

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made:

### **BETWEEN:**

The Department of Foreign Affairs and International Trade  
(hereinafter referred to as "DFAIT")

### **AND:**

The Office of the Secretary to the Governor General  
(hereinafter referred to as the "OSGG").

(DFAIT and OSGG are hereinafter jointly referred to as the “Participants”)

DFAIT and OSGG have reached the following understanding:

### **1. PURPOSE**

- 1.01 The purpose of this MOU is to set out the commitments and responsibilities of the Participants with respect to the reimbursement by DFAIT of certain eligible expenses, set out in full in Annex A and Annex B (the “Eligible Expenses”) incurred by OSGG while conducting either of the following activities (the “Purpose”):
- any event, hospitality or accommodation hosted by the Governor General of Canada at Rideau Hall in Ottawa (“Rideau Hall”), at the Residence of the Governor General at La Citadelle de Québec (“La Citadelle”) or elsewhere in Canada at the request of the Prime Minister upon request of DFAIT for an incoming visit of a Foreign Head of State, Head of Government or Guest of the Government of Canada during a State, an Official or a Working Visit to Canada (“Incoming Visits”); or
  - the planning and execution of an Outgoing State, Official or Working Visit undertaken by the Governor General of Canada at the request of the Prime Minister (“Outgoing Visits”).

### **2. ROLES AND RESPONSIBILITIES OF THE OSGG**

- 2.01 At the request of the Prime Minister upon request of DFAIT, OSGG will plan, organize and execute **Incoming Visits**, including conducting the following activities:

- providing hospitality and/or accommodation services in honour of a Foreign Head of State, Head of Government, and/or Guest of the Government of Canada at Rideau Hall, La Citadelle and/or other locations as required by the Government of Canada;
- providing administrative, and logistical services such as arranging venues and cultural performances, translating/printing (limited to speeches, specific hospitality event programs, invitations and menus for official hospitality events only) photos and videos, physical set-up, purchasing flowers, purchasing Canadian wines, offering official or state gifts as required and contracting of non-public servants required to conduct the Incoming Visit; and
- contacting and following-up directly with Canadian Media Outlets on **all** logistical issues related to the participation of the Canadian Media in events involving the governor general.

2.02 At the request of the Prime Minister, OSGG will, in collaboration with federal government entities, including, but not limited to DFAIT, plan, organise and execute **Outgoing Visits**. The OSGG will be responsible for conducting the following activities:

- where appropriate, traveling to the location of the Outgoing Visit in advance (an “Advance Visit”) and provide for travel arrangements of OSGG staff for that advance visit in accordance with Section 4 herein;
- providing transportation, hospitality, accommodation, meals and logistical services to accompanying members of the Canadian Delegation, while in Ottawa immediately prior to departure, during the Outgoing Visit and immediately after the return to Ottawa (not exceeding two days on each end of the visit);
- providing administrative and logistical services (particularly in regards to delegates and the interior coordination of the airbus), printing/translating (limited to speeches and material included in the Governor General information package as per note below), photos and videos, and purchasing certain hospitality elements for airbus and delegation offices (in coordination with DND aircrew, the Missions and DFAIT Visit Coordinator);

*Note: For the purposes of this document, "Governor General Information Package" refers to the following documents: the biography of the governor general, the biography of the spouse of the governor general, the fact sheet on the role of the governor general, the fact sheet on state visits of governors general. These materials are provided to our guest / host countries and event*

*partners in these locations to give them a better understanding of our country and our governor general prior to the visit.*

- providing state gifts as necessary;
- coordinating the list of Canadian wines (based on DFAIT recommendations) for official hospitality hosted by Embassy/High Commission on behalf of the Governor General (Note: Return hospitality to host country function events is only based on DFAIT recommendations); and
- contacting and following-up directly with Canadian and Foreign Media on **all** logistical issues, including expenses, related to the participation of the Canadian and Foreign Media

### **3. ROLES AND RESPONSIBILITIES OF DFAIT**

- 3.01 Except as otherwise stated herein DFAIT will reimburse Eligible Expenses incurred by OSGG in carrying out Incoming and Outgoing Visits, all of which are to be determined by the Participants prior to the commencement of the respective Incoming or Outgoing Visit (unless determined by the Participants in writing after the commencement of the Incoming or Outgoing Visit).
- 3.02 DFAIT will provide a Visits Coordinator and Officer(s) for each Incoming and Outgoing Visit, the number of and identity of which will be determined at the sole discretion of DFAIT, to assist in planning, logistic arrangements, printing of programs as well as to act as a liaison with missions abroad where applicable. However DFAIT will not provide any assistance in the preparation or execution of any program for the Media programme.

