### Murka, Anne-Marie

From:

Victor Young <

Sent:

Tuesday, February 05, 2019 2:29 PM

To:

Murka, Anne-Marie

Subject:

Re: Approval Req'd: B19-001 Phyllis Clark

Hi Anne Marie.

I approve.

Vic

From: Murka, Anne-Marie <murka@mint.ca>

Sent: February 5, 2019 3:53 PM

To: Victor Young Cc: Vivier, Mélanie

Subject: Approval Req'd: B19-001 Phyllis Clark

Hi Mr. Young,

Please find attached for your review and approval an expense claim for Phyllis Clark. Details as follows:

B19-001 - \$5,635.39: travel to Ottawa to attend various meetings with RCM Management (January 24-26, 2019).

With your approval we will forward to Finance for payment.

Best regards

#### ANNE-MARIE MURKA

SENIOR COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE PRINCIPALE, SECRÉTARIAT DE LA SOCIÉTÉ





320, PROM. SUSSEX | 320 SUSSEX DRIVE OTTAWA ON K1A 0G8

Tel/Tél.: 613-862-1716 Fax:/Téléc. : 613-990-4665

murka@mint.ca | murka@monnaie.ca

mint.ca monnaie.ca

						CAD
Total Travel Expen	ses (inclusive of far	es)			<u> </u>	5,635,39
Prepaid Fares (Paid	using Amex Corpo	rate Billing Accou	nt)			0.00
Airfare Previously						0.00
Airfare previously o	laimed by Travelle	r under this TA#(	ENTER AS POSITIVE	\$ AMO	UNT)	
Cash Advanced / Re	eturned (ENTER A	S POSITIVE \$ AN	MOUNT)		<u></u>	
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
				0.00	1.00000	0.00
Amount Owing to:		Employee	•	5,635,39	✓ RCM	0.00

Account	Cost Center ( Select One from drop down box )	In Canadian \$
HST - Registration # 10793 5058 RT0001		341,15
740200 - Meals (domestic)	121 Legal Services (Board)	47.62
741200 - Meals (foreign)	_	0.00
740100 - Hospitality (domestic)	121 Legal Services (Bows)	72.20
741100 - Hospitality (foreign)	Jos Services (pass)	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	4,091.25
741010 - Airfare (foreign)	₹	0.00
740020 - Rail fare (domestic)	( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )	0.00
741020 - Rail fare (foreign)	▼	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	201.74
741500 - Taxi fare (foreign)	▼ = ===	0.00
740700 - Personal car mileage (domestic)	DEOEGI/ED V	0.00
741700 - Personal car mileage (foreign)	RECEIVED ;	0.00
740030 - Car rental (domestic)	FFD 0.2 2010	0.00
741030 - Car rental (foreign)	FEB 0.7 2019	0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	832,00
741400 - Accommodations (foreign)	T.	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	49,43
741900 - Incidentals (foreign)	ENTERED	0.00
740000 - Travel (domestic)	ENTERED :	0.00
741000 - Travel (foreign)	▼ -	0.00
	FEB 1 2 2019	0.00
	▼	0.00
54200 - Prepaid Fares	H1418335	0.00
Out of Balance - Discrepancy in Expenses Coo	led	0.00

FOR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim

Variance % 000005



## **Travel Expense Form 2018**

TA#

TACC82518

"IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Event Policy #51, (as applicable) and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of signing. All travel plans must be preauthorized using the Authority to Travel and Advance form.

authorized using the Authority to Travel	and Advance form.	con Authority at the time of signing. As travel plans must be pre-
As the fraveller, please indicate if this of Yes IN No I if you indicated "Yes",	claim contains any exceptions requiring approval per th please check which exception(s) were not pre-approved a	ne Corporate Travel, Hospitality, Conference & Event Policy #51. nd require approval:
CEO APPROVAL REQUIRED: (Please initial)  Travel – Exceptions to Con	porate Travel, Hospitality, Conference & Event Policy #51	(Annex 2B)
	initial) o Hospitality Policy #51 (Annex 2B) oval obtained for the following:	
Hospitality - E	kternal or internal hospitality exceeding Maximum Cost Po demail or internal hospitality costs exceeding \$5,000 (Ann coholic beverages provided (Policy Section 44.1)	nex 2B and 44.1)
	ood & beverage cost exceeded Maximum Cost Per Person htertainment provided (Policy Section 44.1)	(Policy Section 44.1)
☐ Hospitality – H	ospitality or entertainment provided to spouse or person	accompanying an event participant (Policy Section 44.1)
☐ Hospitality – H	ospitality paid by the RCM taking place at the residence of	f an RCM employee, Board member or other private residence
	s 44.1and 46.4)	·
	pecial forms of hospitality (Annex 2B)  p pre-approval prior to expenditure (Section 44.7)	
Tiospicality - 14	pre-approval prior to expenditure (section 44.7)	
VP APPROVAL REQUIRED (CEO APPROVAL	IF TRAVELLER IS A VP): (Please initial)	
	al and business travel (Policy Section 14.3) evel than permitted by policy (Policy Section 20.6)	
Travel - Privately owned vi	ever than permitted by policy (Policy Section 20.6).  Shicles - Kilometer allowance in excess of the equivalent is	owest practical commercial carrier fare (Policy Section 22.1)
Travel - Hotel - Rate in ex	cess of specified or published City Rate Limits (Policy Sec	tion 25.2 and 25.3)
	Vehicles (Policy Section 23.1)	
	over, 30 days (Policy Section 33.1) ternal hospitality up to \$1,500 but less than \$5,000 and w	rithin Maximum Cost Per Person (Annual 20)
☐ Hospitality - Food & bever	age cost not exceeding Maximum Cost Per Person (Policy	Section 44.1)
séction 20.6)	to a fare class higher than the Standard Allowable Airfa	are Class permitted by policy, at no additional cost to RCM (Policy
☐ Travel — Car rental - upgra	de to a larger vehicle than the Intermediate/Standard size	e permitted by policy, at no additional cost to RCM (Policy section
23.3}  Travel – Car rental – upgra	de to a larger vehicle than the intermediate Atandard size	e to accommodate 3 or more employees (Policy section 23.3)
☐ Travel — Missing original ite	emized receipts. Explanation provided (Policy section 33.	2)
Travel - Hotel - upgrade to	a level higher than the Standard Guest Room permitted	by policy, at no additional cost to RCM (Policy section 25.1)
☐ Travel – Hotel – rate in exc (\$145), or published City B	tess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), I	Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Veges
Missing original itemized n	ate Limit. VP pre-approval not obtained. Justification pro eccipts. Explanation provided (Policy section 26.2)	wided (Policy Section 25.2)
	has listed and explained on a separate document)	
<ul> <li>Hospitality - External or int</li> </ul>	ernal hospitality up to \$1,500 and within Standard Cost P	er Person (Annex 28)
Business halous the Terrorites and town at	Add and the second of the seco	
Cornorate Travel. Hospitality. Conference &	T this expense claim contains only eligible allowances and	l legitimate and octual expenses incurred in occordance with the ting documentation is contained in this expense claim, that the
above noted exceptions are complete and a	ccurate, and that the claim has been completed in accord	ting documentation is contained in this expense claim, that the lance with these policies.
1.Travellar Name (PRINT NAME)	2.Expense claim prepared by	
The state of the s	(PRINTALAME)	3 Approved by Traveller's Director with signing authority  (PRINT NAME)
DI 11. 01 6		Printer forming
Thyllis ( lack	Ammurka	UICON YOUNG = Son PHAIL
Signature of travellel	Signature	Signature of Travellar's Director
The state of the s		alor to Charles the street products when the street was product the special distance of contract the street of the
Date	Darte	Colta
The Tennillarie Education and the state of		The second secon
rne rravener's warmiger confirms that she/f	ne has reviewed this expense claim including all the suppo	rting documentation, that the expenses claimed appear
R Event Policy #51 (as annibratio) Places	reproved (as required), and the claim has been completed to if exceptions have been per communication to be a feet to	in accordance with the Corporate Travel, Hospitality, Conference the Travel's Director can proceed in signing the expense claim. By
signing below, the VP or CEO confirms that s	ie, ij exceptions have been pre-approved phar to travel, t the/he has reviewed the exceptions as noted above requir	the travers of each proceed in signing the expense claim. By
The second secon		A CONTRACTOR OF THE PARTY OF TH
		•

4 Approved by VP (as required) (PRINT NAME)	5.Reviewed by CFO (CEO cleans; Board claims; claims for review prior to CEO approval; other as regulared)	6.Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)				
DOD ZIME	8/		. \			
Signature of VP	Signature of the By Nymin	Signature of CEO/Chair of Board/Chair of Audit Committee				
Date	Date	Dute				

Coules

Feb 12/19

A NOTE	C1 (E	A DISSUE DI	1777 17 1 \	1	TIGA GO	47 7 2	<del>-</del> .
	Canada - (Exce				USA - (Except		
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-Domestic)							
RCM Paid Fares (Rail-Domestic)	<u> </u>			ļ			
RCM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)							
Employee Paid Fares (Air - Domestic)	4,297.97	206.72	./				
Employee Paid Fares (Air- Foreign)	•						
Employee Paid Fares (Rail- Domestic)							_
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)	940.16	/ 108.16					
Hotel Accommodations (Foreign)		<b>1</b>					
Taxis (Domestic)	215.36	13.62	13.13.99				
Taxis (Foreign)							_
Mileage (\$0.57km)				1			_
Business Telephone							
Parking							<u> </u>
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations	,						
Hospitality	80.00	/ 7.80	/		<u>-</u>		
Others (code manually)	-						
(**************************************							
						-	· <del>-</del>
	<u> </u>						<del></del>
					<u> </u>	<del></del>	
					<u>-</u>	<del>                                     </del>	
Others (total)						-	
Total Expenses	5,533,49	336.30				<del></del>	
Per Diem Country		000,00	Canada			<u> </u>	TICA
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	USA Total CAD
Meal allowance rates	allowances		GST/HST		allowances	allowance	
Breakfasts \$20.25		anowanec	OST/MST	\$20.25		anowance	Equivalent
Lunches \$19.85				\$19.85			
Dinners \$50,00	/	50.00	2,38	\$50.00			
Total Meals	- V 1	50.00	2.38	420.00		<del>                                     </del>	
Incidentals \$17.30	/3	51.90	2.47	\$17.30		<del>  </del>	
Total Expenses	, , , , , , , , , , , , , , , , , , ,	101.90	4.85	317.30			
<u> </u>							
Note - Please use the meal allowance	calculator tab to	determine t	the exact No	of meal all	owances and in	cidentals	
Grand Total CAD Expenses			5,635.39	/	Grand Total US	D Expenses	<del></del>
Grand Total HST/GST			341.15	_		- пареняев	
			AME:IN	341.50			
Notes							
1. Variance in Estimate due to 1 day meeti	ng versus 3 day mee	ting /so less o	osts; 2. Hosp	itality Expens	e \$80 of Jap/23, 2	019 exception form atta	ched.
		1			<b>√</b>		



**PAULL TRAVEL** 

Agency Address: 10175 100A Street, Edmonton, AB T5J 0R7

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM

## **Electronic Invoice**

**Prepared For:** 

CLARK/PHYLLIS MARIE MS

s.19(1)

