Preparation of a travel claim will be facilitated if travellers jot down expenses as they are incurred, noting brief explanations for the unusual ones. A convenient way to do this is to take along a photocopy of page two of the claim form on the trip. Travellers will also find it easier if they keep all their receipts in a single envelope.

Claims must list chronologically and in detail all the expenses incurred and substantiate these expenses with receipts wherever possible. The expenses must be recorded in the currency in which they were incurred, with a brief explanation for anything which is unusual. The totals for each currency must then be computed and converted into Canadian dollars, using the applicable exchange rates.

Once the expenditures are listed, totalled and converted to Canadian dollars, the difference between the travel advance and the total of the expense claim must be calculated and recorded on the form. (Information on exchange rates is available by calling MFFP at 992-6171).

<u>Any money owing to the government must be submitted along with the completed travel expense claim.</u> (Cheques are to be made payable to the Receiver General for Canada.) An example of a completed Travel Expense Claim is attached as Annex D.

Only one copy of the Travel Expense Claim, the original, should be submitted to MFFV. It must be legible, signed by the claimant and approved and certified under Section 27 of the Financial Administration Act by the appropriate responsibility centre manager. Please ensure that a copy of the Itinerary printout is also submitted with the claim form.

After the claim has been audited, the employee will be reimbursed any amount spent in excess of the advance, or be requested to refund any outstanding balance still owing to the Department.

NECESSARY RECEIPTS

The following expenses <u>must</u> be supported by vouchers, receipts or other appropriate documents: