



**Cayman Islands Government
Official Travel Policy**

**Ministry of Finance & Economic Development
Expenses Claim Form**

Foreign Currencies are converted at the actual purchase price. EXCEPT for US Dollars for which the rate is US\$1.00 to CI\$0.84 or CI\$0.8375 for Government credit cards

Name	Kenneth Jefferson			
Post	Financial Secretary			
Destination	Washington, DC	MAXIMUM	Per Diem: CI\$150.00	Lodging: CI\$250.00
		AVERAGE LODGING		
OFFICIAL Travel Dates	Commencement Date: 8 October 2016	Concluded Dates: 9 October 2016	Number of days: Two (2)	
Physical Departure and Arrival Dates in Grand Cayman	Departure Date: 8 October 2016	Arrival Date: 9 October 2016	Number of days: Two (2)	
Airline and Class of Air travel	American Airlines (economy & business)			
Explanation of variations	Significant expenditure savings resulted from traveling on American Airlines			

Details of Expenses Claimed: (Procurement method)	FOREIGN CURRENCY			CI\$ Equivalent	Amounts Advanced
	Type of Currency	Amount	Rate		
Daily Allowance (Paid to Applicant by Cheque) (100% of \$150+65% of \$150)	KYD	247.50	2 days	247.50	247.50
Hotel Bills (Paid by Credit Card)	USD	376.71	0.84	316.44	0
Airfare (Paid by Credit Card)	USD	565.86	0.84	475.32	0
Official Phone Calls (Advance, PO/Check, Credit Card)					
Car Rental (pre-approved) (Advance, PO/Check, Credit Card)					
Conference/Course fees/etc. (Advance, PO/Check, Credit Card)					
Other Expenses (specify) (Advance, PO/Check, Credit Card)					
Total ACTUAL COST CI\$				1,039.26	247.50
Original Estimated Cost				1,039.26	
Total Claim CI\$					247.50
Advance Received					(247.50)
Balance Due to Government/Claimant					0

I certify that this is a true statement of the expenses incurred by me on the behalf of the Cayman Islands Government.


Signature

11 November 2016
Date

Signature and Date (Applicant)

I DO ~~NOT~~ support this application:

 11 November 2016
Name, Signature & Date (Head of Department)

Application APPROVED/ NOT APPROVED

Signature and Date (Finance review)

Signature and Date (Chief Officer)