70 **SALES PERSON** INVOICE NUMBER 16 Jan 2019 INVOICE ISSUE DATE RECORD LOCATOR

**Client Address PHYLLIS CLARK** 

#### DATE: Tue, Jan 22

Flight: AIR CANADA 358

**CUSTOMER NUMBER** 

EDMONTON INTL 8:10am From Departs

AB, CANADA

**Arrives** 1:54pm OTTAWA ON, To

**CANADA** 

**Business** Duration 3hr(s) 44min(s) Class

**AIRBUS** Meal **Breakfast** Туре **INDUSTRIE A320** 

**JET** 

Stop(s) Non Stop

**CLARK/PHYLLIS** Seat(s) - 04C AC - XXXXXXX Seat(s) Details

MARIE MS

### DATE: Thu, Jan 24

To

**Duration** 

Type

Flight: AIR CANADA 447

From OTTAWA ON, 10:00am Departs CANADA

TORONTO ON. 11:12am **Arrives** 

CANADA

Arrival Terminal

Class 1hr(s) 12min(s) **Business EMBRAER EMB** Continental Meal

E90 JET Non Stop

Stop(s) Seat(s) Details CLARK/PHYLLIS Seat(s) - 01D AC - XXXXXXX

MARIE MS

#### DATE: Thu, Jan 24

Flight: AIR CANADA 14	·IIant:	AIR	CANA	DA	143	3
-----------------------	---------	-----	------	----	-----	---

From TORONTO ON. 12:05pm Departs

CANADA

CALGARY INTL AB, **Arrives** 2:30 pm To

CANADA

Denarture Terminal 1 000005

Breakfast

s.19(1)



1 Rideau Street Ottawa, ON, Canada K1N 8S7 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775

Ms Phyllis Clark

Canada

Room/Chambre

Folio# invoice # : 0466

Cashier/Cassier # : 418

Page#

: 1 of 1

Reference No.

**Arrival/Arrivée** 

: 01-22-19

Departure/Départ 01-24-19

Dates	Description	Additional Information/	Supplementaire	Charges	Cred	lits
01-22-19	Room Charge	Chemina	200000000000000000000000000000000000000	400,00	) Who	
1-22-19	Municipal Accommodation Tax	(		16 00	)	
1-22-19	Room HST (13%)			54 08	3	
1-23-19	Room Charge			400 00	) }	
1-23-19	Municipal Accommodation Tax	(		16 00	)	
1-23-19	Room HST (13%)			54 08	3	
1-24-19		XXXXXXXXXXXXX	XX/XX		940	.16
		Total		940 16	5 940	.16

Total	940 16	940.16
	 -	

#### **Balance Due/Solde**

0.00

	HST Summary / So	mmaire
0.00	Room/Chambre	108.16
0.00	F&B/Restauration	0.00
0.00	Other/Autres	0.00
0.00	Total	108.16
	0.00	0.00 Room/Chambre 0.00 F&B/Restauration 0.00 Other/Autres

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Mr. Claude Sauvé, General Manager, at Claude.Sauve@fairmont.com. We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

Merci d'avoir choisi les Hôtels Fairmont.

Pour donner votre opinion sur votre séjour, veuillez contacter M. Claude Sauvé, Directeur général, à Claude.Sauve@fairmont.com. Nous vous invitons également à partager les souvenirs de votre expérience sur notre forum - www.everyonesanoriginal.com.

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: Joiled States or Canada 1 800 441 1414 Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

agree to be held personally flable in the event that the indicated person, covcupant or association table to per-any part of or the full amount of these charges. Overdo-nelsone subject to a surcherge at the rate of 1.5% per receib effor see menth. (19.00% per consum). I have accepted delivery of The Globe and Matt. Had I in the succepted services of the Globe and Matt. refused, I would have been aligible for a \$1.50 (A and \$2.00 (Set.) credit to my account. (At particl

mois apés un mois. (10,00% per ar té à Birdison de Jornal The Globe s usé, Jaulais pu oblenir un trédit à m per jeur du Lundi su Vendred) et de

Thank you for choosing to stay with Fairmont Hotels & Resorts Merci d'avoir choisi les Hôtels Fairmont

TAX

63.25 2.62

10

GREATER EDMONTON TAXI SERVICE 10135 31 AVE NW EDMONTON AB

CARD TYPE

DATE 2019/01/25

TIME 1453 00:56:33

INVOICE # 71518

RECEIPT NUMBER

C85054742-001-001-232-0

PURCHASE AMOUNT

TIP

TOTAL

\$55.00 \$8.25

\$63.25

CRED!T
A0000000031010
9F87C83446E22729
8080008000-6800
07DEF526E5A76511
8080008000-7800

## **APPROVED**

AUTH# 090041 THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

YELLOW CAB BARREL TAXI EDMTAXI.COM GST 1004030

> H.S.T. 895497683 YOU HAVE BEEN SERVED BY : L1z

Ouvert pour

SOCIAL 537 SUSSEX DR

CARD

CARD TYPE

DATE 2019/01/23
TIME 5507 14:21:24
RECEIPT NUMBER

C85025584-001-190-003-0

PURCHASE AMOUNT \$6

\$80.00

CREDIT A0000000031010 ED01059F354017E2 8080008000-6800 59EDF6C1D94D343C 8080008000-7800

# APPROVED

AUTH# 037341 THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

7 TEA 2 Soup 2 Soup SUB-TOTAL TAX

\$4.50 \$34.00 \$60.00 P. Chulchard 3/2019
P. Chulchard 3/2019
Panuary 3/2019
Sociation attached
\* exception attached

37 Sussex Driv

1000008

CUSTOMER SERVICE 1-800-943-2812 TNOUIRYWIAXITAB.COM TAXITAB

CARLANA DER COPY

RETAIN THIS COPY FOR STATEMENT VERIF ICATION

BLUE LINE TAXI (613) 238 - 1111

TERMINAL IU:

MERCHANT ID:

VEHICLE 10 :

DRIVER 10 :

TRIP NUMBER:

PASSENGERS:

01/24/2019

START: 98:57

FARE AMOUNT:

11P AMOUNT:

TOTAL :

APPROVAL NUMBER

324-301-087

4325165A

90055959

END: 08:58

\$ 35.77

7,15

025981

42.92

1205

11215

DIAMOND SEDAN AND TAXI . 2628 43 ST EDMONTON, AB TEL SG1

Merchant ID: 000000004838663 Term ID: 88128885 82380190017

Purchase

2.

CREDIT XXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000336 06:53:48 01/22/19

Ref#:000099892251

Inv #: 000513 Appr Code: 028111

60.00 \$ Amount: 9.80 \$ Tip: 69.00 \$ Total:

Contumer Lung

BLUE LINE TAXI

324 363 409 ILRITINAL ID: 432552 (A MERCHANI 10: 1318 VEHICLE ID : UUU51159 URIVER 10 : 11243 TRIP NUMBER: PASSI NGERS:

#1/22/2019 LHD: 14:10 START: 14:19

1 39,95 I AKE AMOUNT!

5.24 THE AMOUNT: 40.19

TOTAL : SALL:

บเชสธา APPROVAL NUMBER : \*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-600-443-2612 INCUIRYWIAXIIAB.COM TAX FIRE





\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SCRVICL 1-808-443-2812

INCUIRY OF AXI AB. COM

TAXITAB

ZONE 1

abin/Cabine

Hight/Vol

AC 8160 EDMONTON-YEG eat/Place 02D AISLE/COULOIR l<u>amarks/Abs</u>ervations



A STAR AL. ANCE MEMBER AND ALLANCE 64

ZONE 1

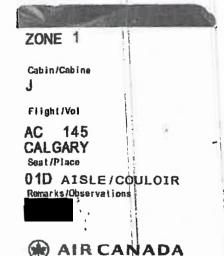
abin/Cabine

Hight/Vol

447 TORONTO eat/Place 01D AISLE/COULOIR e<u>marks/Obs</u>ervations



A STAR ALL ANDRING METER A STAR ALL BRIMER DU BRIMER DE BROWNER



A STAR ALLIANCE MEMBER MEMBRE DU RESEAU STAR ALLIANCE



### **EXCEPTION TO HOSPITALITY – APPROVAL FORM**

TO

B. 2 entel Heten,

Jennifer Cameron, CFO & VP Finance Administration

DATE

January 31, 2019

SUBJECT

**Hospitality Business Lunch** 

FROM

Anne-Marie Murka

HOSPITALITY LOCATION:

Social Restaurant, Ottawa ON

HOSPITALITY DATE(S):

January 23, 2019

**DESCRIPTION OF HOSPITALITY EXTENDED** 

**Business lunch** 

TOTAL COST OF HOSPITALITY:

\$80.00

COST CENTER:

121

IN ACCORDANCE WITH THE RCM CORPORATE TRAVEL, HOSPITALITY, CONFERENCE AND EVENT POLICY # 51, SECTION 2, 3 AND 4, ALL HOSPITALITY, CONFERENCE AND EVENT EXPENDITURES MUST BE PRE-APPROVED, REGARDLESS OF WHETHER TRAVEL IS REQUIRED OR NOT. PLEASE PROVIDE A RATIONALE AS TO WHY PRE-APPROVAL WAS NOT COMPLETED:

The Chair of the Board travelled to Ottawa (Jan 22-24) under her Blanket Authority (TABCC82518) to meet with RCM Management. During this time, Ms. Clark had an introductory business lunch on January 23, 2019 at the Social Restaurant with Marie Lemay, incoming RCM CEO.

EMMUS

We are seeking an exception to the Hospitality Policy as this expense was not pre-approved.

SIGNATURE OF EMPLOYEE:

REVIEWED & ACKNOWLEDGED BY DEPT VP:

Simon Kamel, Vice President, Corporate and Legal Affairs, and Corporate Secretary

SIGNATURE OF VP:

DATE:

2019-02-04

EXCEPTION APPROVED BY CFO & VP Finance & Administration:

SIGNATURE OF CFO & VP Finance & Administration:

DATE:

7

B.Zentel

Please complete this form, and send to your Dept V.P. for review and acknowledgement, prior to forwarding to the President/CEO. Once the form has been signed please send a signed copy, attached with the claim form to Accounts Payable.

000010

RCM BOARD OF	DIRECTORS	:	5. 2	00					
Claimant:	Phyllis Clark	,	] Dep	arture Date	22-Jan	ı	Return Date:	2	4-Jan
Location:	Edmonton -	Ottawa - Edr	nonton	-					
Purpose:									
	To attend m	eetings with	RCM Manage	ment.					
TRAVEL EXPENS	E		Amount		Meals & Inci	dentals			
Airfare			\$ 4,297.97		Note: Please	use the mea	al allowance	calcul	ator
Baggage Fees					below to det	ermine the e	xact number	of	
Change Fees					meal allowar	nces and incid	lentals.		
VIA Rail									
Hotel Accommo	dations		\$ 940.16			Rate	# Meals	T	otal
Mileage (\$.0585	/km)		\$ -		Breakfast	\$20.25	0	\$	-
Parking					Lunches	\$19.85	0	\$	_
Taxis			\$ 215.36		Dinners	\$50.00	1	\$	50.00
Car Rental					Incidentals	\$17.30	= 3	\$	51.90
Gasoline						'		\$	101.90
Private Accomo	dation (\$50/n	gt)			Total Travel I	Expenses			
Other			\$ 80.00		Note:				
	Total Travel	Expenses	\$ 5,533.49	'	Other Expenses: Hospitality lunch, January 23				
	Total Meal/	Incidentals	\$ 101.90		Social Restaurant, \$80, introductory meeting with				
		TOTAL	\$ 5,635.39		Marie Lemay	·.			
Meal allowance	and incident	al calculator	1					1	
Insert Date →				22-Jan	23-Jan	24-Jan		1	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	T	otal
Rreakfast									0

Insert Date →				22-Jan	23-Jan	24-Jan		
	Ŝat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch								0
Dinner				1				1
Incidentals				1	_ 1	1	<u> </u>	3

**Per Diem Calculator** 

Insert Date →				22-Jan	23-Jan	24-Jan		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				1	1	1		2

Claimant Signature: See attached emoul

Date:

Travel expense reports must comply with the RCM's Corporate Travel, Hospitality, Conference and Event Policy (Policy # 51).