### **4. TRAVEL & HOSPITALITY**

- 4.01 All travel conducted for Incoming or Outgoing Visits under this MOU will be conducted pursuant to the National Joint Council Travel Directive, and/or the Treasury Board Special Travel Authorities, as appropriate.
- 4.02 Any travel made by OSGG Staff pursuant to an Advance Visit as set out in subsection 2.02 above will be made as follows:
- DFAIT will contact OSGG and communicate the specifics of the Advance Visit (i.e. the departure time and number of staff) no later than three (3) business days before the Advance Visit;

- DFAIT will then, within a reasonable amount of time, provide the OSGG with details of airfares, routing, schedule and maximum allowed costs which have been approved by DFAIT;
- from the point of receipt of the pre-approved airfare details OSGG will have three (3) business days to book the flights; if the flights are not booked within three (3) business days and the cost has increased, the OSGG will be responsible for the increase in cost.

## 5. REPORTING

5.01 The OSGG will provide DFAIT with reporting on Incoming Visits and Outgoing Visits as follows:

- provided that the programme and details are drafted, within fifteen (15) business days prior to the Incoming Visit or Outgoing Visit, OSGG will provide the Representative of DFAIT with a preliminary line item budget, substantially in the form attached in either Annex A or Annex B as appropriate (the “Budget”);

*Note: The reimbursement of Eligible Expenses to OSGG is not necessarily limited to the forecasted budget if un-forecasted elements have been approved by both Participants during the visit as necessary. Any additional Eligible Expenses incurred by OSGG above and beyond those determined will require full justification before reimbursement can be considered;*

- pre-approval of all arrangements set out in the Budget is to be obtained from DFAIT and meet the requirements of the *Financial Administration Act* and its regulations (the “FAA”) prior to the commencement of the Incoming or Outgoing Visit;
- as soon as possible and not later than thirty (30) calendar days following the conclusion of the Incoming Visit or Outgoing Visit, provided that a Final Invoice has not already been provided, the OSGG will provide the Representative of DFAIT with a detailed first invoice, substantially in the form attached in Annex C, setting out the expenses incurred by the OSGG whereby the OSGG is requesting reimbursement, up to this point (the “First Invoice”);
- as soon as possible and not later than sixty (60) calendar days following the conclusion of the Incoming Visit or Outgoing Visit the OSGG will provide the Representative of DFAIT with a detailed final invoice, substantially in the form attached in Annex C for reimbursement by DFAIT of any outstanding expenses incurred by the OSGG, not covered

in the first invoice for which reimbursement from DFAIT is being sought (the “Final Invoice”);

- where the invoice provided by the OSGG to DFAIT is not labelled the Participants understand that it will be presumed to be the Final Invoice.

## 6. PAYMENT

6.01 The OSGG will not be reimbursed an amount in excess of the total of the Eligible Expenses contained in the Invoices.

6.02 Payment by DFAIT to the OSGG will be made via an Interdepartmental Settlement within thirty 30 calendar days of receipt and acceptance by DFAIT of either the First or Final Invoice, as applicable.

6.03 DFAIT will provide the following Interdepartmental Settlement Coding Information to the OSGG at or prior to the time of payment in order to facilitate the transfer of funds:

Interdepartmental Settlement Coding Information:

**Dept. Code:**

**IS Organization Code:**

**IS Reference Code:**

6.04 The OSGG should access all funds within thirty (30) calendar days of their transfer.

## 7. RECORDS

7.01 DFAIT and the OSGG will keep proper and adequate financial records in compliance with all Treasury Board of Canada policies and procedures and the *Financial Administration Act*.

## 8. PROTECTION AND DISCLOSURE OF INFORMATION

8.01 The Participants will abide by all applicable legislation, policies directives and guidelines governing access, exchange, collection, use, disclosure, retention and disposal of information.

