

*** HOTEL EXPENSES (T.C.'s Wives) ***

1. When a Trade Commissioner travelling at government expense is accompanied by his wife whose expenses are not a proper charge on his C.T.110, there is no need to split the hotel expenses by some arbitrary fraction. The proper procedure, and one which has the blessing of Treasury Board, is to obtain from this hotel a statement as to the single rate applicable to the room actually occupied and show this amount on the C.T.110. This statement may be a separate piece of paper or merely an endorsement on the face of the hotel bill.
2. Where the rate is the same for single or double occupancy, and the voucher makes this clear, the full amount paid for the room is a proper charge on the Trade Commissioner's expense account.

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