### Murka, Anne-Marie

From:

Phyllis Clark <

Sent:

Thursday, January 31, 2019 7:57 AM

To:

Murka, Anne-Marie

Subject:

Re: Approval Req'd: Travel Report B19-001

Yes this is fine

Sent from my iPhone

On Jan 30, 2019, at 1:40 PM, Murka, Anne-Marie <murka@mint.ca> wrote:

Hi Ms. Clark,

I have reviewed the expenses that you submitted yesterday and prepared a report for your review and approval. The total for reimbursement is \$5,635.39 and details are as follows:

- Airfare \$4,297.97
- Hotel \$940.16
- Taxis \$215.36
- Incidentals \$51.90 (\$17.30 for each day)
- Meals \$50 (I added a dinner on Jan 22 based on your airfare as you arrived at 2:00 p.m.)
- Hospitality \$80 (note for hospitality expense RCM policy requires the name of restaurant, date, name of person you had lunch with and the reason) Following is the note that I added: Hospitality lunch, January 23, Social Restaurant, \$80, introductory meeting with Marie Lemay.

Please let me know if you are in agreement and if yes, I will send for approval and processing. Attached is the report.

#### ANNE-MARIE MURKA

SENIOR COORDINATOR, CORPORATE SECRETARIAT
COORDONNATRICE PRINCIPALE, SECRÉTARIAT DE LA SOCIÉTÉ

<image002.jpg>

320, PROM. SUSSEX | 320 SUSSEX DRIVE OTTAWA ON K1A 0G8

Tel/Tél.: 613-862-1716 Fax:/Téléc.: 613-990-4665

murka@mint.ca | murka@monnaie.ca

mint.ca | monnaie.ca

<B19-001 - Clark - Ottawa Jan 22-24, 2019.pdf>

From: Victor Young
To: Murka, Anne-Marie

Subject: Re: Approval Req"d: B19-001 Phyllis Clark
Date: Tuesday, February 05, 2019 2:29:30 PM

#### Hi Anne Marie.

### I approve.

#### Vic

From: Murka, Anne-Marie <murka@mint.ca>

**Sent:** February 5, 2019 3:53 PM

**To:** Victor Young **Cc:** Vivier, Mélanie

Subject: Approval Req'd: B19-001 Phyllis Clark

Hi Mr. Young,

Please find attached for your review and approval an expense claim for Phyllis Clark. Details as follows:

- B19-001 - \$5,635.39: travel to Ottawa to attend various meetings with RCM Management (January 24-26, 2019).

With your approval we will forward to Finance for payment.

### Best regards

#### ANNE-MARIE MURKA

SENIOR COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE PRINCIPALE, SECRÉTARIAT DE LA SOCIÉTÉ



320, PROM. SUSSEX | 320 SUSSEX DRIVE OTTAWA ON K1A 0G8

Tel/Tél.: 613-862-1716 Fax:/Téléc. : 613-990-4665

murka@mint.ca | murka@monnaie.ca

mint.ca | monnaie.ca



#### Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

## **ELECTRONIC FUNDS TRANSFER**

**PHYLLIS CLARK** 

Telephone 613-993-3500
Fax
Date 14/02/2019
Vendor account
Date of payment 15/02/2019
Reference No. PV141124

Fax

E-mail murka@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TACC82518 B19-001	07/02/2019	CAD CAD	5,635.39	0.00	5,635.39 5,635.39	THEMIS # 2922 OTTAWA BLANKET TA



## **Travel Expense Form 2019**

OTJ #: TA #:

**Return Date** 

TACC82518

Claimant Cost Centre Phyllis Clark

121 Legal Services (Board)

EAHCE # Cost estimate provided on TA

provided on TA \$9,600.00

Departure Date 24-Jan-19

Travel Location and Reason (attach any supporting documents):

THEMIS # (VP and Board claims only)

26-Jan-19 2922

	Currency Conversion Table							
B19-001	1 Unit of	is Worth	of					
	USD	1.25000	CAD					
Attend meetings with RCM Management.			CAD					
			CAD					
Imonton-Ottawa-Edmonton			CAD					
			CAD					
			CAD "					
			CAD					
			CAD					

<b>Total Travel Expens</b>	ses (inclusive of far	es)				5,635.39
Prepaid Fares (Paid	using Amex Corpo	orate Billing Account	<b>:</b> )			0.00
Airfare Previously (	Claimed by Travell	er (Paid using Trave	ller's Amex Card)			0.00
Airfare previously c	claimed by Travelle	er under this TA # (E	NTER AS POSITIVI	E \$ AMO	UNT)	
C 1 4 1 1/D	4 LABRIGUED A	C DOCUMENTE O A MA	OTINITY \			
Cash Advanced / Re	eturned (ENTER A	AS POSITIVE \$ AMO				5
Cash Advanced / Re Currency	eturned ( ENTER A Advanced	AS POSITIVE \$ AMO	OUNT ) Outstanding		FX to CAD	CAD Equivalent
				0.00	FX to CAD 1.00000	CAD Equivalent

Expense Coding Account	Cost Center ( Select One from drop down box )	In Canadian \$
HST - Registration # 10793 5058 RT0001		341.15
740200 - Meals (domestic)	121 Legal Services (Board)	47.62
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)	121 Legal Services (Bowd)	72.20
741100 - Hospitality (foreign)	_ jet seven = cpour ) -	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	4,091.25
741010 - Airfare (foreign)	•	0.00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	201.74
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)	<b>▼</b>	0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)	<b>▼</b>	0.00
740800 - Parking (domestic)	▼	0.00
741099 - Other transportation (foreign)	▼	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	832.00
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	49.43
741900 - Incidentals (foreign)		0.00
740000 - Travel (domestic)	▼	0.00
741000 - Travel (foreign)		0.00
	<b>V</b>	
	▼	0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Co	ded	0.00

FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$3,964.61)
	Variance %	000015

Updated 07/01/18



## **Travel Expense Form 2018**

TA #

TACC82518

\*IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Event Policy #51, (as applicable) and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of signing. All travel plans must be preauthorized using the Authority to Travel and Advance form.

	n contains any exceptions requiring appr ase check which exception(s) were not pre-	roval per the Corporate Travel, Hospitality, Conference & Event Policy #51. -approved and require approval:
CEO APPROVAL REQUIRED: (Please initial)  Travel – Exceptions to Corpo	rate Travel, Hospitality, Conference & Even	nt Policy #51 (Annex 2B)
CFO or CEO APPROVAL REQUIRED: (Please ini  Hospitality – Exceptions to H  Hospitality – No pre-approva	ospitality Policy #51 (Annex 2B) I obtained for the following:	
Hospitality – Externation Hospitality – Hospitality – Alcol Hospitality – Food	rnal or internal hospitality exceeding Maxir rnal or internal hospitality costs exceeding holic beverages provided (Policy Section 44 I & beverage cost exceeded Maximum Cost rtainment provided (Policy Section 44.1)	\$5,000 (Annex 2B and 44.1) 4.1)
Hospitality – Ho	pitality or entertainment provided to spous pitality paid by the RCM taking place at the	se or person accompanying an event participant (Policy Section 44.1) residence of an RCM employee, Board member or other private residence
	re-approval prior to expenditure (Section 4	44.7)
☐ Travel - Airfare — Higher leve ☐ Travel - Privately owned vehi ☐ Travel - Hotel — Rate in exce. ☐ Travel - Car travel — Leased V ☐ Travel — Expense received ov ☐ Hospitality - External or inter	and business travel (Policy Section 14.3) Il than permitted by policy (Policy Section 2 icles - Kilometer allowance in excess of the ss of specified or published City Rate Limits lehicles (Policy Section 23.1) er 30 days (Policy Section 33.1)	equivalent lowest practical commercial carrier fare (Policy Section 22.1) s (Policy Section 25.2 and 25.3) 65,000 and within Maximum Cost Per Person (Annex 28)
section 20.6)  Travel – Car rental - upgrade 23.3)  Travel – Car rental – upgrade Travel – Missing original item Travel – Hotel – upgrade to a Travel – Hotel – rate in exces (\$145), or published City Rat Missing original itemized rec Other exceptions (traveller h	o a fare class higher than the Standard Allo to a larger vehicle than the Intermediate/s to a larger vehicle than the Intermediate/s lized receipts. Explanation provided (Policy level higher than the Standard Guest Roor	m permitted by policy, at no additional cost to RCM (Policy section 25.1) onto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas stification provided (Policy section 25.2) 126.2) Iment)
	vent Policy #51 (as applicable), that all req	owances and legitimate and actual expenses incurred in accordance with the juired supporting documentation is contained in this expense claim, that the ted in accordance with these policies.
1.Traveller Name (PRINT NAME)	2.Expense claim prepared by (PRINT/NAME)	3.Approved by Traveller's Director with signing authority (PRINT NAME)
Phyllis Clauk Signature of traveller	Ammurk Signature	Signature of Traveller's Director
Date	Date	Date
reasonable, exceptions as noted above are ap & Event Policy #51 (as applicable). Please note	proved (as required), and the claim has been, if exceptions have been pre-approved price	all the supporting documentation, that the expenses claimed appear en completed in accordance with the Corporate Travel, Hospitality, Conference or to travel, the Travel's Director can proceed in signing the expense claim. By I above requiring her/his approval and hereby grants it.

