleague	2008-07-06		CHILEAN PESOS	4265.00				J	
42	Dinner - Santiago, Chile - Appendix D - Meal allowance	2008-07-06		CHILEAN PESOS			18200.00			
43	Private Accommodation - Santiago	2008-07-06		CAD		50.00				
44	Breakfast - Santiago, Chile - Appendix D meal allowance	2008-07-07		CHILEAN PESOS			7800.00			
45	Lunch - Santiago, Chile - Appendix D meal allowance	2008-07-07		CHILEAN PESOS			14100.00			
46	Dinner- Santiago, Chile - Appendix D meal allowance	2008-07-07		CHILEAN PESOS			18200.00			
47	Incidentals - Santiago, Chile - Appendix D incidental allowance	2008-07-07		CHILEAN PESOS				12832.00		
48	Depart Meeting downtown for Santiago International Airport	2008-07-07	7:20 PM	CHILEAN PESOS	3822.00				K	
49	Flight 4 - Santiago, Chile to Buenos Aires, Argentina	2008-07-07	9:00 PM	CAD	Prepaid				Refer to itinerary document	
50	Arrive Buenos Aires, Argentina	2008-07-07	11:40 PM	ARGENTINE PESOS						
51	Taxi from Buenos Aires International Airport to Hotel Panamericano	2008-07-07		ARGENTINE PESOS	22.35				L	
52	Hotel - Panamericano (single room rate - 150.00 USD (all taxes included)	2008-07-07		USD		150.00			M	
53	Breakfast - Buenos Aires - Appendix D - based on a receipt	2008-07-08		ARGENTINE PESOS			28.00		N	
54	Lunch - Buenos Aires - Appendix D - meal allowances	2008-07-08		ARGENTINE PESOS			42.35			
55	Dinner- Buenos Aires - Appendix D - meal allowance	2008-07-08		ARGENTINE PESOS			51.10			
56	Facsimile Expenses - 2 faxes back to headquarters Ottawa (see Hotel bill)	2008-07-08		USD				28.50	M-1	
57	Incidentals - Buenos Aires - Appendix D - incidental allowance	2008-07-08		ARGENTINE PESOS				37.38		
58	Depart Buenos Aires - Taxi from Hotel to Buenos Aires International Airport	2008-07-08	7:45 PM	ARGENTINE PESOS	24.65				O	
59	Flight 5 - Depart Buenos Aires, Argentina for Ottawa, Canada	2008-07-08		CAD	Prepaid				Refer to itinerary document	
60	Arrive Ottawa - Incidentals - Canada - Appendix C - 17.30 CAD	2008-07-09	12:40 AM	CAD				17.30	P - Declaration (Original Receipt Lost)	
61	TAXI Transportation from Ottawa Airport to Home	2008-07-09	1:05 AM	CAD	48.50					
62	SUBTOTAL - CANADIAN DOLLARS	210.45	210.45	CAD	100.50	50.00	13.60	46.35		
63	SUBTOTAL - US DOLLARS	220.34	191.35	USD	0.00	150.00	12.85	28.50		
64	SUBTOTAL - COLUMBIAN PESOS	976.90	1,644,982.73	COLUMBIAN PESOS	38,710.00	1,081,808.73	361,600.00	162,864.00		
65	SUBTOTAL - CHILEAN PESOS	164.56	79,303.50	CHILEAN PESOS	8,087.00	0.00	58,300.00	12,916.50		
66	SUBTOTAL - ARGENTINE PESOS	616.36	205.83	ARGENTINE PESOS	47.00	0.00	121.45	37.38		
67	TOTAL TRAVEL EXPENSES IN CANADIAN DOLLARS	2188.61								
68										
69	National Joint Council Travel Directive (effective April 1, 2008) Module 4, article 3.4.4 Currency exchange									
70	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.									
71	When these 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 institution, as determined by the employer, shall be applied. The rat									
72	es shall be the average of the									
73	rates applicable on the initial date into the country and the final date out of the country.									
