

OSGG & DND Staff	#	Approx. Cost per person	Approximate Total	Actual Running Total	Notes
Advance Transportation (airfares)	3	\$ 7,000.00	\$ 29,500.00	\$ -	2 OSGG + 1 DND (Advance recalled early)
Advance Perdiems (meals, incidentals & ground transport)	3	\$ 1,900.00	\$ 5,700.00	\$ -	2 OSGG + 1 DND (Advance recalled early)
Staff Overtime (Advance)			\$ 3,875.00	\$ -	
Visit Transportation (airfares)			\$ -	\$ -	Due to isolation after 2 Covid+ tests overseas
Visit Perdiems (meals, incidentals & ground transport)	20	\$ 1,400.00	\$ 28,000.00	\$ -	TE + 9 OSGG + 9 DND (includes 5 Log team)
Staff Overtime Visit (preparation, execution, wrap up)			\$ 53,400.00	\$ -	
Immunizations/Medication/Covid Testing	23	\$ 400.00	\$ 9,200.00	\$ -	required COVID Testing (Advance)
Pre & Post Visit for DND personnel on TD at OSGG			\$ 15,500.00	\$ -	Log team of 5
*Note: GAC covers all hotel costs abroad					
Total:			\$ 145,175.00	\$ -	

Delegation (Non Public Servants, Parliamentarians and their exempt staff)		Cost per person	Approximate Total	Actual Running Total	
Transportation Costs (Domestic Airfares & train travel, International Airfares)			\$ -	\$ -	No Accompanying Delegation for this visit
Accommodation in Ottawa prior and post visit	0	\$ 200.00	\$ -	\$ -	No Accompanying Delegation for this visit
Ground Transportation in Canada			\$ -	\$ -	No Accompanying Delegation for this visit
Visas (unless obtained through GAC at no cost)			\$ -	\$ -	No Accompanying Delegation for this visit
Immunizations/Medication/Covid Testing	0	\$ 400.00	\$ -	\$ -	No Accompanying Delegation for this visit
Supplementary Travel Insurance for non-public servants			\$ -	\$ -	No Accompanying Delegation for this visit
Courier Costs			\$ -	\$ -	No Accompanying Delegation for this visit
Meals and Incidentals (as per TB Guidelines, depending on length of visit & meals provided)	0	\$ 1,400.00	\$ -	\$ -	No Accompanying Delegation for this visit
*Note: GAC covers all hotel costs abroad excluding media					
			\$ -	\$ -	

Administrative Costs			Approximate Total	Actual Running Total	
Printing of GG Info Pkg (GG's bio,speeches & fact sheets)			\$ -	\$ -	if required
Translation costs			\$ 1,000.00	\$ -	if required
Reference & Administrative Materials (videos, recordings (specify), maps & books, adm materials)			\$ 500.00	\$ -	
Mobile Device Costs (data only)			\$ 800.00	\$ -	
Photography			\$ -	\$ -	not required for this visit
Rental of bus to bring delegates to CRC			\$ -	\$ -	not required for this visit
Rental of truck to transport equipment & baggage to CRC for departure and from CRC on arrival			\$ 500.00	\$ -	
Other Miscellaneous Costs			\$ 875.00	\$ -	
Total:			\$ 3,675.00	\$ -	

Hospitality	#	Cost per person	Approximate Total	Actual Running Total	
Costs for Reception following Delegate Briefing before the departure (food, beverages, extra help and staff overtime)			\$ -	\$ -	not required for this visit
Refreshments			\$ 1,500.00	\$ -	for 30 people over 8 days
Canadian products brought for return hospitality events			\$ -	\$ -	not required for this visit
Total:			\$ 1,500.00	\$ -	

Gifts	#	Cost per person	Approximate Total	Actual Running Total	
Gifts (depends on length of Visit and number of countries visited)			\$ 10,500.00	\$ -	
Total:			\$ 10,500.00	\$ -	

Approximate Grand Total:			\$ 160,850.00	\$ -	
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