Travel Expense Description	Date	Time	Currency	Transportation	Accommodation	Meals	Other	Voucher
Cash Advance Withdrawal (500.00 CAD), via Amex Designated Travel Card	2008-07-02		CAD	· ·			1.50	Α
x Designated Travel Card (service charge for cash advance withdrawal)	2008-07-02		CAD				11.50	В
Service Charge for 350.00 USD (Traveller's Cheques) Purchase of Currency Exchange Kiosk - Service Charge - 100.00 USD for South African Rand currency purchase	2008-07-02 2008-07-02		CAD CAD				2.75 2.50	C
- Depart Home to Ottawa International Airport	2008-07-02	5:00 AM	CAD	52.00			2.50	E
kfast - Ottawa International Airport (after airline check-in / security) - Appendix C	2008-07-02	7:00 AM	CAD	02.00		13.60		Appendix C - meal allowance
t 1 - Ottawa to La Guardia New York Airport, USA (no meal served on flight)	2008-07-02	8:40 AM	CAD	Prepaid				Prepaid by DRCTC - Refer to itinerary docum
e Shuttle Bus from La Guardia Airport New York to JKK International Airport	2008-07-02		USD	50.00				F - Shuttle receipt
entals - Day 1 of trip - Appendix C - Incidentals 17.30 CAD	2008-07-02		CAD				17.30	Appendix C - Incidental allowance
t 2 - JFK International Airport, New York to Johannesburg, South Africa t - cross international date line (multiple meals served on board 20 consecutive hour flight)	2008-07-02		CAD CAD					
e Johannesburg, South Africa International Airport	2008-07-03 2008-07-03	12:30 PM	CAD	Prepaid				
t 3 - Johannesburg to Windhoek, Namibia (small carrier ticket purchased at airport)	2008-07-03	5:00 PM	South African Rand	429.40				G - ticket purchased locally
entals - Johannesburg, South Africa - Appendix D incidental allowance	2008-07-03		South African Rand				159.04	Appendix D - incidental allowance
e Windhoek, Namibia - Flat Rate for Hotel Shuttle Service from the Airport	2008-07-03	8:30 PM	Namibian \$	18.00				H - Hotel invoice (Shuttle)
er - Windhoek, Namibia - Appendix D - meal allowance	2008-07-03		Namibian \$			133.00		Appendix D - meal allowance
I Kalunga (280.00 includes taxes)	2008-07-03		Namibian \$		280.00			H - Hotel Invoice
kfast - Windhoek, Namibia - Appendix D - receipt required h - Windhoek, Namibia - Appendix D meal allowance	2008-07-04		Namibian \$ Namibian \$			68.00 102.00		H-1 Breakfast Receipt (Billed to Room by Hotel Re
r - Windhoek, Namibia - Appendix D meal allowance er- Windhoek, Namibia - Appendix D meal allowance	2008-07-04 2008-07-04		Namibian \$			102.00		Appendix D - meal allowance Appendix D - meal allowance
entals - Windhoek, Namibia - Appendix D incidental allowance	2008-07-04		Namibian \$			155.00	94.00	Appendix D - Incidental allowance
I Kalunga, Windhoek (280.00 includes taxes)	2008-07-04		Namibian \$		280.00		0 1.00	H - Hotel Invoice
Front Desk - Service Charge for Currency Conversion (\$100.00 USD Traveller's Cheques to Namibian \$)	2008-07-04	1	Namibian \$				3.85	H- Hotel Invoice - Currency transaction
ed Water - Purchased from Hotel Petrol Station (8 bottles for duration of stay for drinking and hygiene)	2008-07-04		Namibian \$				19.60	H - Hotel Invoice - Petrol Station Purchase
kfast - Windhoek, Namibia - Appendix D - receipt required	2008-07-05		Namibian \$			68.00		H-2 Breakfast Receipt (Billed to Room by Hotel Re
h - Windhoek, Namibia - Appendix D meal allowance	2008-07-05		Namibian \$ Namibian \$			102.00		Appendix D - meal allowance
