

OSGG & DND Staff	#	Approx. Cost per person	Approximate Total	Actual Running Total	Notes
Advance Transportation (airfares)	3	\$ 7,000.00	\$ 29,500.00	\$ 29,426.88	Advance recalled early due to COVID-19 travel restrictions
Advance Perdiems (meals, incidentals & ground transport)	3	\$ 1,900.00	\$ 5,700.00	\$ 2,025.70	Advance recalled early due to COVID-19 travel restrictions
Staff Overtime (Advance)			\$ 3,875.00	\$ 3,563.44	Paid according to employees collectives agreements
Visit Transportation (airfares)			\$ -	\$ 17,511.02	Incurred due to the isolation requirement for employees that tested positive for Covid-19 overseas
Visit Perdiems (meals, incidentals & ground transport)	20	\$ 1,400.00	\$ 28,000.00	\$ 29,627.97	
Staff Overtime Visit (preparation, execution, wrap up)			\$ 53,400.00	\$ 64,339.12	Paid according to employees collectives agreements
Immunizations/Medication/Covid Testing (Advance)	23	\$ 400.00	\$ 9,200.00	\$ 734.59	Reimbursed through individual public servant travel claims
Pre & Post Visit for DND personnel on temporary duty at OSGG			\$ 15,500.00	\$ 3,072.24	
*Note: GAC covers all hotel costs abroad that are not covered by the host country					
*Note: PCO COVID-19 testing program was used for employees travelling for the visit					
Total:			\$ 145,175.00	\$ 150,300.96	

Administrative Costs	Approximate Total	Actual Running Total
Translation costs	\$ 1,000.00	\$ 129.00
Reference & Administrative Materials (videos, recordings (specify), maps & books)	\$ 500.00	\$ 256.01
Mobile Device Costs (data only)	\$ 800.00	\$ 1,260.82
Rental of truck to transport equipment & baggage to Canada Reception Centre (CRC) for departure and from CRC on arrival	\$ 500.00	\$ 386.56
Other Miscellaneous Costs	\$ 875.00	\$ 107.97
Total:	\$ 3,675.00	\$ 2,140.36

Hospitality	#	Cost per person	Approximate Total	Actual Running Total
Refreshments			\$ 1,500.00	\$ 590.79
Total:			\$ 1,500.00	\$ 590.79

Gifts	#	Cost per person	Approximate Total	Actual Running Total
Gifts (depends on length of Visit and number of countries visited)			\$ 10,500.00	\$ 7,435.30
Total:			\$ 10,500.00	\$ 7,435.30

Approximate Grand Total:	\$ 160,850.00	\$ 160,467.41	Total
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Invoice sent to GAC (advance) ggINV22026	Invoice amount
Travel Expenses Actual Advance (Public Servants)	29,426.88
Travel Expenses Actual Advance (Public Servants)	2,025.70
Overtime - Actual Advance (Public Servants)	3,563.44
Immunizations / COVID Testing	734.59

Invoice sent to GAC (official visit) ggINV22042	Invoice amount
Travel Expenses Actual Visit (Public Servants)	17,511.02
Travel Expenses Actual Visit (Public Servants)	29,627.97
Overtime - Actual Visit (Public Servants)	64,339.12
Travel Expenses Actual Visit (Public Servants)	3,072.24

Reference Materials	159.47
Communications Costs (data only)	45.75

Translation	129.00
Reference Materials	96.54
Communications Costs (data only)	1,215.07
Administration Costs (Transportation in Canada, Miscellaneous)	386.56
Administration Costs (Transportation in Canada, Miscellaneous)	107.97

Hospitality (Snacks & Beverages)	590.79
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Official Gifts	7,435.30
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Total invoice ggINV22026	35,955.83
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Total invoice ggINV22042	124,511.58
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