8.02 The OSGG acknowledges that DFAIT is subject to the federal *Access to Information Act* and that nothing in this MOU shall be interpreted so as to preclude DFAIT from disclosing information that DFAIT may be authorized to disclose under the *Access to Information Act* or pursuant to any applicable law, regulation, government policy, or any order of a court or other tribunal having

jurisdiction including, but not limited to the release of this MOU, or any other documents related to this MOU, including details of Incoming and Outgoing visits and expenses for any activities, events or travel, and any documents provided by the OSGG to DFAIT pursuant to the terms of this MOU.

**9. DESIGNATED CONTACTS**

9.01 Where in this MOU any official notice is required to be given, it will be in writing and may be sent by courier, fax or e-mail and addressed to the representative(s) of the Participant for whom it is intended (the “Designated Contacts”) at the address set forth below:

<b>For DFAIT:</b>	<b>For OSGG</b>
Chief of Protocol Department of Foreign Affairs and International Trade (XDD)	Secretary to the Governor General Office of the Secretary to the Governor General
125 Sussex Drive Ottawa ON K1A 0G2 Facsimile: (613) 943-1075 Tel: (613) 992-2344	1 Sussex Drive Ottawa ON K1A 0A1 Facsimile: (613) 993-1967 Tel.: (613) 993-0259

The Designated Contacts above may be changed without a formal amendment to this MOU, provided that such changes are effected through an exchange of communication from a Designated Contact from each Participant assenting to such changes.

**10. STATUS OF PARTICIPANTS**

10.01 The Participants acknowledge that they, and anyone they engage, are not agents or joint-venturers of, nor in a legal partnership or employment relationship with each other. Furthermore the Participants understand that they, or anyone they engage, will not hold themselves out to any third parties as such an agent, joint-venturer, legal partner or employee.

**11. INTELLECTUAL PROPERTY**

11.01 **OSGG** will ensure that all intellectual property arising out of or used in conjunction with the Incoming and Outgoing Visits will be allocated, protected and used in compliance with the respective Treasury Board of Canada policies.

**12. EFFECTIVE DATE AND TERMINATION**

12.01 The effective date of this MOU is the date on which it is signed by the last of the Participants (the “Effective Date”) and this MOU will remain in effect until terminated by the Participants in accordance with sub-section 12.02 below.

12.02 Without prejudice to the accounting and reporting requirements under this MOU, either Participant may terminate this MOU upon giving sixty (60) calendar days of advance written notice to the other Participant.

13. **DISPUTE RESOLUTION**

13.01 Any dispute between the Participants that may arise under this MOU will be reduced to writing and submitted for resolution to ascending levels of management of the respecting Participant.

14. **AMENDMENT**

14.01 DFAIT and the OSGG may amend the provisions of this MOU, at any time prior to the termination of this MOU provided that such amendment is in writing and signed and dated by both Participants.

15. **ENTIRE UNDERSTANDING**

15.01 This MOU together with Annex A entitled "Eligible Expenses for Incoming Visits", Annex B entitled "Eligible Expenses Outgoing Visits", and Annex C entitled "Form of Invoice" constitutes the entire understanding between the Participants with respect to the subject matter discussed herein.

16. **LEGAL EFFECT**

16.01 This MOU, Annex A, Annex B and Annex C attached hereto, and any amendment thereto, are administrative in nature and are not intended to be legally binding on the Participants.

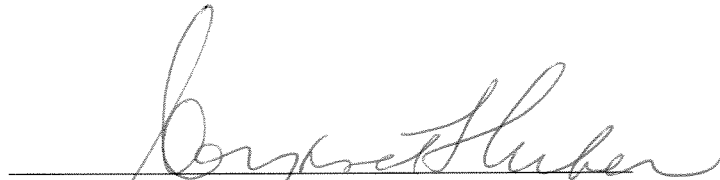
17. **CONSULTATIONS**

17.01 The Participants recognize the importance of consistent and clear communications in successfully completing the Incoming and Outgoing Visits. The Participants will meet as necessary, but no less than once every year, in order to discuss this MOU and its implementation.

This MOU has been executed on behalf of DFAIT and on behalf of the OSGG by their duly authorized officers.


Signed in duplicate, in Ottawa, Ontario in the English and French languages, each version being equally valid.