er- Windhoek, Namibia - Appendix D meal allowance entals - Windhoek, Namibia - Appendix D incidental allowance	2008-07-05 2008-07-05		Namibian \$ Namibian \$			133.00	94.00	Appendix D - meal allowance Appendix D - incidental allowance
I Kalunga, Windhoek (280.00 includes taxes)	2008-07-05		Namibian \$		280.00		54.00	H - Hotel Invoice
ness Calls - Local telephone calls reconfirming meetings / transport to meetings.	2008-07-05		Namibian \$		200.00		3.10	H-Hotel Invoice (business telephone call)
e Communication - international call home for 10 minutes + hotel operator charge	2008-07-05		Namibian \$				71.24	H-Hotel Invoice (home communication cal
art Hotel for Airport - Flat Rate for Hotel Shuttle Service to Airport	2008-07-05	7:00 PM	Namibian \$	18.00				H - Hotel invoice (Shuttle)
t 4 - Windhoek, Namibia to Johannesburg, South Africa	2008-07-05		South African Rand	Prepaid				G - ticket purchased locally (see itinerary
t 5 - Johannesburg to Maseru, Lesotho	2008-07-05	9:35 PM	Lesotho moloti			1		G - ticket purchased locally (see itinerary
e Airport at Maseru, Lesotho from Airport to Private Residence of Former Colleague, Maseru, Lesotho	2008-07-05 2008-07-05		Lesotho moloti	142.00				G - ticket purchased locally (see itinerary I - Taxi Receipt
te Accommodation - Maseru, Lesotho (50.00 CAD)	2008-07-05			142.00	50.00			Appendix D - Private Accom. Allowance 50.00
kfast - Maseru, Lesotho - Appendix D meal allowance	2008-07-06		Lesotho moloti		00.00	76.00		Appendix D - Trivate Acconit. Allowance 50:00 Appendix D - meal allowance
h - Maseru, Lesotho - Appendix D meal allowance	2008-07-06		Lesotho moloti			86.00		Appendix D - meal allowance
er- Maseru, Lesotho - Appendix D meal allowance	2008-07-06		Lesotho moloti			89.00		Appendix D - meal allowance
entals - Maseru, Lesotho - Appendix D incidental allowance	2008-07-06		Lesotho moloti				80.32	Appendix D - incidental allowance
kfast - Maseru, Lesotho - Appendix D meal allowance	2008-07-07		Lesotho moloti			76.00 Browided		Appendix D - meal allowance
h - Maseru, Lesotho - (Hospitality received via local government) entals - Maseru, Lesotho - Appendix D incidental allowance	2008-07-07 2008-07-07		Lesotho moloti			Provided	80.33	N/A - Lunch provided Appendix D - incidental allowance
ings - Project Support Unit Vehicle, includes gas and Driver / Return to Airport	2008-07-07		Lesotho moloti	425.00			00.32	J -Project Support Unit Vehicle / Driver (include
t 6 - Maseru, Lesotho to Johannesburg, South Africa - Dinner Served on Flight	2008-07-07	6:00 PM	South African Rand	Prepaid		Provided		G - ticket purchased locally (see itinerary
e Johannesburg, South Africa - walk to Hotel located at Airport (no taxi cost)	2008-07-07	7:15 PM	South African Rand	0.00				N/A
Continental Hotel Airport Sun - Johannesburg International Airport	2008-07-07		South African Rand		275.00			K - Hotel Invoice
kfast -Johannesburg, South Africa - Appendix D - meal allowance	2008-07-08		South African Rand			126.00		Appendix D - meal allowance
h - Johannesburg, South Africa - Appendix D - meal allowances	2008-07-08		South African Rand			156.00		Appendix D - meal allowance
er- Johannesburg, South Africa - Appendix D - meal allowance imiles to headquarters Ottawa (see Hotel bill)	2008-07-08 2008-07-08		South African Rand South African Rand			215.00	22.00	Appendix D - meal allowance K -1 Hotel Invoice (business facsimile charg
entals - Johannesburg, South Africa - Appendix D - incidental allowance	2008-07-08		South African Rand				159.04	Appendix D - incidental allowance
inture Johannesburg - walk from Hotel to Johannesburg International Airport (no taxi cost)	2008-07-08	7:45 PM	South African Rand	0.00			100.04	N/A
t 7 - Depart Johannesburg South Africa for Ottawa, Canada (via New York connection)	2008-07-08		CAD	Prepaid				Prepaid by DRCTC - Refer to itinerary docum
s International Date Line - Arrive Ottawa - Incidentals - Canada - Appendix C - 17.30 CAD	2008-07-09	12:40 AM	CAD				17.30	Appendix C - Incidental allowance
Transportation from Ottawa Airport to Home	2008-07-09	1:15 AM	CAD	48.00	-			L - Declaration (Original Receipt Lost)
BTOTAL - CANADIAN DOLLARS	216.45	216.45	CAD	100.00	50.00	13.60	52.85	
BTOTAL - US DOLLARS	57.58	50.00	USD	50.00	0.00	0.00	0.00	
BTOTAL - SOUTH AFRICAN RAND	214.14	1,541.48	South African Rand	429.40	275.00	497.00	340.08	
BTOTAL - NAMIBIAN DOLLAR	278.09	1,900.79	Namibian \$	36.00	840.00	739.00	285.79	
BTOTAL - LESOTHO MOLOTI	149.55	1 05/ 6/	Lesothe moleti	567.00	0.00	307.00	160 64	
		1,004.04	Lesonio molon	507.00	0.00	521.00	100.04	
TAL TRAVEL EXPENSES IN CANADIAN DOLLARS	915.80							
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mple 6 - Foreign Currency Conversion (FCC) - Alternate Bank Rate (Bank of Canada do	es not Buy/Sell Currency	<i>ለ</i>	Page 2 of 2					
inple v i si sign ourreney conversion (i co) - Alternate Dank Nate (Dank Of Callada du	se not buy/den currently	1	raye z ul z					

_	Α	В	C	D	F	F	G	Н	
85	n	D	Ū	D	L		0		
86	When these costs are not supported by receipts, the average Bank of Canada currency exc	hange rate shall app	ly. In cases where the Ba	Ink of Canada does not prov	vide an exchange rate,				
87	an alternate bank rate from an established institution, as determined by the employer, shall	be applied. The rate	shall be the average of t	he rates applicable on the in	nitial date into the count	ry and the final date	out of the country	<b>.</b> "	
89									
90									
91	Note: The person departed on travel status with 350.00 USD Traveller's Cheques (at an exc	hange rate of 1.1515	).						
		USD Traveller's							
92		Cheques	Exchange Rate	CAD Equivalent					
93	FCC Receipt A - USD Travellers Cheques Purchase Prior to Departure (Bank)	350.00	1.1515	403.03					
94	FCC Receipt B - 100.00 USD Traveller's cheques purchased South African Rand	100.00	1.1515	115.15					-
95	FCC Receipt C - 100.00 USD Traveller's cheques purchased Namibian Dollars	100.00	1.1515	115.15					-
96	FCC Receipt D - 50.00 USD expenditures converted back as per Bank purchase rate	50.00	1.1515	57.58					-
97	Note: US Dollars not spent - no receipts tracing foreign currency transaction	100.00	1.1515	115.15					-
98	Tracing foreign currency transactions show that 250.00 of the 350.00 USD Traveller's Cheq	ues has been used.							
99									
	Foreign Currency Conversion (FCC) - Refer to National Joint Council Travel Directive	South African	Exchange Rate	USD Amount	Exchange Rate	CAD Equivalent			
	Module 4, article 3.4.4. Currency exchange: Based upon receipts from all transactions and	Rand Amount		COD Antoun	_xonango nato	C. D Equivalent			
	sources.								
