



EXPENSE CLAIM

Official Hospitality Advance and Expense Reporting

Note: The original of this document should be sent to HQ with the mission financial accounts. A copy of this form and the original EXT 52 and other substantiating material must be retained at Post for at least two years (Official Hospitality Directive 9.11.1). These documents must be made available to duly authorized Government Representatives for inspection when required.

Cheque Number: _____
 Voucher Number: _____
 Responsibility Centre: _____

Name of Employee: _____ Title: _____ FINEX ID #: _____ Period covered by Report: _____
 Mission: _____ Program(s): _____ Classification: _____ Date of Report: _____

Expenditure(s)
 Description of Expenditure(s) A maximum of 25% can be spent on indirect hospitality.

Date	Hospitality Activity Summary	Amount to be reported in currency of Advance	
		Direct	Indirect
Apr 30	Reception Home - Minister of Agriculture Club Memberships	375.00	125.00

Exchange Rate: 0.500000	Sub-Total	375.00	125.00
	Total all pages	375.00	125.00
	Canadian Dollar Equivalent		
	Total all pages	\$ 187.50	\$ 62.50

New Advance

	Local Currency	Canadian Dollar
Total Original Allocation (+)		\$ 1,000.00
Adjustment to Allocation (+/-)		
Revised Allocation	A	\$ 1,000.00
Total Expenditure to Date	B	500.00 / \$ 250.00
Previous Outstanding Advance		500.00 / \$ 250.00
Portion Remaining of Previous Advance		0.00 / \$ 0.00
Amount Issued to Employee		500.00 / \$ 250.00
New Advance	C	500.00 / \$ 250.00
Exchange Rate for New Advance		0.500000
Remaining Allocation (Line A - B - C)		\$ 500.00

I Certify:
 receipt of reimbursement of expenses or advance.
 that the amounts included in this claim were incurred on authorized Government Hospitality.

Signature of Claimant and Date

Verified by: Signature and Date (Mission Accountant)	Certified Pursuant to Section 33 of the Financial Administration Act Signature and Date (MAO/FMO)	Certified that a hospitality allocation has been made. Advance authorized and/or certified per section 34, FAA. Signature and Date (HOM/Program Manager)
---	--	---