*On behalf of the **Department of Foreign Affairs and International Trade:***

  
Name: Mrs. Margaret Huber  
Title: Chief of Protocol of Canada  
Department of Foreign Affairs and International Trade

2011-07-05  
Date

*On behalf of the **Office of the Secretary to the Governor General:***

  
Name: Mr. Stephen Wallace  
Title: Secretary to the Governor General  
Office of the Secretary to the Governor General

2011-07-05  
Date



## ANNEX A

### ELIGIBLE EXPENSES FOR INCOMING VISITS

*Expenses associated with the planning and execution of Incoming Visits are funded by the Government Hospitality Allotment (“GHA”), and are governed by the terms and conditions of the the National Joint Council's Travel Directive and the Treasury Board Special Travel Authorities (the “Policies”). Should a conflict exist between the terms of the Policies and this Annex, the terms of the Policies will prevail.*

#### **Eligible Expenses covered by DFAIT related to Incoming Visits**

1. flags (through PWGSC); and
2. interpretation (simultaneous or consecutive) (through PWGSC);

#### **Eligible Expenses reimbursed by DFAIT related to Incoming Visits**

1. accommodation for members of the Official, Accompanying and Non-Official Delegation (the “Delegation”) residing at Rideau Hall in Ottawa and La Citadelle in Quebec City or elsewhere in Canada as required in accordance with the Visit to Canada Standards of Treatment;
2. meals and incidentals as per *National Joint Council's Travel Directive* for OSGG Staff and Delegates when travel is required ;
3. for events at Rideau Hall and La Citadelle and at other venues within Canada, covering costs relating to hospitality, alcoholic beverages related to official functions/events, flowers and event programming;
4. official gifts offered by the Governor General to incoming guests;
5. overtime costs directly attributable to the Visit, if pre-approved by a designated official of DFAIT Office of Protocol Official Visits Division holding the rank of Visits Coordinator or above (the “DFAIT Approval Authority”);

*Note: The approval by the DFAIT Approval Authority in no way alleviates the delegated authority of the OSGG from its responsibility to pre-approve all overtime for OSGG staff;*

6. translation/printing services of the following documents (speeches, menus and invitations, specific hospitality event programmes for official hospitality events only);
7. any production costs for the commemorative DVD of photos/videos attributable to the Incoming Visit;
8. expenses related to one table (the “Technical Table”) for Canadian Staff at specified events (e.g. dinners) held at Rideau Hall or La Citadelle occurring on an Incoming Visit. This table must, at a minimum, have the following seats reserved: one seat for the DFAIT Office of Protocol; one seat for the OSGG; and one seat for security; and
9. any other particular expense agreed to in writing by the DFAIT Approval Authority prior to and during the Incoming Visit.

**Eligible Expenses reimbursed by DFAIT on a rare and exceptional basis related to Incoming Visits**

1. if negotiated with, and agreed to by DFAIT prior to the Incoming Visit, expenses (e.g. meals) related to one table (the “Technical Table”) for Canadian Staff at specified events (e.g. dinners) not held at Rideau Hall or La Citadelle occurring on an Incoming Visit. This table must, at a minimum, have the following seats reserved: one seat for the DFAIT Office of Protocol; one seat for the OSGG; and one seat for security;
2. travel expenses incurred by OSGG staff travelling to and from an official function occurring on the Incoming Visit; and
3. for events outside Rideau Hall and La Citadelle, costs related to the rental of venues, hospitality, flowers, and event programming.

*The Eligible Expenses listed above may be modified at any time without the need for formal amendment through the written agreement of a Designated Contact from both Participants.*

## SAMPLE PROPOSED BUDGET FOR INCOMING VISITS (FOR ILLUSTRATIVE PURPOSES ONLY)

State Dinner at Rideau Hall based on a maximum of 106 people	# of guests	Cost per person	Approximate Total
Food Costs for Reception and Dinner	106	\$	\$
Alcoholic beverages	106	\$	\$
Non-alcoholic beverages	106	\$	\$
Extra Help (i.e. Servers & Kitchen help), Non-public servants only		\$	\$
Cultural Performances		\$	\$
Courier for specialty foods		\$	\$
Rentals <i>(ie. hospitality related items such as linens, glasses, tables, equipment; audio visual items such as lighting and sound equipment)</i>		\$	\$
Printing and translation of invitations, menus event programmes and speeches only.		\$	\$
Photos and videos of the Event		\$	\$
Pre-Approved Overtime		\$	\$
<b>Total:</b>			<b>\$ -</b>

