

an international bank draft (but don't lose it whatever you do). In case the traveller's cheques are lost or stolen, two people in the company should have a list of the cheque numbers and their denominations. The person carrying the cheques should never keep the cheques and their list of numbers in the same place.

You are advised always to calculate your per diems in Canadian dollars and to pay the rate of exchange applicable at the time the per diem is paid rounding it off in a manner that prevents you from dealing in a lot of coins.

Only deal through chartered banks or *bureaux de change* that are recommended to you by people whom you know you can trust. Never make large currency transactions in hotels or restaurants and *always* avoid "black market" dealings however attractive they may seem on the surface.

Remember, even when you are dealing with a chartered bank that they are in the business of making money and as such they will either add or subtract about a percentage point, depending on whether you are buying or selling the currency in question, from the official rate you see published in daily newspaper and they will probably also charge a small commission on each transaction. You should include such sums in the "loss on exchange" category of your budget.

Even allowing yourself a reasonable margin to cover any small unexpected local expenses, never change too much money. Remember that if you buy too much foreign currency, you will pay both when you purchase it and when you sell it back. And if you are caught having to sell it back in Canada, you will almost certainly be very disappointed with the rate of exchange (unless you are trading U.S. dollars).

Keep every receipt from every transaction as you will certainly need them to do your accounting both during the tour and at its completion.

"RESTRICTED" CURRENCIES

The currencies of most communist bloc and several "third world" countries are not traded internationally. Others, even including some in the European Common Market, restrict the amount of their currency that can be exported without official permission.

You must check if there are any such conditions in force in any of the countries that you are going to visit. If there are, it is vital that you make it clear in your contract that your fee must be fully and legally exportable from such countries. Even if no such restrictions apply at the time you sign your contract, they could be instituted between the signing and the tour itself, so you will always be covered if you have the security of such a clause.

You must further check the moment that you arrive that such permission has in fact been obtained in order to avoid any unpleasant surprises when it comes time to leave (that will hopefully give a few days for a solution to be found if there is a problem). If you have made all the right moves and there is still a problem, you are advised to consult the nearest Canadian diplomatic or consular mission immediately. But remember, if you have not covered this matter in your contract, the ability of anyone to help you will be considerably reduced.

Currencies which are not traded internationally cannot be legally purchased outside of those countries and should never be purchased "outside" even if they are offered at what seems like a bargain rate. When trading in "restricted currencies" you *must* keep the receipts for all transactions so that you can change the currency in question back into a tradeable foreign currency *before* you leave the country you are visiting.

In Communist bloc countries, a fee will probably not be offered to you, but your presenter, most probably an official government agency, will likely cover all of your