



### ITINERARY WORKSHEET

**SECTION 1**

S/N:	Rank:	Name:	Initial:	Unit:
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REASON FOR TRAVEL: ▶

**SECTION 2**

	Location	Town/City	Country	Date	Hour	MOT
Depart						
Arrive						
Depart						
Arrive						
Depart						
Arrive						
Depart						
Arrive						
Depart						
Arrive						
Depart						
Arrive						
Depart						
Arrive						
Depart						
Arrive						

**SECTION 3 – MEALS**

Insert : X – Not provided by MOT (Receipt Not Required)  
I – Insufficient (Receipt required), Ref: CFTDTI 8.10  
P – provided N – No Meal Rate (Receipts Required), Ref CFTDTI 8.8

Date													
Breakfast													
Lunch													
Supper													

**SECTION 4 – Lodgings: Insert – C = Commercial, P = Private, Q = Quarters**

Place (Town, Country)	From Date	To Date	(C-P-Q)	Cost

**SECTION 5 – Transportation (including local)**

PMC License#:	In lieu of taxi:	km times <b>2</b> or <b>4</b> (circle one)		
Date	MOT (Type)	From	To	Cost

**SECTION 6 – Others (ie. Loss on Exchange; ATM Fees; Business Calls, etc. IAW CFTDTI)**

METHOD OF PAYMENT: Name of Institution: ►

ACCOUNT DETAILS: ►

(Check One)  
 Canadian Account                       European Account

COMMENTS: **Please print clearly**

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Received from Host Nation (EXCHANGE OFFICERS): ► (\$, €, etc)

**CLAIM ATTACHMENT CHECK LIST**

- Itinerary Worksheet (Completed in full)
- Authority to Travel (Message, E-mail, Joining Instructions, Travel Orders, etc)
- Loss on Exchange (All purchases using Bank Cards and Credit Cards) **statements are required.**
- Transportation – Meals not provided & Insufficient meals**
- Meals were not provided – flight itinerary or statement required
- Insufficient meals - flight itinerary or statement required / with **receipts** for replacement meal(s) purchased.
- Countries with no Meal Rate (i.e. Breakfast) – **Receipts** required
- Budget Authority
- Fin Code

SCO/Delegated Authority Signature  
 Signature on Itinerary Worksheet or E-mail  
 (If budget other than SCO's is utilized,  
 Fin Code and Approving Authority must be attached/included i.e. Message or E-Mail)  
**SCO Authority is CA NMR (Approving SCO signature not required on Itinerary.)**  
**Exchange Officers authority is CFSU(E) Fin Management (Approving SCO signature not required on Itinerary.)**

**CLAIMS PROCESSING MAY BE DELAYED IF INFORMATION IS MISSING OR REQUIRES CLARIFICATION!**

"I certify that the items claimed herein have not been claimed previously and the no other benefits were received from any other foreign elements and all details are as stated."

**Fin Code:**

GL:	CC:	FUND:	IO :	COMM :	LINE:
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**APPROVAL:**

<b>Signature:</b>	<b>Telephone Number:</b>	<b>Date:</b>
►		

<b>APPROVING DO/SCO/DELEGATED AUTHORITY SIGNATURE:</b>	<b>Date:</b>
►	

