Data Element Profile  
Proactive Disclosure - Travel Expenses

# Overview

The purpose of this document is to provide supplemental information that is not provided in the*Centralized Contract Publishing System: Training Guide*. It will provide information to users on data elements within the Quarterly 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 EN | This text should correspond directly with the field name in your template in English |
| Field Name FR | This text should correspond directly with the field name in your template in French |
| Description EN | This provides a brief description of the element in English |
| Description FR | This provides a brief description of the element in French |
| Obligation | Indicates whether the element is required to always or sometimes be present  (i.e., contain a value). Options are:   * Mandatory * Mandatory, conditional * Optional |
| Format Type | Options are:   * Integer (e.g. page count, year or month number) * Numeric (e.g. decimal, currency values) * Text * Text Array (e.g. one or more codes from a controlled list) * Date (YYYY-MM-DD) * Timestamp (YYYY-MM-DD hh:mm:ss) |
| Validation EN | Describes the condition or conditions according to which a value shall be present in English. Indicates what the system will accept in this field. |
| Validation FR | Describes the condition or conditions according to which a value shall be present in French. Indicates what the system will accept in this field. |
| Example Value | Provide one or more real examples of the values that may appear, e.g. “CODE1” or “Family Services Reform Program” |

Controlled List Values:

|  |  |  |
| --- | --- | --- |
| Code | English | French |
| CODE1 | English Description 1 | French Description 1 |
| CODE2 | English Description 2 | French Description 2 |

# Proactive Disclosure - Travel Expenses

## 1-1 Reference Number

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Reference Number |
| Field Name FR | Numéro de référence |
| ID | ref\_number |
| Description EN | This field is populated by the organization. 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. |
| Description FR | Cette zone est remplie par chaque organisation. Un identificateur unique est attribué à chaque poste dans le tableur. Un identificateur unique pour chaque poste permettra aux utilisateurs de repérer un article en particulier s’ils doivent le modifier ou le supprimer. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | T-2019-P3-0001 |

## 1-2 Disclosure Group

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Disclosure Group |
| Field Name FR | Groupe de divulgation |
| ID | disclosure\_group |
| Description EN | This field will display the group to which the individual belongs. |
| Description FR | Ce champ indique le groupe auquel appartient l’individu. |
| Obligation | Optional |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | SLE |

Controlled List Values:

|  |  |  |
| --- | --- | --- |
| Code | English | French |
| MPSES | Minister/Ministerial adviser/Ministerial staff/Parliamentary Secretary/Exempt Staff | Ministre/Conseiller ministériel/Personnel ministériel/Secrétaire parlementaires/Personnel exonéré |
| SLE | Senior officer or employee | Cadre supérieur ou employé |

## 1-3 Title (English)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Title (English) |
| Field Name FR | Titre (anglais) |
| ID | title\_en |
| Description EN | This field will display the position title of the person who travelled, in English |
| Description FR | Cette zone indique le titre du poste de la personne qui a voyagé, en anglais. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | Vice-Chairperson, Deputy Minister, Parliamentary Secretary, Assistant Deputy Minister, Programs Branch |

## 1-4 Title (French)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Title (French) |
| Field Name FR | Titre (français) |
| ID | title\_fr |
| Description EN | This field will display the position title of the person who travelled, in French. |
| Description FR | Cette zone indique le titre du poste de la personne qui a voyagé, en français. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | Sous-Ministre, Sous- Ministre Adjoint, Chef de la Direction |

## 1-5 Name

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Name |
| Field Name FR | Nom |
| ID | name |
| Description EN | This field will display the name of the person who travelled |
| Description FR | Ce champ affiche le nom de la personne qui a voyagé |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | Smith, John |

## 1-6 Purpose of Travel (English)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Purpose of Travel (English) |
| Field Name FR | But du déplacement (anglais) |
| ID | purpose\_en |
| Description EN | A short description, in English, of the reason for the trip. 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. |
| Description FR | Brève description de la raison du voyage, en anglais. La description doit être brève (une ligne dans la mesure du possible) et donner une indication générale aux utilisateurs du but du voyage. Il faut éviter d’utiliser des acronymes. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | Attend North American Free Trade Agreement trade mission, give presentation at the Ontario Chamber of Commerce, etc |

## 1-7 Purpose of Travel (French)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Purpose of Travel (French) |
| Field Name FR | But du déplacement (français) |
| ID | purpose\_fr |
| Description EN | A short description, in French, of the reason for the trip. 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. |
| Description FR | Brève description de la raison du voyage, en français. La description doit être brève (une ligne dans la mesure du possible) et donner une indication générale aux utilisateurs du but du voyage. Il faut éviter d’utiliser des acronymes. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | Participer à une mission commerciale dans le cadre de l’Accord de libre-échange nord-américain, donner une présentation à la chambre de commerce de l’Ontario, etc |

## 1-8 Travel Start Date

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Travel Start Date |
| Field Name FR | Date de début du voyage |
| ID | start\_date |
| Description EN | To cover the date the travel started |
| Description FR | Date de début du voyage |
| Obligation | Mandatory |
| Format Type | Date |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 2019-06-22 |

## 1-9 Travel End Date

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Travel End Date |
| Field Name FR | Date de fin du voyage |
| ID | end\_date |
| Description EN | To cover the date the travel ended (can be the same as travel start date) |
| Description FR | Date de fin du voyage (peut être la même date que la date du début du voyage) |
| Obligation | Mandatory |
| Format Type | Date |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 2019-06-23 |