4.Approved by VP (as required) (PRINT NAME)	5.Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6.Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)				
BOB ZIME	8/					
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit				
	1 phane	Committee				
Date	Date	Date				

	Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Except	Alaska)	
Page 2	Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST		USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
RCM Paid Fares (Air-Domestic)	(			- 11			
RCM Paid Fares (Rail-Domestic)							
RCM Paid Fares (Air-Foreign)							300 115 - 0
RCM Paid Fares (Rail-Foreign)							
Employee Paid Fares (Air - Domestic)	4,297.97	206.72					
Employee Paid Fares (Air- Foreign)							
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)	940.16	108.16					
Hotel Accommodations (Foreign)					****		
Taxis (Domestic)	215.36	13.62					
Taxis (Foreign)							
Mileage (\$0.57km)							
Business Telephone							
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality	80.00	7.80					
Others (code manually)	50.00	7.00					
Others (code manually)						<del>                                     </del>	
	200 200 200						
							- 10 D
						+	
Others (total)						-	
Total Expenses	5,533.49	336.30			West Control of		
Per Diem Country	3,333.49	330.30	Canada	ı			TICA
rer Diem Country	No. of meal	Total CAD	Canada Calculated	1	No. of meal	Total USD	USA Total CAD
Marie I all annual and a second	allowances	\$200 \$100 \$100 \$100 \$100 \$100 \$100 \$100			allowances		
Meal allowance rates	anowances	allowance	GST/HST	\$20.25	anowances	allowance	Equivalent
Breakfasts \$20.25 Lunches \$19.85				\$19.85			
	1	50.00	2.38	\$50.00			
Dinners \$50.00	1			\$50.00			
Total Meals	2	50.00	2.38	617.20			
Incidentals \$17.30	3	51.90	2.47	\$17.30			
Total Expenses	1 1 1	101.90	4.85	-61-11			
Note - Please use the meal allowance	calculator tab to	aetermine i					
Grand Total CAD Expenses			5,635.39		Grand Total US	SD Expenses	
Grand Total HST/GST			341.15				
Notes							
1. Variance in Estimate due to 1 day meeting	ng versus 3 day mee	ting /so less	costs; 2. Hospi	tality Expens	e \$80 of Jan 23,	2019 exception form atta	ched.
		/			<b>/</b>		

Claimant:	Phyllis Clark		Dep	parture Dat	te: 22-Jan		Return Date	:	24-Jan	
Location:	Edmonton -	Ottawa - Ed	monton							
Purpose:	To attend m	eetings with	RCM Manage	ment.					A10	
TRAVEL EXPEN	ISE		Amount		Meals & Incidentals					
Airfare			\$ 4,297.97							
Baggage Fees				below to determine the exact number of						
Change Fees					meal allowances and incidentals.					
VIA Rail										
Hotel Accommodations			\$ 940.16			Rate	# Meals		Total	
Mileage (\$.058	5/km)		\$ -		Breakfast	\$20.25	0	\$	- 1	
Parking					Lunches	\$19.85	0	\$		
Taxis		\$ 215.36		Dinners	\$50.00	1	\$	50.00		
Car Rental					Incidentals	\$17.30	3	\$	51.90	
Gasoline								\$	101.90	
Private Accomo	dation (\$50/n	gt)			Total Travel Expenses					
Other			\$ 80.00		Note:					
	<b>Total Travel</b>	Expenses	\$ 5,533.49		Other Expenses: Hospitality lunch, January 23					
	Total Meal/I	ncidentals	\$ 101.90		Social Restau	rant, \$80, inti	roductory m	eetii	ng with	
		TOTAL	\$ 5,635.39		Marie Lemay					
Meal allowance	and incidenta	d calculator								
Insert Date $\rightarrow$		- carcarator		22-Jan	23-Jan	24-Jan		1		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Γotal	
Breakfast								T 100 1 100 / 1	0	
Lunch					in contract				0	
Dinner				1					1	
Incidentals				1	1	1			3	
						-			J	

Per Diem Calculator
Insert Date →

			22-Jan	23-Jan	24-Jan		
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			1	1	1		3

Claimant Signature: See attached emoul

Date:

Travel expense reports must comply with the RCM's Corporate Travel, Hospitality, Conference and Event Policy (Policy # 51).

### Murka, Anne-Marie

From:

Phyllis Clark <

Sent:

Thursday, January 31, 2019 7:57 AM

To:

Murka, Anne-Marie

Subject:

Re: Approval Req'd: Travel Report B19-001

Yes this is fine

Sent from my iPhone

On Jan 30, 2019, at 1:40 PM, Murka, Anne-Marie < murka@mint.ca > wrote:

Hi Ms. Clark,

I have reviewed the expenses that you submitted yesterday and prepared a report for your review and approval. The total for reimbursement is **\$5,635.39** and details are as follows:

- Airfare \$4,297.97
- Hotel \$940.16
- Taxis \$215.36
- Incidentals \$51.90 (\$17.30 for each day)
- Meals \$50 (I added a dinner on Jan 22 based on your airfare as you arrived at 2:00 p.m.)
- Hospitality \$80 (note for hospitality expense RCM policy requires the name of restaurant, date, name of person you had lunch with and the reason) Following is the note that I added: Hospitality lunch, January 23, Social Restaurant, \$80, introductory meeting with Marie Lemay.

Please let me know if you are in agreement and if yes, I will send for approval and processing. Attached is the report.

#### ANNE-MARIE MURKA

SENIOR COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE PRINCIPALE, SECRÉTARIAT DE LA SOCIÉTÉ

<image002.jpg>

320, PROM. SUSSEX | 320 SUSSEX DRIVE OTTAWA ON K1A 0G8

Tel/Tél.: 613-862-1716 Fax:/Téléc. : 613-990-4665

murka@mint.ca | murka@monnaie.ca

mint.ca | monnaie.ca

<B19-001 - Clark - Ottawa Jan 22-24, 2019.pdf>

s.19(1)

63.25

GREATER EDMONTON TAXI SERVICE 10135 31 AVE NW EDMONTON

CARD CARD TYPE DATE 2019/01/25

TIME 1453 00:56:33 INVOICE # 71518

RECEIPT NUMBER C85054742-001-001-232-0

**PURCHASE** AMOUNT \$55.00 TIP \$8.25 TOTAL

CREDIT A0000000031010 9F87C83446E22729 8080008000-6800 07DEF526E5A78511 8080008000-7800

## **APPROVED**

AUTH# 090041 THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

YELLOW CAB BARREL TAXI EDMTAXI.COM GST 1004030

s.19(1)

CARDHOLDER COPY

01-027

SOCIAL

C85025584-001-190-003-0

TIP

CREDIT A0000000031010 ED0 1059F3540 17E2 8080008000-6800

59EDF6C1D94D343C

8080008000-7800

APPROVED

- Constitution

AUTH# 037341

THANK YOU

CARD

DATE

TIME

PURCHASE

AMOUNT

CARD TYPE

RECEIPT NUMBER

537 SUSSEX DR

2019/01/23

5507 14:21:24

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

000020

BLUE LINE TAXI (613) 238 1111

(ERMINAL ID:

MERCHANI IU:

VEHICLE ID :

DRIVER ID :

IRIP NUMBER:

PASSI NGERS:

01/22/2019

LAKE AMOUNT:

TIP AMOUNT:



CARDHOLDER COPY RETAIN THIS COPY FOR STATEMENT VERTIFICATION

BLUE LINE TAXI (613) 238 - 1111

DIAMOND SEDAN AND TAXI 2628 43 ST EDMONTON, AB TEL 5G1

Merchant ID: 000000004838663 Term 10: 08128885

Purchase

END: 14:10

\$ 39.95

5.24

START: 14:10

TOTAL : 40.19

SALE :

APPROVAL NUMBER : U1U461

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812 INQUIRYWIAXLIAB. COM TAXITAB



VEHICLE ID : 00055959 DRIVER ID : 11215 TRIP NUMBER: PASSENGERS: 01/24/2019 END: 08:58 START: 08:57 \$ 35.77 FARE AMOUNT:

11P AMOUNT:

TERMINAL ID:

MERCHANT 10:

7.15 42.92

324-301-087

4325165A

1205

TOTAL : SALE :

APPROVAL NUMBER :

025981

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-600-443-2812 INQUIRYGTAXITAB.COM TAXITAB



Entry Method: Chip Batch#: 000336 01/22/19 06:53:48

Ref#:000099892251

82380190017

XXXXXXXXXXX

CREDIT

AID: A0000000031010

Inv #: 000513 Appr Code: 028111

Amount: \$ 60.00 Tip: \$ 9.88 Total: \$ 69.00

Customer Copy

ZONE 1

abin/Cabine

'light/Vol

AC 8160 **EDMONTON-YEG** eat/Place 02D AISLE/COULOIR lemarks/Observations



A STAR ALL ANDE MEMBER A STAR ALL ANDE MEMBER DISTRIBUTION AND A STAR ALL AND A S

ZONE 1

abin/Cabine

light/Vol

447 TORONTO eat/Place Old aisle/couloir emarks/Observations



A STAR ALL ANDE MEMBER 11 MEMBER DI RESEAU STAR A L'ANCE 64

## ZONE 1

Cabin/Cabine

J

Flight/Vol

AC 145 CALGARY

Seat /Place

01D AISLE/COULOIR Remarks/Observations



A STAR ALLIANCE MEMBER 4. MEMBRE DU RESEAU STAR ALLIANCE



1 Rideau Street Ottawa, ON, Canada K1N 8S7 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775

Ms Phyllis Clark

Canada

Room/Chambre

Folio#

0466

s.19(1)

invoice #

Cashier/Cassier # : 418

Page #

1 of 1

Reference No.

**Arrival/Arrivée** 

: 01-22-19

Departure/Départ : 01-24-19

Date	Description		Addition	al Information/S	Supplémentaire	Charg	es	Credits
01-22-19	Room Charge	-				400	.00	ıi —
01-22-19	Municipal Accom	modat	ion Tax (			16	00	
01-22-19	Room HST (13%	o)				54	.08	
01-23-19	Room Charge					400	00	1
01-23-19	Municipal Accom	modat		16	00	l l		
<b>01-23-19</b>	Room HST (13%	)				54.	08	<b>!</b>
01-24-19			XXXXXX	XXXXX	XX/XX			940.16
				Total		940	16	940.16
				Balance Due/S	Solde	0.	00	
F&B/Restauration 0 Other/Autres 0		0.00 0.00 0.00 0.00	HST Summary / Room/Chambre F&B/Restauration Other/Autres	108.16 0.00 0.00 108.16				

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Mr. Claude Sauvé, General Manager, at Claude Sauve@fairmont.com. We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

Merci d'avoir choisi les Hôtels Fairmont.

Pour donner votre opinion sur votre séjour, veuillez contacter M. Claude Sauvé, Directeur général, à Claude. Sauve@fairmont.com. Nous vous invitons également à partager les souvenirs de votre expérience sur notre forum - www.everyonesanoriginal.com.

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: Jnited States or Canada 1 800 441 1414 Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the tuit amount of these changes. Overdue batance subject to a surchange at the rate of 1.5% per month after one month. (18.0% per annum.) I have accepted detivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Set.) credit to my account. (At participating hotels.)

Je me porte pertumettement responsable du réglement total de cette note au cas ou la compagnite, l'essociation ou son représentant désigné en refuserait le patement. Les comptes en s'ouffaires cont sujets un intérêt de 1,5% per mois après un mois. (10,00% par ennée) J'al accepté de tivritison du journat The Globe and Meil. Si J'avais refusé, l'aurais pu obtenir un crédit à mon compte de 1,00% par jour du Lundi au Vendredit et de 2,005 le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts Merci d'avoir choisi les Hôtels Fairmont



**PAULL TRAVEL** 

Agency Address: 10175 100A Street, Edmonton, AB T5J 0R7

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM

## Electronic Invoice

## **Prepared For:**

### CLARK/PHYLLIS MARIE MS

70 SALES PERSON INVOICE NUMBER 16 Jan 2019 INVOICE ISSUE DATE RECORD LOCATOR **CUSTOMER NUMBER** 

**Client Address** PHYLLIS CLARK

#### DATE: Tue, Jan 22

Flight: AIR CANADA 358

From **EDMONTON INTL** 

AB, CANADA

To OTTAWA ON.