74	Note: The person departed on travel status with 800.00 USD Traveller's Cheques (at an exchange rate of 1.1515).									
75										
76										
77										
78										
79										
80										
81										
82	Example 4 - Peso and US Dollar - Foreign Currency Conversion (FCC) - Multiple Peso Calculations				Page 2 of 2					

	A	B	C	D	E	F	G	H	I
83		USD Traveller's Cheques	Exchange Rate	CAD Value					
84	FCC Receipt 1 - USD Travellers Cheques Amount	800.00	1.1515	921.20					
85	FCC Receipt 2 - USD to CAD	191.35	1.1515	220.34					
86	FCC Receipt 3 - USD to Columbian Peso	400.00	1.1515	460.60					
87	FCC Receipt 4 - USD to Chilean Peso	142.90	1.1515	164.56					
88	Balance of 800.00 USD Traveller's Cheques = (191.35 + 400.00 + 142.90) = 65.75 USD Unused								
89									
90	Foreign Currency Conversion (FCC) - Refer to National Joint Council Travel Directive Module 4, article 3.4.4. Currency exchange: Based upon receipts from all transactions and sources.			USD Amount	Exchange Rate	CAD Equivalent			
91									
92									
93	1) Traveller's Cheques (refer to FCC Receipts 1 and 2).			191.35	1.1515	220.34			
94	Exchange Rate applies to all USD transactions (up to the limit of 800.00 USD).								
95									
96	Foreign Currency Conversion (FCC) - Refer to National Joint Council Travel Directive Module 4, article 3.4.4. Currency exchange: Based upon receipts from all transactions and sources.			Columbian Peso Amount	Exchange Rate	USD Amount	Exchange Rate	CAD Equivalent	
97									
98									
99	1) Columbian Peso purchased with USD (refer to FCC Receipt 1 and FCC Receipt 3).			741,650.56	1,854.13	400.00	1.1515	460.60	
100	Use only a portion of this exchange rate receipt as the total value of FCC receipts is HIGHER than total expenses in Columbian Pesos			563,174.00	1,854.13	303.74	1.1515	349.76	
101	2) Credit Card Statement (Hotel expenses) Columbian Peso to CAD (refer to FCC Receipt 5).			1,081,808.73	N/A	N/A	1724.97	627.15	
102									
103									
104	Foreign Currency Conversion (FCC) - Refer to National Joint Council Travel Directive Module 4, article 3.4.4. Currency exchange: Based upon receipts from all transactions and sources.			Chilean Peso Amount	Exchange Rate	USD Amount	Exchange Rate	CAD Equivalent	
105									
106									
107	1) Chilean Peso purchased with USD (refer to FCC Receipt 1 and FCC Receipt 4).			120,000.00	0.00	216.24	1.1515	249.00	
108	Use only a portion of this exchange rate receipt as the total value of FCC receipts is HIGHER than total expenses in Chilean Pesos			79,303.50	0.00	142.90	1.1515	164.56	
109									
110									
111	Foreign Currency Conversion (FCC) - Refer to National Joint Council Travel Directive Module 4, article 3.4.4. Currency exchange: Based upon receipts from all transactions and sources.			Argentine Peso Amount	Exchange Rate	USD Amount	Exchange Rate	CAD Equivalent	
112									
113									
114	The person has no FCC receipts whatsoever, therefore the Bank of Canada exchange rates apply.			205.83	N/A	N/A			
115	Step 1) Bank of Canada exchange rate (12 Noon rate) - INITIAL DATE INTO THE COUNTRY: July 7, 2008				N/A	N/A	3.0021		
116	Step 2) Bank of Canada exchange rate (12 Noon rate) - FINAL DATE OUT OF THE COUNTRY: July 8, 2008						2.9869	616.36	
