Centralized Publishing System for Proactive Disclosure
Template Guide: Travel Expenses

Contents

[1.0 Overview 3](#_Toc508274435)

[2.0 Legend 3](#_Toc508274436)

[3.0 Fields 3](#_Toc508274437)

[3.1 Reference Number 3](#_Toc508274438)

[3.2 Disclosure Group 3](#_Toc508274439)

[3.3 Name 4](#_Toc508274440)

[3.4 Title (English) 4](#_Toc508274441)

[3.5 Title (French) 4](#_Toc508274442)

[3.6 Purpose of Travel (English) 4](#_Toc508274443)

[3.7 Purpose of Travel (French) 4](#_Toc508274444)

[3.8 Travel Start Date 5](#_Toc508274445)

[3.9 Travel End Date(s) 5](#_Toc508274446)

[3.10 Destination (English) 5](#_Toc508274447)

[3.11 Destination (French) 5](#_Toc508274448)

[3.12 Airfare 6](#_Toc508274449)

[3.13 Other Transportation 6](#_Toc508274450)

[3.14 Accommodation 6](#_Toc508274451)

[3.15 Meals and incidentals 6](#_Toc508274452)

[3.16 Other Expenses 6](#_Toc508274453)

[3.17 Total Amount 6](#_Toc508274454)

[3.18 Additional Comments (English) 7](#_Toc508274455)

[3.19 Additional Comments (French) 7](#_Toc508274456)

# Overview

The purpose of this document is to provide supplemental information that is not provided in the *Centralized Publishing System for Travel and Hospitality: Training Guide*. The functional specifications document will provide information to users that have specific issues or questions regarding specific elements within the contracts template.

# Legend

The following sample table provides a description of each field you will see for all contract elements:

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | This text should correspond directly with the field name in your template |
| **Description** | This provides a brief description of the element  |
| **Obligation** | Indicates whether the element is required to always or sometimes be present (i.e., contain a value). Options are:* Mandatory
* Mandatory, conditional
* Optional
 |
| **Condition** | Describes the condition or conditions according to which a value shall be present |
| **Format Type** | Indicates the required format of the values, if any, at the file level. “Free text” indicates that the value may be input using natural language (i.e., there is no constraint) while “Text” indicates the value comes from a controlled vocabulary specified in the Encoding Scheme attribute |
| **Validation** | Indicates what the system will accept in this field |
| **Validation Errors**  | This section indicates when an error has been made. It will detail the error and provide instruction on how to correct it.  |

# Fields

## Reference Number

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Reference Number  |
| **Description** | This field is populated by the user. It is a unique reference number given to each line item in the spreadsheet. Having a unique identifier for each item will allow users locate a specific item in the registry should they need to modify or delete. |
| **Obligation** | Mandatory |
| **Format Type** | T-2015-Q1-00001 – this sequence will continue for each line item (i.e.: T-2015-Q1-00001, T-2015-Q1-00002, T-2015-Q1-00001….) |
| **Validation** | This field must not be empty. |

## Disclosure Group

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Disclosure Group |
| **Description** | This field will display the Group of the claimant.  |
| **Obligation** | Optional (if left blank, this field will not be published) |
| **Format Type** | Controlled List |
| **Validation** | This field must be populated with one of the following values:* Minister/Parliamentary Secretaries/Exempt Staff; or
* Senior Level Employees
 |

## Name

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Name  |
| **Description** | This field will display the name of the claimant.  |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Validation** | This field must not be empty |

## Title (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Title (English) |
| **Description** | This field will display the title of the claimant, in English |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Validation** | This field must not be empty |

## Title (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Title (French) |
| **Description** | This field will display the title of the claimant, in French. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Validation** | This field must not be empty |

## Purpose of Travel (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Purpose of Travel (English) |
| **Description** | A description of the reason for the government trip in question. The description should be succinct (one line if possible) and provide users with a general sense of the trip's purpose. Use of acronyms should be avoided, in English. |
| **Obligation** | Mandatory |
| **Condition** | N/A |
| **Format Type** | Free text |
| **Validation** | This field must not be empty |

## Purpose of Travel (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Purpose of Travel (French) |
| **Description** | A description, in French, of the reason for the government trip in question. The description should be succinct (one line if possible) and provide users with a general sense of the trip's purpose. Use of acronyms should be avoided, in French |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Validation** | This field must not be empty |

## Travel Start Date

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Travel Start Date  |
| **Description** | To cover the date the travel started |
| **Obligation** | Mandatory |
| **Format Type** | Date (YYYY-MM-DD) |
| **Validation** | This field must not be empty |

## Travel End Date(s)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Travel End Date  |
| **Description** | To cover the date the travel ended |
| **Obligation** | Mandatory |
| **Format Type** | Date (YYYY-MM-DD) |
| **Validation** | This field must not be empty |

## Destination (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Destination (English) |
| **Description** | To include names of all places visited to conduct government business during the trip in question, in English |
| **Obligation** | Mandatory |
| **Format Type** | Free text – **Note, use full city/region, province/state and country name where possible** (i.e.: Ottawa, Ontario, Canada or New York City, New York, United States) |
| **Validation** | This field must not be empty  |

## Destination (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Destination (French) |
| **Description** | To include names of all places visited to conduct government business during the trip in question, in French |
| **Obligation** | Mandatory |
| **Format Type** | Free text – **please use full city/region, province/state and country name where possible** (i.e.: Ottawa, Ontario, Canada or New York City, New York, United States) |
| **Validation** | This field must not be empty  |

## Airfare

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Airfare  |
| **Description** | Total cost of the airline ticket, if applicable. |
| **Obligation** | Optional  |
| **Format Type** | Numerical– **Note, do not include dollar signs ($), all amounts include taxes.** |

## Other Transportation

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Other Transportation  |
| **Description** | Total cost of all other forms of transportation (e.g. train, bus, vehicle rental, private vehicle, taxis, etc), if applicable. |
| **Obligation** | Optional |
| **Format Type** | Numerical – **Note, do not include dollar signs ($), all amounts include taxes.** |

## Accommodation

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Accommodation  |
| **Description** | Total cost of accommodation. |
| **Obligation** | Mandatory |
| **Format Type** | Numerical – **Note, do not include dollar signs ($), all amounts include taxes.** |
| **Validation** | This field must not be empty |

## Meals and incidentals

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Meals and incidentals  |
| **Description** | Total cost of meals and incidentals. |
| **Obligation** | Mandatory |
| **Format Type** | Numerical – **Note, do not include dollar signs ($), all amounts include taxes.** |
| **Validation** | This field must not be empty |

## Other Expenses

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Other Expenses |
| **Description** | All other expenses incurred that are not reflected in the information fields above (e.g. cost of a special passport, visas, and associated photos, calls to the office or home, dependant care where applicable, etc.). |
| **Obligation** | Optional |
| **Format Type** | Numerical – **Note, do not include dollar signs ($), all amounts include taxes.** |

## Total Amount

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Total Amount |
| **Description** | The total cost incurred for the trip in question. |
| **Obligation** | Mandatory |
| **Format Type** | Numerical – **Note, do not include dollar signs ($), all amounts include taxes.** |
| **Validation** | This field must not be empty  |

## Additional Comments (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Additional Comments (English) |
| **Description** | This field may be populated with additional comments in English. |
| **Obligation** | Optional |
| **Format Type** | Free text |

## Additional Comments (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Additional Comments (French) |
| **Description** | This field may be populated with additional comments in French. |
| **Obligation** | Optional |
| **Format Type** | Free Text |