	FCC Receipt E - 100.00 USD purchased South African Rand	782.34	7.8234	100.00	1.1515	115.15			
104	Module 4, article 3.4.4 also states: When these costs are not supported by receipts, the								
105	average Bank of Canada currency exchange rate shall apply. Bank of Canada (12 Noon rate) - Initial Date In: July 2, 2008 (0.1291 against CAD)		N/A	N/A	0.1291				
106	Bank of Canada (12 Noon rate) - Initial Date In: July 2, 2008 (0.1291 against CAD) Bank of Canada (12 Noon rate) - Final Date Out: July 8, 2008 (0.1317 against CAD)		N/A N/A	N/A N/A	0.1291				
107	Average Bank of Canada Rate (0.1291 + 0.1317 / 2 = 0.1304 )	759.14	N/A N/A	N/A N/A	Average Exchange Rate	98.99			
100	Average Bank of Canada Rate $(0.1291 \pm 0.131772 = 0.1304)$	1.541.48	N/A	N/A	Average Exchange Rate 0.1304	214.14	1		
110		1,041.40			0.1004	214.14			
111									
112	Foreign Currency Conversion (FCC) - NO FOREIGN CURRENCY RECEIPTS WHATSOEVER. Refer to National Joint Council Travel Directive Module 4, article 3.4.4. In cases where the Bank of Canada does not provide an	Namibian Dollar	Exchange Rate	USD Amount	Exchange Rate	CAD Equivalent			
113	exchange rate, an alternate bank rate from an established institution, as determined by the employer, shall								-
114	be applied. The rate shall be the average of the rates applicable on the initial date into the country and the								-
115	inal date out of the country.								
116	Note: RECEIPT MISSING FROM 100.00 USD Purchase of Namibian Dollars (see claim details).	???	???	???	???	???			
117	Alternate Bank Rate - Initial Date In: July 3, 2008 (0.1463 against CAD)		0.1463	N/A	N/A				
118	Alternate Rate - Final Date Out: July 5, 2008 (0.1463 against CAD)		0.1463	N/A	N/A				
119	Average Bank of Canada Rate (0.1463 + 0.1463 / 2 = 0.1463 )	1,900.79	Average Exchange Rate	N/A	N/A	278.09			
120		1,900.79	0.1463			278.09			
121									
122	Foreign Currency Conversion (FCC) - NO FOREIGN CURRENCY RECEIPTS WHATSOEVER. Refer to National	Lesotho Moloti	Exchange Rate	USD Amount	Exchange Rate	CAD Equivalent			
	Joint Council Travel Directive Module 4, article 3.4.4. 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		-		-				
	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								
125	inal date out of the country.								
120	Alternate Bank Rate - Initial Date In: July 5, 2008 (0.1418 against CAD)		0.1418	N/A	N/A				-
	Alternate Rate - Final Date Out: July 7, 2008 (0.1418 against CAD)		0.1418	N/A	N/A				
	Average Bank of Canada Rate (0.1418+0.1418 / 2 = 0.1418 )	1,054.64	Average Exchange Rate	N/A	N/A	149.55			
130	•	1,054.64	0.1418			149.55	1		
131									
132									
133	COMPARISON CALCULATION - Foreign Currency Conversion (FCC) - Refer to National	South African	Exchange Rate	USD Amount	Exchange Rate	CAD Equivalent			
134	Joint Council Travel Directive Module 4, article 3.4.4. Currency exchange: Based upon	Rand Amount							
	receipts from all transactions and sources.								
	FCC Receipt E - 100.00 USD purchased South African Rand								
	Module 4, article 3.4.4 also states: When these costs are not supported by receipts, the						Diffe		
	average Bank of Canada currency exchange rate shall apply.		A 4644	N1/4	A1/A		Difference	Passinte Coloulation	
	Bank of Canada (12 noon rate) - Initial Date In: July 2, 2008 (0.1291 against CAD) Bank of Canada (12 noon rate) - Final Date Out: July 8, 2008 (0.1317 against CAD)		0.1291 0.1317	N/A N/A	N/A N/A		214.14	Receipts Calculation Less Foreign Currency Exchange Fee	
		4 544 40		N/A N/A	N/A N/A	201.01	2.50 201.01	Less Foreign Currency Exchange Fee No Receipts Whatsoever = Bank of Canada	
141	Average Bank of Canada Rate (0.1291+ 0.1317 / 2 = 0.1304 )	1,541.48 1.541.48	Average Exchange Rate 0.1304	N/A	N/A	201.01 201.01		10.63 CAD LOSS to the Person	
4 4 4		1.341.48	0.1304			201.01	10.03		