CANADA

**Arrives** 

Departs

8:10am 1:54 pm

Duration 3hr(s) 44min(s)

Type

Stop(s)

**Duration** 

Stop(s)

Seat(s) Details

Type

**AIRBUS** 

**INDUSTRIE A320** 

Class Meal

**Business** 

**Breakfast** 

11:12am

1

JET

Non Stop

Seat(s) Details

CLARK/PHYLLIS MARIE MS

Seat(s) - 04C

AC - XXXXXXX

### DATE: Thu, Jan 24

Flight: AIR CANADA 447

From OTTAWA ON, Departs 10:00am

CANADA

To TORONTO ON. Arrives

CANADA

**Arrival Terminal** 

1hr(s) 12min(s)

Class **Business** 

**EMBRAER EMB** Meal E90 JET

Continental **Breakfast** 

Non Stop

Seat(s) - 01D AC - XXXXXXX

#### DATE: Thu, Jan 24

FI	ia	ht	:	AI	R	C	AP	VA	D	A	1	43	Ì

From TORONTO ON. Departs 12:05pm

CANADA

**CLARK/PHYLLIS** 

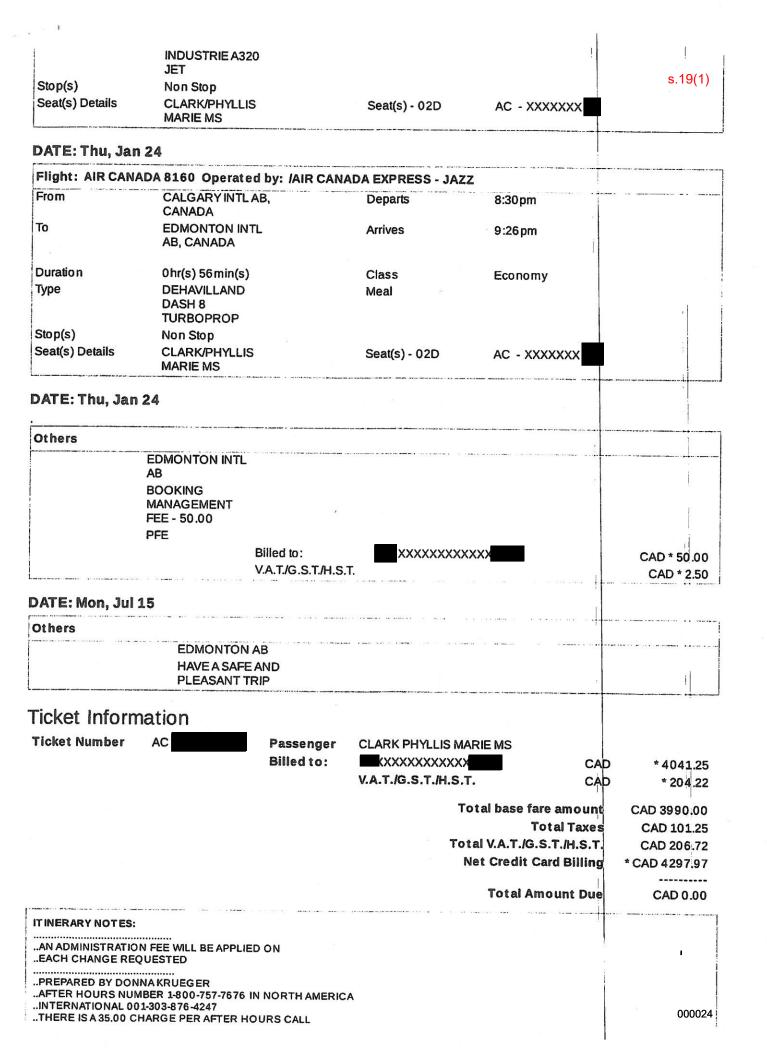
MARIE MS

To CALGARY INTL AB, Arrives 2:30pm

CANADA

Departure Terminal

000023





## **EXCEPTION TO HOSPITALITY - APPROVAL FORM**

B. Zintel Heting,

Jennifer Camelon, CFO & VP Finance Administration

DATE

TO

January 31, 2019

**SUBJECT** 

Hospitality Business Lunch

**FROM** 

Anne-Marie Murka

HOSPITALITY LOCATION:

Social Restaurant, Ottawa ON

Emmis

HOSPITALITY DATE(S):

January 23, 2019

DESCRIPTION OF HOSPITALITY EXTENDED

**Business lunch** 

TOTAL COST OF HOSPITALITY:

\$80.00

COST CENTER:

121

IN ACCORDANCE WITH THE RCM CORPORATE TRAVEL, HOSPITALITY, CONFERENCE AND EVENT POLICY #51, SECTION 2, 3 AND 4, ALL HOSPITALITY, CONFERENCE AND EVENT EXPENDITURES MUST BE PRE-APPROVED, REGARDLESS OF WHETHER TRAVEL IS REQUIRED OR NOT. PLEASE PROVIDE A RATIONALE AS TO WHY PRE-APPROVAL WAS NOT COMPLETED:

The Chair of the Board travelled to Ottawa (Jan 22-24) under her Blanket Authority (TABCC82518) to meet with RCM Management. During this time, Ms. Clark had an introductory business lunch on January 23, 2019 at the Social Restaurant with Marie Lemay, incoming RCM CEO.

We are seeking an exception to the Hospitality Policy as this expense was not pre-approved.

SIGNATURE OF EMPLOYEE:

REVIEWED & ACKNOWLEDGED BY DEPT VP:

Simon Kamel, Vice President, Corporate and Legal Affairs, and Corporate Secretary

SIGNATURE OF VP:

10 4/2019 B. Zentel EXCEPTION APPROVED BY/CFO & VP Finance & Administration:

DATE:

Please complete this form, and send to your Dept V.P. for review and acknowledgement, prior to forwarding to the President/CEO. Once the form has been signed please send a signed copy, attached with the claim form to Accounts Payable. 000025

### Simons, Deborah

From:

Phyllis Clark <

Sent:

Wednesday, February 27, 2019 5:00 PM

To:

Simons, Deborah

Subject:

Expenses for Ottawa 17th trip - doing the form

Attachments:

Manual invoice - Phyllis Clark.xlsx; 190226 expenses 17&18.pdf

Is this to you or to Anne Marie Murka? If to her, could you please forward it to her. Thanks.

My expenses were: airfare 3218.21; cabs to airport and back in Edmonton (69.00x2); to and from airport in Ottawa - (41.32 and 37.82). I had dinner on Sunday and Monday; lunch on Monday and Tuesday.

I will forward the boarding passes which were electronic.

The flights to Ottawa comprised one to Toronto and then, to Ottawa. I did get the invoice for the direct flight to seperate out that stop since it increased the ticket costs. I think that is the right way to do it. Let me know if not.

Again, thanks.



#### CONFIDENTIALITY WARNING

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and/or privileged information. Contact me immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

## Simons, Deborah

From:

Victor Young <

Sent:

Tuesday, March 12, 2019 11:22 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - TABCC82518 - Phyllis Clark - B19-003

Hi Deborah. I approve the travel expense claim. Please attach a copy of my e-mail to the claim. Thanks.

Vic

From: Simons, Deborah <simons@mint.ca>

Sent: March 12, 2019 12:44 PM

To: 'Victor Young'

Subject: Seeking approval - travel expense claim - TABCC82518 - Phyllis Clark - B19-003

Dear Mr. Young,

Attached is a travel expense Pireaase claim for approval. This claim represents the expenses related to Phyllis' travel to Ottawa for meetings with Management when our new CEO joined RCM. There is only one exception, the hotel rate which is above city rate limit but within RCM guidelines for Board members. I have attached all of the supporting documentation. If you approve via e-mail, I will add a notation to your signature line, and will attach a copy of your e-mail to the claim.

Best,

DEBBY SIMONS
COORDINATOR, CORPORATE SECRETARIAT

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ





320 SUSSEX DRIVE | 320, PROM. SUSSEX OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca



## **ELECTRONIC FUNDS TRANSFER**

s.19(1)

Royal Canadian Mint / Monnaie royale canadienne

**PHYLLIS CLARK** 

Telephone Fax Date Vendor account Date of payment

320 Sussex Drive OTTAWA, ON K1A 0G8

Canada

613-993-3500

21/03/2019 22/03/2019 PV142342

Date of payment
Reference No.

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82518 B19-003	13/03/2019	CAD	4,567.11	0.00	4,567.11	THEMIS # 2933 TORONTO
TABCC82518 B19-005	18/03/2019	CAD	5,551.37	0.00	5,551.37	THEMIS # 2938 EAHCE12134
TABBA82611 B19-011	19/03/2019	CAD	2,616.25	0.00	2,616.25	THEMIS # 2943 EAHCE12029 PREPAID
		CAD		-	12,734.73	MIAMI FLIGHT

	ANAQ IN S	Travel Expense Form 2019	OTJ #: TA #:	TABCC82518
Claimant	Phyllis Clark		EAHCE #	TABCC62316
Cost Centre	121 Legal Services (Board)	Cost estimate	Provided on TA	\$9,600.0
Cost Comit	- see and an independent	- Address	Departure Date	16-Feb-1
Travel Location	and Reason (attach any	supporting documents):	Return Date	19-Feb-1
	, ,		# (VIP and Board claims only)	293:
B19-003			nversion Table	
		1 Unit of	is Worth	of
Attend meetings wit	h RCM Management.	USD	1.25000	CAD
				CAD
				CAD
Edmonton/Toronto/	Ottawa/Edmonton			CAD

						CAD
Total Travel Expens	es (inclusive of far	es)				4,567.11
Prepaid Fares (Paid	using Amex Corpo	orate Billing Account	t)			0.00
Airfare Previously C	laimed by Travell	er (Paid using Trave	ller's Amex Card)			0.00
Cash Advanced / Re			NTER AS POSITIVI	SAMO	UNT)	
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
				0.00	1.00000	0.00
Amount Owing to:		Employee		4.567.11	RCM	0.00

CAD CAD CAD

Account	Cost Center ( Select One	e from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001			289,12
740200 - Meals (domestic)	121 Legal Services (Board)	₹	133.05
741200 - Meals (foreign)	The second secon	220	0.00
740100 - Hospitality (domestic)		▼	0.00
741100 - Hospitality (foreign)		₹.	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	▼	3,060.00
741010 - Airfare (foreign)		<b>v</b>	0.00
740020 - Rail fare (domestic)		▼	0.00
741020 - Rail fare (foreign)			0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	▼	203.51
741500 - Taxi fare (foreign)			0.00
740700 - Personal car mileage (domestic)			0.00
741700 - Personal car mileage (foreign)			0.00
740030 - Car rental (domestic)		•	0.00
741030 - Car rental (foreign)		•	0.00
740800 - Parking (domestic)		▼	0.00
741099 - Other transportation (foreign)		▼	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	<b>*</b>	832.00
741400 - Accommodations (foreign)		▼	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)		49.43
741900 - Incidentals (foreign)		<b>y</b>	0.00
740000 - Travel (domestic)		Ψ	0.00
741000 - Travel (foreign)		•	0.00
		<u> </u>	
		<u> </u>	0.00
154200 - Prepaid Fares			0.00

FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$5,032.89)
	Variance %	00002952%