Working Dinner at Rideau Hall based on a maximum of 24 people	# of guests	Cost per person	Approximate Total
Food Costs for Reception and Dinner	24	\$	\$
Alcoholic beverages	24	\$	\$
Non-alcoholic beverages	24	\$	\$
Extra Help (i.e. Servers & Kitchen help), Non-public servants only		\$	\$
Cultural Performances		\$	\$
Courier for specialty food items		\$	\$
Rentals <i>(ie. hospitality related items such as linens, glasses, tables, equipment; audio visual items such as lighting and sound equipment)</i>		\$	\$
Printing and translation of invitations, menus event programmes and speeches only.		\$	\$
Photos and videos of the Event		\$	\$
Pre-Approved Overtime		\$	\$
<b>Total:</b>			<b>\$ -</b>

<b>Official Luncheon at Rideau Hall based on a maximum of 16 people</b>	<b># of guests</b>	<b>Cost per person</b>	<b>Approximate Total</b>
Food Costs for Reception and Luncheon	16	\$	\$
Alcoholic beverages	16	\$	\$
Non-alcoholic beverages	16	\$	\$
Extra Help (i.e. Servers & Kitchen help), Non-public servants only		\$	\$
Cultural Performances		\$	\$
Courier for specialty foods		\$	\$
Rentals <i>(ie. hospitality related items such as linens, glasses, tables, equipment; audio visual items such as lighting and sound equipment)</i>		\$	\$
Printing and translation of invitations, menus event programmes and speeches only.		\$	\$
Photos and videos of the Event		\$	\$
Pre-Approved Overtime			
<b>Total:</b>			\$ -

<b>State Luncheon at La Citadelle in Quebec City for a maximum of 80 people</b>	<b># of guests</b>	<b>Cost per person</b>	<b>Approximate Total</b>
Food Costs for Reception and Luncheon	80	\$	\$
Alcoholic beverages	80	\$	\$
Non-alcoholic beverages	80	\$	\$
Extra Help (i.e. Servers & Kitchen help), Non-public servants only		\$	\$
Cultural Performances		\$	\$
Courier for specialty foods		\$	\$
Rentals <i>(ie. hospitality related items such as linens, glasses, tables, equipment; audio visual items such as lighting and sound equipment)</i>		\$	\$
Printing and translation of invitations, menus event programmes and speeches only.		\$	\$
Photos and videos of the Event		\$	\$
OSGG staff travel to La Citadelle		\$	\$
Pre-Approved Overtime		\$	\$
<b>Total:</b>			\$ -

State Gifts	# of guests	Cost per person	Approximate Total
State Gift for Foreign Head of State	1	\$	\$
State Gift for spouse of Foreign Head of State	1	\$	\$
<b>Total:</b>			\$ -

Accommodation of a Foreign Head of State or dignitary based on a maximum of 12 people for 3 days	# of guests	Cost per person per day	Approximate Total
Extra Help (Servers, housekeepers, kitchen help and telephone operators required to provide service after normal working hours) Non-public servants only		\$	\$
Food and non-alcoholic beverages for Foreign Accompanying Delegation and overnight RCMP Site Security Detail (for meals and snacks not provided as part of the official DFAIT programme)	15	\$	\$
Incidentals for delegation residing in the accommodation referred to herein (such as dry cleaning, long distance, personal services, postal services and administrative services)			
Rentals (ie. hospitality related items such as linens, glasses, tables, equipment; audio visual items such as lighting and sound equipment)			
Pre-Approved Overtime (for additional OSGG hospitality staff required to attend to the delegation)		\$	\$
<b>Total:</b>			\$ -

**Note:**

*Costs for events for breakfasts, lunches or dinners held elsewhere in Canada, at the request of the Office of Protocol of Canada, will be determined on a case by case basis based on costs for the rental of a venue, catering and all related expenses (including travel and accommodation) and will depend largely on where the event takes place.*

## ANNEX B

### ELIGIBLE EXPENSES FOR OUTGOING VISITS

*Expenses associated with the planning and execution of Outgoing Visits are funded by the International Conference Allotment (ICA), and are governed by the terms and conditions of the National Joint Council's Travel Directive and the Treasury Board Special Travel Authorities (the "Policies"). Should a conflict exist between the terms of the Policies and this Annex, the terms of the Policies will prevail.*

#### **Eligible Expenses covered by DFAIT related to Outgoing Visits**

1. flags (through PWGSC);
2. interpretation services (simultaneous or consecutive); and
3. translation and printing of invitations, menus and specific hospitality event programs (provided through Canadian Embassy abroad);
4. accommodation for members of the Official, Accompanying and Non-Official Delegations including function rooms/offices/storage etc;
5. alcoholic beverages related to official functions/events;
6. hospitality events (Meet and Greet with Staff and Family, Official hospitality hosted by embassy/High Commission on behalf of the Governor General, and Return Hospitality to host country) in accordance with the Policies;
7. in-country transportation to attend events that are part of the official and private program of the Outgoing Visit;
8. communication costs which include IT services such as office set-up, rental/purchase of IT related equipment and software and internet facilities, the rental/purchase and local voice costs for cell phones provided by DFAIT for official and non-official Delegations assigned to the visit;
9. if negotiated by DFAIT with the representatives of the host State, expenses (e.g. meals) related to one table at a specified event(s) occurring on an Outgoing Visit (the "Technical Table"), for Canadian Staff at which DFAIT must have one seat for the Office of Protocol, one seat for OSGG and one seat for a Security Officer.

#### **Eligible Expenses reimbursed by DFAIT related to Outgoing Visits**

1. air transportation costs for those named to the Official, Accompanying and Non-Official Delegations, unless an aircraft is provided by the Department of National Defence (in which case air travel costs will be borne by National Defence);
2. meal costs and incidentals (based upon the *National Joint Council's Travel Directive*) for members of the Official, Accompanying and non-Official delegations;
3. hospitality events in Canada, if pre-approved by DFAIT (ie. delegate briefing, working luncheon with Ambassadors and senior staff related to the visit);
4. BlackBerry data roaming charges (no voice);
5. transportation costs in Canada for movement of materials, luggage and other goods prior to departure and upon return to Ottawa;
6. travel for DND logistics team and medical officer, if pre-approved by DFAIT;
7. official (provided by OSGG) and non-official gifts as necessary;
8. immunizations and medication when not available through Health Canada for various

- reasons (if not being covered by insurance provider, personal insurance etc...);
9. reference material (videos, recordings, maps and books only);
  10. translation/printing services of the following documents (speeches and material included in the Governor General information package as per note of page 2);
  11. visas for Official, Accompanying and Non-Official Delegation members;
  12. overtime costs directly attributable to the Visit, if pre-approved by a designated official of DFAIT Office of Protocol Official Visits Division holding the rank of Visits Coordinator or above (the "DFAIT Approval Authority")  
*Note: The approval by the DFAIT Approval Authority in no way alleviates the delegated authority of the OSGG from its responsibility to pre-approve all overtime for OSGG staff;*
  13. any production costs for commemorative DVD of photos/videos attributable to Outgoing visit; and
  14. any other particular expense agreed to in writing by the DFAIT Approval Authority prior to the Outgoing Visit.

*The Eligible Expenses listed above may be modified at any time without the need for formal amendment through the written agreement of a Designated Contact from both Participants. For DFAIT, this will be someone at the level of Visits Coordinator or above; for OSGG, this will be someone at the level of Director or above.*

**Sample budget for outgoing visits  
(for illustrative purposes only)**

<b>OSGG Staff (including DND personnel tasked to OSGG – long term and temporary duty TD)</b>	<b>Max # of persons</b>	<b>Cost per person</b>	<b>Approximate Total</b>
Advance (transportation, meals & incidentals)*	3	\$	\$
Visit (transportation, meals & incidentals)*	20	\$	\$
Immunizations	6		\$
Pre and post visit for DND personnel on TD at OSGG	4 - 6		\$
*Note: DFAIT covers all hotel costs abroad			
Pre-Approved Overtime			\$
<b>Total:</b>			<b>\$</b>
	<b>Max # of guests</b>	<b>Cost per person</b>	<b>Approximate Total</b>
<b>Accompanying Delegation</b>			
Return Transportation Residence-Ottawa	12	\$	\$
Accommodation in Ottawa prior and post visit	12	\$	\$
Ground Transportation in Canada	12	\$	\$
Visas (unless obtained through DFAIT at no cost)	12		\$
Immunizations	12		\$
Supplementary Travel Insurance for non-public servants only	12		\$
Courier Costs	12		\$
Meals and Incidentals <i>as per TB Travel Directives, depending on length of visit and location(s)</i>	12		\$
*Note: DFAIT covers all hotel costs abroad excluding the media.			
			<b>\$</b>



<b>Administrative Costs</b>		<b>Approximate Total</b>	
Translation and Printing (speeches and material included in the Governor General information package as per note page 2)		\$	
Reference (videos, recordings (specify), maps and books only)		\$	
Photo and video production		\$	
Transportation costs in Canada			
(1) for rental of truck for movement of equipment, baggage, wine, office materials, gifts from Rideau Hall to CRC and back at the end of the visit			
(2) for movement of passengers (delegates) to CRC for departure (bus) and from CRC upon return (taxi)		\$	
<b>Total:</b>		\$	
<i>NOTE: Temporary help role and function need to be defined and pre-approved by DFAIT within proposed budget / delegation.</i>			
<b>Hospitality</b>	<b># of guests</b>	<b>Cost per person</b>	<b>Approximate Total</b>
Hospitality events in Canada, if pre-approved by DFAIT (ie. delegate briefing, working luncheon with Ambassadors and senior staff)			\$
Food costs for food stuffs sent on airbus (at request of DFAIT)			\$
Alcoholic beverages on Airbus			\$
<b>Total:</b>			\$
<b>State and Official Gifts</b>	<b># of guests</b>	<b>Cost per person</b>	<b>Approximate Total</b>
State and Official Gifts			\$
<b>Total:</b>			\$
<b>Approximate Grand Total:</b>			\$

## ANNEX C

### FORM OF INVOICE

INVOICE: *NAME OF VISIT – DATE*

#### **INCOMING VISIT (AS PER ANNEX A)**

<u>DETAILS</u>	AMOUNT
EVENT (BREAKFAST, LUNCH, DINNER, RECEPTION)	\$XX,XXX
NON PUBLIC SERVANT COSTS	\$XX,XXX
TRAVEL EXPENSES – ADVANCE AND ACTUAL VISIT (PUBLIC SERVANTS)	\$XX,XXX
OVERTIME (PUBLIC SERVANTS)	\$XX,XXX
PRINTING	\$XX,XXX
TRANSLATION	\$XX,XXX
COURIER CHARGES	\$XX,XXX
CULTURAL PERFORMANCES	\$XX,XXX
STATE GIFTS	\$XX,XXX
COMMUNICATIONS COSTS (BB & CELLPHONES)	\$XX,XXX
RENTALS	\$XX,XXX
PHOTOGRAPHY/VIDEOGRAPHY	\$XX,XXX

#### **OUTGOING VISITS (AS PER ANNEX B)**

<u>DETAILS</u>	AMOUNT
TRAVEL EXPENSES ACTUAL ADVANCE (PUBLIC SERVANTS)	\$XX,XXX
OVERTIME – ACTUAL ADVANCE (PUBLIC SERVANTS)	\$XX,XXX
TRAVEL EXPENSES – ACTUAL VISIT (PUBLIC SERVANTS)	\$XX,XXX
OVERTIME – ACTUAL VISITS (PUBLIC SERVICES)	\$XX,XXX
TRAVEL EXPENSES (ACCOMPANYING DELEGATION)	\$XX,XXX
SUPPLEMENTARY TRAVEL INSURANCES (FOR MEMBERS of ACC DELEGATION, ONLY IF NOT CROWN SERVANTS)	\$XX,XXX
ACCOMMODATIONS – OTTAWA (ACC DELEGATION)	\$XX,XXX
GROUND TRANSPORTATION (ACC DELEGATION)	\$XX,XXX
VISAS	\$XX,XXX
IMMUNIZATIONS	\$XX,XXX
TRANSLATION	\$XX,XXX
PRINTING	\$XX,XXX
COURIER COSTS	\$XX,XXX
HOSPITALITY (DESCRIPTION)	\$XX,XXX
STATE GIFTS	\$XX,XXX
COMMUNICATIONS COSTS (data only)	\$XX,XXX
REFERENCE MATERIALS	\$XX,XXX
PHOTOGRAPHY/VIDEOGRAPHY	\$XX,XXX