Department of Foreign Affairs and International Trade | Ministère des Affaires étrangères et du Commerce international

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**
	Sub-Total		
	Total all pages		
		Canadian Dollar Equivalent	
	Total all pages		

Exchange Rate:

New Advance

		Local Currency	Canadian Dollar
Total Original Allocation (+)			
Adjustment to Allocation (+/-)			
Revised Allocation	A		
Total Expenditure to Date	B		
Previous Outstanding Advance			
Portion Remaining of Previous Advance			
Amount Issued to Employee			
New Advance	C		
Exchange Rate for New Advance			
Remaining Allocation (Line A - B - C)			

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:	Certified Pursuant to Section 33 of the Financial Administration Act	Certified Pursuant to Section 34 of the Financial Administration Act I certify that the funds shown have been allocated and I approve the advance.
Signature and Date (Mission Accountant)	Signature and Date (MAO/FMO)	Signature and Date (HOM/Program Manager)