Updated 07/01/18



## **Travel Expense Form 2018**

TA# TABCC82518

"IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Expent Policy #51, (as applicable) and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of ## Egning. All travel plans must be preauthorized using the Authority to Travel and Advance form.

authorized using the Authority to	Travel and Advance form.	
As the Traveller, please indicate Yes No D If you indicate	if this claim contains any exceptions requiring approval per the d "Yes", please check which exception(s) were not pre-approved and	Corporate Travel, Hospita II €y, Conference & Event Policy #51. require approval:
CEO APPROVAL REQUIRED: (Pleas Travel – Exception	e Initial) ns to Corporate Travel, Hospitality, Conference & Event Policy #51 (A	nnex 28)
CFO or CEO APPROVAL REQUIRED  Hospitality – No. Hospitality – Hospitality – No. Hospitality – Hospitality – No. Travel - Airfare – Travel - Hotel – Tr	b: (Please Initial) epitions to Hospitality Policy #51 (Annex 2B) pre-approval obtained for the following: tality – External or internal hospitality exceeding Maximum Cost Per tality – External or internal hospitality exceeding \$5,000 (Annex tality – External or internal hospitality costs exceeding \$5,000 (Annex tality – External or internal hospitality costs exceeding \$5,000 (Annex tality – Hospitality beverages provided (Policy Section 44.1) tality – Hospitality or entertainment provided to spouse or person ac tality – Hospitality paid by the RCM taking place at the residence of a y Sections 44.1 and 46.4) tality – Special forms of hospitality (Annex 2B) tality – No pre-approval prior to expenditure (Section 44.7)  PROVAL IF TRAVELLER IS A VP): (Please initial) ng personal and business travel (Policy Section 14.3)  - Higher level than permitted by policy (Policy Section 20.6) owned vehicles - Kilometer allowance in excess of the equivalent to Rate in excess of specified or published City Rate Limits (Policy Section	Person (Annex 28) 128 and 44.1) colicy Section 44.1) companying an event particilipant (Policy Section 44.1) In RCM employee, Board in termber or other private residence
☐ Travel – Expense☐ Hospitality - Exte	el — Leased Vehicles (Policy Section 23.1) received over 30 days (Policy Section 33.1) rmal or internal hospitality up to \$1,500 but less than \$5,000 and wit d & beverage cost not exceeding Maximum Cost Per Person (Policy S	
section 20.6)  Travel – Car rent 23.3)  Travel – Car rent Travel – Missing Travel – Hotel – I (\$145), or publis Missing original i Other exceptions	AL REQUIRED: (Please initial)  - upgrade to a fare class higher than the Standard Allowable Airfard al - upgrade to a larger vehicle than the Intermediate/Standard size al - upgrade to a larger vehicle than the Intermediate/Standard size original itemized receipts. Explanation provided (Policy section 33.2) upgrade to a level higher than the Standard Guest Room permitted b rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Winniped (\$155), Winniped (\$	permitted by policy, at no aciditional cost to RCM (Policy section to accommodate 3 or more examployees (Policy section 23.3)  y policy, at no additional cost: to RCM (Policy section 25.1) ontreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas ided (Policy section 25.2)
Corporate Travel, Hospitality, Cor	infirms that this expense claim contains only eligible allowances and inference & Event Policy #51 (as applicable), that all required supports for and accorded to the claim has been completed in accorded to the following that the claim has been completed in accorded to the following that the claim has been completed in accorded to the following that the claim has been completed in accorded to the following that the claim is a support to the claim prepared by (PRINT NAME)	ng documentation is contained in this expense claim, that the
reasonable, exceptions as noted to & Event Policy #51 (as applicable	Signature  LUNNY SIMONO  Dete  O 103 119  It hat she/he has reviewed this expense claim including all the support  above are approved (as required), and the claim has been completed  i. Please nate, if exceptions have been pre-approved prior to travel, the  firms that she/he has reviewed the exceptions as noted above require	in accordance with the Corporate Travel, Hospitality, Conference the Travel's Director can proceed in signing the expense claim. By
4.Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claim for retigularier to CEO approval; other as required)	6.Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signation of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee

7. Reviewed by Finance (PRINT NAME)

1 (C)		Canada - (Exce	ot NWT, NV	T, Yukon)	1	USA - (Except	Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CA
g. 2		(incl. HST/GST)	HST/GST	HST/GST	į	Expens es	CAD Exp.	Equivale
RCM Paid Fares (Air-	Domestic)				Ī			
RCM Paid Fares (Rail					[			
RCM Paid Fares (Air-					Ī			
RCM Paid Fares (Rail					Ţ			
Employee Paid Fares		3,218.21	158.21					
Employee Paid Fares (								
Employee Paid Fares (				r				
Employee Paid Fares								
Hotel Accommodation		940.16	108.16					
Hotel Accommodation								
Taxis (Domestic)	(x 01 01g)	217.14	13.63					
Taxis (Foreign)							<del> </del>	
Mileage (\$0.57km)							<del>                                     </del>	
Business Telephone		· · · · ·						ν
Parking			-				<del>                                     </del>	
rarking Car Rental (Domestic)	,						-	
Car Rental/Gas (Fore		<del></del>					-	
Car Kental/Gas (Fore Personal Accommoda							<del> </del>	
	Lions						<del> </del>	
Hospitality	>		<u> </u>				<del> </del>	
Others (code manuall	y)						<del> </del>	
			-				<del> </del>	
							<del> </del>	
			-		1		<del> </del>	
		-					-	
		-						
Others (total)		<u> </u>			1			
Total Expenses		4,375.51	280.00		1			
Per Diem Country				Canada				USA
		No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CA
Meal ailowance rate	es	allowances	allowance	GST/HST		allowances	allowance	Equivale
Breakfasts	\$20.25				\$20,25			
Lunches	\$19.85		39.70	1.89	\$19.85			
Dinners	\$50.00		100.00	4.76	\$50.00		·	
Total Meals			139.70	6.65	]			
Incidentals	\$17.30	3	1	2.47	\$17.30			
Total Expenses			191.60	9.12				
Note - Please use th	e meal allowance	calculator tab to		the exact No	o, of meal al	lowances and in	ncidentals	
				4,567.11	-	Grand Total US		
Grand Total CAD Ex				289.12	4	Orang Total Of	on exhenses	
Grand Total HST/GS	1			207.12	1			

### **Notes**

The Chair added travel to Toronto before coming to Ottawa (16 February): 1) Since this resulted in increased airfare, she is claiming only what the cost would have been if she had travelled directly to Ottawa from Edmonton, and has provided two invoices, one showing the cost including Toronto, and one showing the cost without Toronto (less expensive of the two invoices). 2) Travel to Ottawa began on 17 February, therefore incidentals are not being claimed for the first day of travel, 16 February, since that day was actually travel to Toronto, not Ottawa. No expenses are being claimed for 16 February other than a cab from the residence to the airport, which the Chair would have been reimbursed if she had flown directly to Ottawa. All expenses are therefore Edmonton/Ottawa/Edmonton.

### Meal allowance and incidental calculator

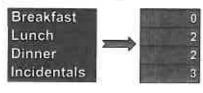
Enter your tr	avei da	tes ner	е
---------------	---------	---------	---

		17 Fel	o. 18 Feb	. 19 Fel	b.				الديال إ		عثم ن				Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu -	Fri	Total medianovanous
Breakfast								Tona .				No.	S SHOULD	Name and	0
Lunch					1							1/2			2
Dinner		860 8	1 1			No.	1000					-			
Incidentals		1000	1 1		1										2

Enter your travel dates here

	,		2101											
				عال ا			المراب ا		برایال با	بالسالة ال		البرع أ	الكيال (	Total meal allowances
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	7
							سنت ا							(0)
10000									1000			1		- o
			198	100		1000							-	0
				100,000		,		Total V	1					i de la companya de l
					عدى شيئت المستدركية فيدنا	الأدريب بعاقي فيتناق المنتية الأباتك (يادونا)	مرحاء مانوروا باعاق فيتمال المجال الأباكة أراداها	Sat Sun Mon Tue Wed Thu Fri Sat	Sat Sun Mon Tue Wed Thu Fri Sat Sun	Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon	Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue	Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed	Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu	Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri

Please enter the total meal and incidental allowances indicated here on the CAD\$ &US\$ Expense tab



If your travel extends beyond the time period allowed for in the calculator, complete and add multiple sheets to determine total allowances

Note: You may only claim a meal allowance if an actual meal expense was incurred by the traveller You may claim an incidental for each partial or full day of travel

## Simons, Deborah

From:

Smith, Cindy

Sent:

Monday, March 11, 2019 8:17 AM

To:

**Delegation of Authority** 

Subject:

Delegation Notice - Jennifer Camelon - Avis de délégation et e pouvoirs

## VERSION FRANÇAISE CI-APRÈS.

## **Delegation Notice – Jennifer Camelon**

Please be advised that Jennifer Camelon will be absent from the Mint from March 11-15, 2019 inclusively. During that time, **Bob Zintel** will be Acting Chief Financial Officer and will have full a authority to act on her behalf.

## Avis de délégation de pouvoirs - Jennifer Camelon

La présente est pour vous aviser que Jennifer Camelon sera absente de la Monnaie du 11 au 15 2019, inclusivement. Pendant cette période, **Bob Zintel** sera chef de la direction financi ère par intérim et, à ce titre, aura tout pouvoir d'agir en son nom.

## Original signed by/Original signé par

Marie Lemay President & CEO/Présidente

Claimant:	Phyllis Clark		Depa	arture Date	: 16 Feb.19	ı	Return Date:	19 Feb.19
Location:	Edmonton-C	Ottawa-Edmo	nton			7		
Purpose:	To attend m	eetings with	Management.					
TRAVEL EXPENS	SE		Amount		Meals & Incid	lentals		
Airfare			\$ 3,218.21		Note: Please	use the mea	l allowance o	alculator
Baggage Fees					below to dete	ermine t <b>i</b> he e	xact number	of
Change Fees					meal allowan	ces and Incid	lentals.	
VIA Rail								
Hotel Accommo	dations		\$ 940.16			Rate	# Meals	Total
Mileage (\$.0585	5/km)		\$ -		Breakfast	\$20.25	0	\$ -
Parking	•				Lunches	\$19.85	2	\$ 39.70
Taxis			\$ 217.14		Dinners	\$50.00	2	\$ 100.00
Car Rental					Incidentals	\$17.30	3	\$ 51.90
Gasoline						'		\$ 191.60
Private Accomo	dation (\$50/r	ngt)			Total Travel E	expenses		
Other								
	Total Trave	Expenses	\$ 4,375.51					
	Total Meal/	Incidentals	\$ 191.60					
		TOTAL	\$ 4,567.11					
Meal allowance	e and inciden	tal calculator						
Insert Date $\rightarrow$		17 Feb.	18 Feb.	19 Feb.				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch			1	1		·		2
Dinner		1	1					2
Incidentals		1	11	1				3
Per Diem Calcu	lator							
Insert Date →		17 Feb.	18 Feb.	19 Feb.				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
		1	1	1				3
Claimant Signat	ture: Try	le Cl	nh		Date: O	7/03/19	7	

Travel expense reports must comply with the RCM's Corporate Travel, Hospitality, Conference and Event Policy (Policy # 51).