## 1-10 Places visited (English)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Places visited (English) |
| Field Name FR | Endroits visités (anglais) |
| ID | destination\_en |
| Description EN | To include names of all places visited during the trip in question, in English |
| Description FR | Cette zone indique, en anglais, le nom de tous les endroits visités pendant le voyage. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | Montreal, Quebec, Canada |

## 1-11 Places visited (French)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Places visited (French) |
| Field Name FR | Endroits visités (français) |
| ID | destination\_fr |
| Description EN | To include names of all places visited during the trip in question, in French |
| Description FR | Cette zone indique, en français, le nom de tous les endroits visités pendant le voyage. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | Montréal, Québec, Canada |

## 1-12 Airfare

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Airfare |
| Field Name FR | Tarif aérien |
| ID | airfare |
| Description EN | Total cost of any airline tickets, if applicable. |
| Description FR | Coût total des billets d’avion, s’il y a lieu. |
| Obligation | Optional |
| Format Type | Numeric |
| Validation EN |  |
| Validation FR |  |
| Example Value | 1000.00 |

## 1-13 Other transportation

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Other transportation |
| Field Name FR | Autres moyens de transport |
| ID | other\_transport |
| Description EN | Total cost of any other forms of transportation (for example, train, bus, vehicle rental, private vehicle, taxis, etc), if applicable. |
| Description FR | Coût total de toutes autres forme de transport (par exemple, train, autobus, véhicule loué, véhicule particulier, taxis), s’il y a lieu. |
| Obligation | Optional |
| Format Type | Numeric |
| Validation EN |  |
| Validation FR |  |
| Example Value | 50.00 |

## 1-14 Lodging

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Lodging |
| Field Name FR | Hébergement |
| ID | lodging |
| Description EN | Total cost of accommodation |
| Description FR | Coût total de l’hébergement |
| Obligation | Mandatory |
| Format Type | Numeric |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 300.00 |

## 1-15 Meals and incidentals

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Meals and incidentals |
| Field Name FR | Frais de repas et frais accessoires |
| ID | meals |
| Description EN | Total cost of meals and incidentals expenses. |
| Description FR | Total des frais de repas et accessoires |
| Obligation | Mandatory |
| Format Type | Numeric |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 150.00 |

## 1-16 Other expenses

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Other expenses |
| Field Name FR | Autres dépenses |
| ID | other\_expenses |
| Description EN | Total cost of all other items that are not covered by the above fields (for example. special passport, visas, associated photos, calls to the office or home, dependant care where applicable, etc.). |
| Description FR | Coût total de tous les autres éléments qui ne sont pas couverts par les champs ci-dessus (par exemple, passeport spécial, visas, photos connexes, appels au bureau ou à la maison, soin aux personnes à charge, le cas échéant) |
| Obligation | Optional |
| Format Type | Numeric |
| Validation EN |  |
| Validation FR |  |
| Example Value | 0.00 |

## 1-17 Total Amount

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Total Amount |
| Field Name FR | Montant total |
| ID | total |
| Description EN | The total of the amount listed above. |
| Description FR | Le total des montants énumérés ci-dessus |
| Obligation | Mandatory |
| Format Type | Numeric |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 1500.00 |

## 1-18 Additional Comments English

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Additional Comments English |
| Field Name FR | Additional Comments English |
| ID | additional\_comments\_en |
| Description EN | This field may be populated with additional comments in English. |
| Description FR | Ce champ peut indiquer des commentaires supplémentaires en anglais. |
| Obligation | Optional |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | Provide additional explanatory comments as required. |

## 1-19 Additional Comments French

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Additional Comments French |
| Field Name FR | Additional Comments French |
| ID | additional\_comments\_fr |
| Description EN | This field may be populated with additional comments in French. |
| Description FR | Ce champ peut indiquer des commentaires supplémentaires en français. |
| Obligation | Optional |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | Fournir des commentaires explicatifs supplémentaires au besoin. |

# Proactive Disclosure - Travel Expenses Nothing to Report

## 2-1 Year

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Year |
| Field Name FR | Year |
| ID | year |
| Description EN | This tab / field in the template is only populated if there are no travel expenses for the reporting period. This field should be populated with the year of the reporting period. |
| Description FR | Cet onglet/champ du modèle n’est rempli que s'il n'y a pas de frais de voyage pour la période d’établissement de rapports. Ce champ doit être rempli avec l’année de la période d’établissement de rapports. |
| Obligation | Mandatory |
| Format Type | Integer |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 2019 |

## 2-2 Month

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Month |
| Field Name FR | mois |
| ID | month |
| Description EN | This tab / field in the template is only populated if there are no travel expenses for the reporting period. This field should be populated with the month of the reporting period. |
| Description FR | Cet onglet/champ du modèle n’est rempli que s'il n'y a pas de frais de voyage pour la période d’établissement de rapports. Ce champ doit être rempli avec le mois de la période d’établissement de rapports. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | P01 |

Controlled List Values:

|  |  |  |
| --- | --- | --- |
| Code | English | French |
| P01 | April | avril |
| P02 | May | mai |
| P03 | June | juin |
| P04 | July | juillet |
| P05 | August | août |
| P06 | September | septembre |
| P07 | October | octobre |
| P08 | November | novembre |
| P09 | December | décembre |
| P10 | January | janvier |
| P11 | February | février |
| P12 | March | mars |