

From: Danny.Ansems
Sent: September 19, 2023 10:22 AM
To: Sabrina-Jean.Fred
Subject: RE: Travel Per Diems
Attachments: Travel Expense Details TEMPLATE - INTL - 2023-24.xlsx

Good morning Sabrina,

For sure, you will need to use the international Travel Expense Detail form, attached.
On the right side there is a link for all other countries outside of Canada/USA. If you type in Japan for example, it produces meal rate and incidental amounts. You will then use the Expense Detail form and do the currency conversion to CDN on that particular day.

Hope that makes sense, just let me know.

Thanks!



Danny Ansems

A/Financial Analyst

Executive Council Office | A-8

T 867-471-0810 | Yukon.ca

From: Sabrina-Jean.Fred <Sabrina-Jean.Fred@yukon.ca>
Sent: Tuesday, September 19, 2023 10:15 AM
To: Danny.Ansems <Danny.Ansems@yukon.ca>
Subject: FW: Travel Per Diems

Good morning Danny,

Would you be able to help me with this request?

Thank you,

Sabrina



Sabrina-Jean Fred

Administrative Assistant Minister McPhee and Minister Streicker

Cabinet Office | Government of Yukon

T 867-393-7493 | Yukon.ca



From: Sabrina-Jean.Fred
Sent: Monday, September 18, 2023 4:51 PM
To: Jean.O'Brien <Jean.O'Brien@yukon.ca>
Subject: Travel Per Diems

Hi Jean,

Can you please let me know what the per diem rates are for international travel are (not US), but for Asia?

Thank you,

Sabrina



Sabrina-Jean Fred
Administrative Assistant Minister McPhee and Minister Streicker
Cabinet Office | Government of Yukon
T 867-393-7493 | Yukon.ca



Name:		Meeting location				
Travel Auth #:		GL coding				
Dates of travel:		# personal days taken				
PER DIEMS						
Date	Location	Explanation	Amount (as per YG Travel Rates - see note below)	Intl. Currency	Conversion Rate (as per Bank of Canada - see note below)	Cost in CAD
		Breakfast				\$ -
		Lunch				\$ -
		Dinner				\$ -
		Incidentals				\$ -
		Breakfast				\$ -
		Lunch				\$ -
		Dinner				\$ -
		Incidentals				\$ -
		Breakfast				\$ -
		Lunch				\$ -
		Dinner				\$ -
		Incidentals				\$ -
		Breakfast				\$ -
		Lunch				\$ -
		Dinner				\$ -
		Incidentals				\$ -
		Breakfast				\$ -
		Lunch				\$ -
		Dinner				\$ -
		Incidentals				\$ -
Departure time:		Arrival time:				
Subtotal Per Diems						\$ -
TRANSPORTATION:						
Date	Location	Explanation	Amount	Currency	Conversion Rate (as per Bank of Canada)	Cost in CAD
						\$ -
						\$ -
						\$ -
Subtotal Other Expenses						\$ -
ACCOMMODATION:						
						\$ -
						\$ -
						\$ -
Subtotal Other Expenses						\$ -
OTHER:						
						\$ -
						\$ -
						\$ -
Subtotal Other Expenses						\$ -
TOTAL						\$ -

NOTES:

Conversion Rates for each date of travel must be obtained from the Bank of Canada website, printed and attached to claim.
See link below.

[Bank of Canada Daily Exchange Rate Tool](#)