000034

r lis Clark		1	
Pro	vince PC	Date Order No. Rep FOB	2/6/2019 Crystal
	Description	Unit Price	TOTAL
ht Edmonton-Ottav	ra Air Canada	\$3,010.00 \$155.71	23 () 10 (0) 3 (25 77
		\$50.00 \$2.50	\$50,00 \$2,50
		GST	\$2,080,00 \$458.21
heck	<b>A</b>	TOTAL	50.00
Expires	MOTO STATEMENT AND STATEMENT A		
cial Receipt		The supply of a single global .	
	el for Phyllis Clark ht Edmonton-Ottava l'HST on ticket i Travel Fee l'HST on fee  and Details clash check it Card	Description el for Phyllis Clark ht Edmonton-Ottawa Air Canada 7HST on ticket  I Travel Fee 7HST on fee  Expires	Description Unit Price el for Phyllis Clark ht Edmonton-Ottawa Air Canada //HST on ticket  I Travel Fee //HST on fee  S50.00 \$2.50  Total ht Details cash check it Card  Expires

Invoice without travel to Town todos

#### PREPARED FOR



PAULL TRAVEL 10175 100A Street, Fdmonton,AB T5J 0R7 780-428-6031 CRYSTAL@PAULLTRAVEL.COM

RESERVATION CODE AIRLINE RESERVATION CODE

Travel Arranger Priority Comments
ELECTRONIC TICKET. PLEASE PRESENT PHOTO I.D. AT CHECKIN
FILE NUMBER -

### AIR CANADA

Duration 3hr(s) 44min(s)

Class Business

Status Confirmed

Passenger Name

» CLARK/PHYLLIS MARIE MS

Seats

02D / Confirmed

Frequent Flyer #

/AIR CANADA

eTicket Receipt(s)

## SUNDAY 17 FEB Please verify flight times prior to departure

Duration
1hi(s) 1min(s)

Class
Business

Status

Confirmed

Passenger Name

Seats
Frequent Flyer #

eTicket Receipt(s)

/AIR CANADA



## DEPARTURE: TUESDAY 19 FEB Please verify flight times prior to deper ture

### AIR CANADA AC 0363

Duration 4hr(s) 27min(s)

Class Business

Status Confirmed

YOW OTTAWA ON, CANADA

YEG EDMONTON INTL AB, CANADA

Arriving At:

6:55pm Terminal:

Departing At:

9:22pm Terminal: Not Available Not Available

Aircraft: AIRBUS INDUSTRIE **A319 JET** 

Distance (in Miles): 1776

Stop(s): 0

Meals: Meals

Passenger Name:

» CLARK/PHYLLIS MARIE MS

02D / Confirmed

Frequent Flyer#

/AIR CANADA

eTicket Receipt(s):

### OOTHER: TUESDAY 19 FEB

OTHER

Status: Confirmed YEG

EDMONTON INTLAB, CANADA

Information:

**BOOKING MANAGEMENT FEE - 50.00** 

### **OOTHER: MONDAY 05 AUG**

OTHER

Status Confirmed YEA

EDMONTON AB, CANADA

Information:

HAVE A SAFE AND PLEASANT TRIP

#### Notes

- ..AN ADMINISTRATION FEE WILL BE APPLIED ON
- ..EACH CHANGE REQUESTED
- ..PREPARED BY CRYSTAL CHAPOTELLE
- ..AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA
- ..INTERNATIONAL 001-303-876-4247
- ..THERE IS A 35,00 CHARGE PER AFTER HOURS CALL
- -- INFORMATION FOR AIR CANADA BUSINESS CLASS LOWEST FARES--

BAGGAGE ALLOWANCE VARIES BY DESTINATION AND BY

CLASS OF SERVICE.

NORTH AMERICA BAG FEES 30.00 TO 60.00

INTERNATIONAL BAG FEES 60.00 TO 120.00

FOR DETAILED FEE INFORMATION VISIT

WWW.AIRCANADA.COM/BAGGAGE

-----CHANGE RULES--

--INFORMATION FOR AIR CANADA BUSINESS CLASS LOWEST FARES--CHECKED BAGGAGE ALLOWANCE IS 3 PIECES / MAX 32 KG EACH

------PENALTY/CHANGE RULES-----PENALTY/CHANGE

YOUR TICKET IS NON REFUNDABLE.

ANY CHANGE WILL INCUR A 50.00 TO 200.00 CHANGE FEE PLUS

ANY FARE DIFFERENCE AND TAXES.

DAY OF DEPARTURE CHANGES AT NO ADDITIONAL COST.

DAY OF DEPARTURE STAND BY FREE ON SELECT ROUTES.

AIR CANADA OFFERS ONLINE CHECKIN 24 HRS PRIOR TO DEPARTURE

GO TO WWW.AIRCANADA.COM OR MOBILE.AIRCANADA.COM

PAULL TRAVEL 10175 100A Street, Edmonton, AB T5J 0R7 780-428-6031 CRYSTAL@PAULLTRAVEL.COM



**PAULL TRAVEL** 

Agency Address: 10175 100A Street, Edmonton, AB T5J 0R7

Phone: 780-428-6031

CRYSTAL@PAULLTRAVEL.COM

### Electronic Invoice

### Prepared For:

#### CLARK/PHYLLIS MARIE MS

SALES PERSON 57 INVOICE NUMBER INVOICE ISSUE DATE 06 Feb 2019 RECORD LOCATOR CUSTOMER NUMBER

Client Address PHYLLIS CLARK

ELECTRONIC TICKET. PLEASE PRESENT PHOTO I.D. AT CHECKIN FILE NUMBER -

#### DATE: Sat, Feb 16

Flight: AIR CANADA 160 From EDMONTON INTL Departs 7:00am AB, CANADA To TORONTO ON, Arrives 12:44 pm CANADA Arrival Terminal 1 Duration 3hr(s) 44min(s) Class Business Type **AIRBUS** Meal Breakfast INDUSTRIE A319 JET Stop(s) Non Stop CLARK/PHYLLIS Seat(s) Details Seat(s) - 02D AC - XXXXXXXX MARIE MS

### DATE: Sun, Feb 17

Flight: AIR CANAD	A 474		1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0	section which spaces among appropriate two results   Schills, Standard - in July section 4. 4 didge section manufacture que as
From	TORONTO ON, CANADA	tal Manthal S Abelington (A) offers & n. Labourery	Departs	4:40pm
То	OTTAWAON, CANADA	2	Arrives	5:41pm
Departure Terminal	1			
Duration	1hr(s) 1min(s)		Class	Business
Туре	EMBRAER EMB E90 JET		Meal	Snack
Stop(s)	Non Stop			
Seat(s) Details	CLARK/PHYLLIS MARIE MS		Seat(s) - 02D	AC - XXXXXXX

### DATE: Tue, Feb 19

Flight: AIR	CANADA 363	reliefe er hemmongemenn i y großermingsrechtente () selectes ausschleisen sonschleisen sonschleisen sonschleisen.		make among any regional massage, spr. of the discretization of account massage.
From	OTTAWA ON, CANADA	Departs	6:55pm	- State of the Automotive Control of the service seasons (see the control of the
То	<b>EDMONTON INTL</b>	Arrives	9:22pm	000038

s.19(1)AB, CANADA

Duration 4hr(s) 27min(s) Type **AIRBUS INDUSTRIE A319** 

Class Busines<sub>s</sub> Meal Meals

JET

Stop(s) Non Stop

Seat(s) Details CLARK/PHYLLIS MARIE MS

Seat(s) - 02D

AC - XX**>**XXXX

#### DATE: Tue, Feb 19

Others

EDMONTON INTL

BOOKING MANAGEMENT FEE - 50.00 PFE

Billed to:

XXXXXXXXXXX

CAD \* 50.00

CAD \* 2.50

DATE: Mon, Aug 05

Others

EDMONTON AB HAVE A SAFE AND PLEASANT TRIP

Ticket Information

**Ticket Number** 

Passenger

V.A.T./G.S.T./H.S.T.

CLARK PHYLLIS MARIE MS

Billed to:

XXXXXXXXXXX

CAD \* 3977.25

V.A.T./G.S.T./H.S.T.

CAD

\* 202,70

Total base fare amount

CAD 3935.00

Total Taxes Total V.A.T./G.S.T./H.S.T.

CAD 92.25 CAD 205.20

**Net Credit Card Billing** 

\* CAD 4232.45

**Total Amount Due** 

-----CAD 0.00

### ITINERARY NOTES:

..AN ADMINISTRATION FEE WILL BE APPLIED ON

..EACH CHANGE REQUESTED

..PREPARED BY CRYSTAL CHAPOTELLE

..AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA

..INTERNATIONAL 001-303-876-4247

..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

-INFORMATION FOR AIR CANADA BUSINESS CLASS LOWEST FARES-BAGGAGE ALLOWANCE VARIES BY DESTINATION AND BY

CLASS OF SERVICE.

NORTH AMERICA BAG FEES 30.00 TO 60.00 INTERNATIONAL BAG FEES 60.00 TO 120.00

FOR DETAILED FEE INFORMATION VISIT

WWW.AIRCANADA.COM/BAGGAGE

-CHANGE RULES-

-INFORMATION FOR AIR CANADA BUSINESS CLASS LOWEST FARES-CHECKED BAGGAGE ALLOWANCE IS 3 PIECES / MAX 32 KG EACH

PENALTY/CHANGE RULES-YOUR TICKET IS NON REFUNDABLE,

ANY CHANGE WILL INCUR A 50.00 TO 200.00 CHANGE FEE PLUS

ANY FARE DIFFERENCE AND TAXES.

DAY OF DEPARTURE CHANGES AT NO ADDITIONAL COST.

DAY OF DEPARTURE STAND BY FREE ON SELECT ROUTES.