117	AVERAGE EXCHANGE RATE - Bank of Canada (Initial Date into the Country (3.0021) + (Final Date Out of the Country (2.9869)) / 2 = 2.9945, therefore 205.83 Argentine Pesos x 2.9945 Bank of Canada Average Exchange Rate = 616.36 CAD						2.9945	616.36	
118									
119									
120									
121	Comparison Calculation - No Foreign Currency Conversion (FCC) Exchange Rate Receipts Retained Whatsoever for USD Traveller's Cheques purchase, prior to departure on travel status.					USD Traveller's Cheques Purchased	Exchange Rate	CAD Equivalent	
122	Step 1) Bank of Canada exchange rate (12 Noon rate) - INITIAL DATE INTO THE COUNTRY: July 2, 2008						1.0129		
123	Step 2) Bank of Canada exchange rate (12 Noon rate) - FINAL DATE OUT OF THE COUNTRY: July 2, 2008						1.0129		DIFFERENCE
124	AVERAGE EXCHANGE RATE - Bank of Canada (Initial Date into the Country (1.0129) + (Final Date Out of the Country (1.0129)) / 2 = 1.0129 therefore 800.00 USD x 1.0129 Bank of Canada Average Exchange Rate = 810.32 CAD					800.00	1.0129	810.32	804.57
125								810.32	804.57
126								5.75	116.63
127								804.57	- 116.63 CAD Loss to the Person
128									
129	Comparison Calculation - No Foreign Currency Conversion (FCC) Exchange Rate Receipts Retained Whatsoever.			Columbian Peso Amount	Exchange Rate	USD Amount	Exchange Rate	CAD Equivalent	
130									
131									
132	Step 1) Bank of Canada exchange rate (12 Noon rate) - INITIAL DATE INTO THE COUNTRY: July 7, 2008				N/A	N/A	1677.85		
133	Step 2) Bank of Canada exchange rate (12 Noon rate) - FINAL DATE OUT OF THE COUNTRY: July 8, 2008				N/A	N/A	1709.40		DIFFERENCE
134	AVERAGE EXCHANGE RATE - Bank of Canada (Initial Date into the Country (1677.85) + (Final Date Out of the Country (1709.40)) / 2 = therefore 1,644,982.73 Columbian Pesos x 1693.63 Bank of Canada Average Exchange Rate = 971.28 CAD			1644982.73	N/A	N/A	1693.63	971.28	976.90
135								971.28	964.73
136				930.00	N/A	N/A	1693.627029	0.55	12.17
137								6.00	- 12.17 CAD Loss to the Person
138				1644052.73				964.73	
139									
140	Comparison Calculation - No Foreign Currency Conversion Exchange Rate Receipts Retained Whatsoever.			Chilean Peso Amount	Exchange Rate	USD Amount	Exchange Rate	CAD Equivalent	
141									
142									
143	Step 1) Bank of Canada exchange rate (12 Noon rate) - INITIAL DATE INTO THE COUNTRY: July 6, 2008				N/A	N/A	0.001991		
144	Step 2) Bank of Canada exchange rate (12 Noon rate) - FINAL DATE OUT OF THE COUNTRY: July 7, 2008				N/A	N/A	0.002005		DIFFERENCE
145	AVERAGE EXCHANGE RATE - Bank of Canada (Initial Date into the Country (0.001991) + (Final Date Out of the Country (0.002005)) / 2 = 0.001998 therefore 79,303.50 Chilean Pesos x Bank of Canada Average Exchange Rate = 227.84 CAD			79303.50	N/A	N/A	0.001998	158.45	164.56
146								158.45	158.28
147				84.50	N/A	N/A	0.001998	0.17	6.28
148								158.28	- 6.28 CAD Loss to the Person
149									
150	Comparison Calculation - No Foreign Currency Conversion Exchange Rate Receipts Retained Whatsoever.			Argentine Peso Amount	Exchange Rate	USD Amount	Exchange Rate	CAD Equivalent	
151									
152	NOTE: Same end result as above, given no foreign currency conversion receipts were retained.			205.83	N/A	N/A	2.9945	616.36	0.00
153								616.36	0.00
154								135.08	- 135.08 CAD TOTAL LOSS TO THE PERSON
155									