AIR CANADA OFFERS ONLINE CHECKIN 24 HRS PRIOR TO DEPARTURE GO TO WWW.AIRCANADA.COM OR MOBILE.AIRCANADA.COM

Invoice With trailed to Toronto



**PAULL TRAVEL** 

Agency Address: 10175 100A Street, Edmonton, AES T5J 0R7

Phone: 780-428-6031

CRYSTAL@PAULLTRAVEL.COM

## eTicket Receipt

### **Prepared For**

### CLARK/PHYLLIS MARIE MS

RESERVATION CODE

ISSUE DATE 06Feb19

TICKET NUMBER
INVOICE NUMBER
ISSUING AIRLINE AIR CANADA
ISSUING AGENT PAULL TRAVEL/A57
ISSUING AGENT LOCATION EDMONTON AB
IATA NUMBER
CUSTOMER NUMBER
FREQUENT FLYER NUMBER AC

### Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
16Feb19	AIR CANADA AC 160	EDMONTON INTL AB, CANADA Time 7:00am	TORONTO ON, CANADA  Time  12:44pm  Terminal  TERMINAL 1	Airline Reservation Code Class BUSINESS Seat Number 02D Baggage Allowance 2PC Booking Status CONFIRMED Fare Basis P10ZCEL Not Valid Before 16FEB Not Valid After 16FEB
17Feb19	AIR CANADA AC 474	TORONTO ON, CANADA  Time 4:40pm Terminal TERMINAL 1	OTTAWA ON, CANADA Time 5:41pm	Airline Reservation Code Class BUSINESS Seat Number 02D Baggage Allowance 2PC Booking Status CONFIRMED Fare Basis D0AEF Not Valid After 16FEB
19Feb19	AIR CANADA AC 363	OTTAWA ON, CANADA Time 6:55pm	EDMONTON INTL AB, CANADA Time 9:22pm	Airline Reservation Code Class BUSINESS Seat Number 02D Baggage Allowance 2PC Booking Status CONFIRMED Fare Basis P10ZCEL Not Valid Before 19FEB Not Valid After 19FEB

### Allowances

#### Baggage Allowance

linear centimeters

YOW to YEG - 2 Pieces AIR CANADA, each piece up to 70 pounds/32 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLY ER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EAR LY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YEG to YYZ, YYZ to YOW, YOW to YEG - 2 Pieces (AC - AIR CANADA) each piece carry on hand baggage

## Payment/Fare Details

Form of Payment	CREDIT CARD - XXXXXXXXXXXXXXX
Endorsement / Restrictions	AC ONLY
Fare Calculation Line	YEA AC YTO Q3.0QQ20.00 1460.00AC YOW Q3.00Q9.00 720.00AC YEA Q3.00Q20.00 1647.00CAD3885.00END
Fare	CAD 3885.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA (AIR TRAN SPORTATION TAX)
E R C 45	CAD 78.00 SQ (AIF - CAN ADA EXCEPT ON/NS/QC/NB/NF/PE)
no is needed to a service by the	CAD 202.70 XT (COMBINED TAXES/FEES/CARRIER-IMPOSED CHARGES)
Total Fare	CAD 4179.95

### Positive identification required for airport check in

#### Notice:

CARRIAGE AND OTHER SERVICES PROVIDED BY THE CARRIER ARE SUBJECT TO CONDITIONS OF CARRIAGE, WHICH ARE HEREBY INCORPORATED BY REFERENCE. THESE CONDITIONS MAY BE OBTAINED FROM THE ISSUING CARRIER. PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR IT'S PREDECESSOR, THE WARSAW CONVENTION, INCLUDING IT'S AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THERE OF WITHIN A COUNTRY, FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER. CHECK WITH YOUR CARRIER FOR MORE INFORMATION.

 $\label{eq:disclosure:data} \textbf{Data} \ \text{PROTECTION} \ \text{NOTICE: YOUR PERSONAL DATA} \ \text{WILL BE PROCESSED IN} \\ \text{ACCORDANCE WITH THE APPLICABLE CARRIER'S PRIVACY POLICY AND, IF YOUR BOOKING } \\ \textbf{1S}_{000041}$ 

MADE VIA A RESERVATION SYSTEM PROVIDER ("GDS"), WITH ITS PRIVACY POLICY. THESE ARE AVAILABLE AT http://www.iatatravelcenter.com/privacy OR FROM THE CARRIEF? OR GDS DIRECTLY. YOU SHOULD READ THIS DOCUMENTATION, WHICH APPLIES TO YOUR BO OKING AND SPECIFIES, FOR EXAMPLE, HOW YOUR PERSONAL DATA IS COLLECTED, STORED, USED, DISCLOSED AND TRANSFERRED.

Important Legal Notices

DIAMOND SEDAN AND TAXI 2628 43 ST EDMONTON. AB TEL 681

Merchant ID: 00600004880663 Tern ID: 08128988 82380198817

Purchase

CREDIT

AID: A0000000031010 Entry Method: Chip

Batch#: 008816

96:02:32

Ref#: 000805857563

Inv #: 001230 Appr Code: 021691

Amount: Tip:

92/16/19

9.88

Total:

Cas from residence to airporture

DIAMOND BEDAN AND TAX1 2628 43 ST EDMONTON. AD T6L 581

Merchant ID: 000800004838663 Term ID: 06128893 82360198017

Purchase

CREDIT

AID: A00000086831016

Entry Nethod: Chia

02/19/19

Batch#: 000482

22:82:15

Ref#: 000006131555

Inv #: 000990 Appr Code: 02576I

Amount: Tip:

60.08

69.00

BLUE LINE TAXI (613) 238 - 1111

TERMINAL 10: MENCHANT IN:

324-381-970 VEHICLE 10 : DRIVER ID :

TRIP NUMBER: PASSENGERS:

62/17/2019 START: 18:13

EID: 18:14

4325£33A 1835

00055751 16363

FARE ANDINIT:

32.69

TIP ANDUNT:

TOTAL :

B2 5

024E9T

APPROVAL MARKETE :

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-880-443-2812 LIGUIRYSTAKTAB.COM TAXITAB



(ab from estawa airport

BLUE LINE TAXI

(ERMINAL ID: 324-222-353 MERCHANT ID: 47.025344A VEHICLE ID : 1491 G-055:38 TRIP NUMBER: 11/56 PASSENGERS: 12-19-2019 SIARI: 16:37 END. 16.38 FARE AMOUNT: 35.93 TIP AMOUNT 5.39 TOTAL 41.32 SALE CAPPROVAL MAINER KKKPA\$SENGER COPYMKH CLEIONER SERVICE 1-888-443-2812 INCULRYPIAXITAS. CON IAXITAS





Log in (/user/login?destination=node%2F22) GO PREMIUM (/premium-membership) Register (/user/register?destination=node%2F22)

Home (/)

Free Tools (/tools)

Web Products (/internetproducts)

<u>Services</u>

Articles (/articles)

Contact

(https://helpsme.com/cor

#### Free Email Newsletter

Get informed about new free software tools, business tips & special offersl Email: \* Subscribe

#### Free Tools

Invoice Clients & Get Paid (/tools/invoicing) Accounting System (/tools/accountingsystem) Project Time Tracker (/tools/projecttime tracker) To-Do List Planner (/tools/todoblanner) Sales Tax Calculators (/tools/freeoftware/calculators/sales-tax-calculators) Sales Tax - Canada (/topis/free-gst-hst-pstsales-tax-calculator-canada) Sales Tax - U.S. (/topis/sales-tax-calculator-Lease or Buy Calculators (/tools/freeoftware/calculators/lease-or-buycalculators) Profit & Break-Even Calculator (/tools/break-even-profit-calculator) Financial Calculator (/tools/financialcalculator) **Business Valuation Calculator** (/tools/business-valuation-calculator) Currency Converter (/tools/simpleurrency-converter) Website Monitor (/tools/websitenonitoring-service)

Home (/) » Sales Tax Calculators (/tools/free-software/calculators/sales-tax-calculators) » Sales Tax -Canada

### Canadian Sales Tax Calculator (GST - HST - PST)

(/business-

services)

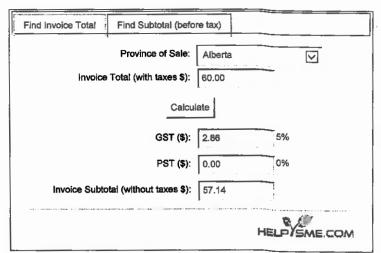
This free calculator is handy for determining sales taxes in Canada. Provincial, federal and harmonized taxes are automatically calculated for the province selected. Calculates, in both directions - get totals from subtotals and reverse calculates subtotals from totals. Scroll down to use it online or watch the video demonstration (/sites/helpsme.com/files/html/cad-sales-tax-video-popup.html)

Please contact us (/contact) if you have questions about using this software or if you have suggestions about how we can improve it.

#### Features:

- · Calculates hst, gst, and pst for all provinces.
- · Calculates in both directions get totals from subtotals & subtotals from totals
- Ideal for calculating taxes and subtotals from credit card bills and bank statements, or if you sell products with "tax included".
- Free for personal and commercial use

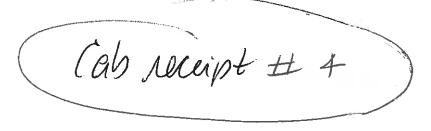
#### Sales Tax Calculator - Canada



The calculator has two tabs. The first lets you get the sales tax on a subtotal, and gives you the total including tax. The second tab lets you calculate the taxes from a grand total including tax, and

You might also like: Boost Your Biz - Web Tools (/internet-products)

000044



Log In (/user/login?destination=node%2F22) GO PREMIUM (/premium-membership)

Register (/user/register?destination=node%2F22)

Home (/)

Free Tools (/tools)

Web Products (/internetproducts)

**Services** (/business-

services)

Articles (/articles)

**Contact** 

(https://helpsme.com/cor

Free Email Newsletter

Get informed about new free software tools, business tips & special offers! Email: \*

Subscribe

Free Tools

ļ	nvoice Clients & Get Paid
(/tools	s/invoicing)
1	Accounting System (/tools/accoun

ting-

system)

Project Time Tracker (/tools/projecttime-tracker)

To-Do List Planner (/tools/todo-

planner)

Sales Tax Calculators (/tools/free-

software/calculators/sales-tax-calculators)

Sales Tax - Canada (/tools/free-gst-hst-pst-

sales-tax-calculator-canada)

Sales Tex - U.S. (/tools/sales-tax-calculator-

Lease or Buy Calculators (/tools/free-

software/calculators/lease-or-buy-

calculators)

Profit & Break-Even Calculator

(/tools/break-even-profit-calculator)

Financial Calculator (/tools/financial-

calculator)

**Business Valuation Calculator** 

(/tools/business-valuation-calculator)

Currency Converter (/tools/simple-

currency-converter)

Website Monitor (/tools/website-

monitoring-service)

Home (i) » Sales Tax Calculators (/tools/free-software/calculators/sales-tax-calculators) » Sales Tax -Canada

## Canadian Sales Tax Calculator (GST - HST - PST)

This free calculator is handy for determining sales taxes in Canada. Provincial, federal and harmonized taxes are automatically calculated for the province selected. Calculates in both directions - get totals from subtotals and reverse calculates subtotals from totals. Scroll dowrs to use it online or watch the video demonstration (/sites/helpsme.com/files/html/cad-sales-tax-video-popup.html)

Please contact us (/contact) if you have questions about using this software or if you have suggestions about how we can improve it.

#### Features:

- Calculates hst, gst, and pst for all provinces.
- Calculates in both directions get totals from subtotals & subtotals from totals
- Ideal for calculating taxes and subtotals from credit card bills and bank statements, or if you sell products with "tax included".
- Free for personal and commercial use

Sales Tax Calculator - Canada

Find Invoice Total Find Subtotal (befo	re tax)
Province of Sale: Invoice Total (with taxes \$):	Ontario 🔽
Calcul	ate
HST (\$):	4.13 13%
Invoice Subtotal (without taxes \$):	31.80
The second of the first country of the second of the secon	HELP SME.COM



The calculator has two tabs. The first lets you get the sales tax on a subtotal, and gives you the total including tax. The second tab lets you calculate the taxes from a grand total including tax, and

You might also like:

Boost Your Biz - Web Tools (/internet-products)

000045



Log in (/user/login?destination=node%2F22) GO PREMIUM (/premium-membership) Register (/user/register?destination=node%2F22)

Home (/)

Free Tools (/tools)

Web Products (/internet-

<u>Services</u> (/businessArticles (/articles)

Contact

(https://heipsme.com/cor

products)

services)

Free Email Newsletter

Get informed about new free software tools, business tips & special offers! Email: \*

Subscribe

#### Free Tools

Invoice Clients & Get Paid (/tools/invoicing) Accounting System (/tools/accountingsvstem) Project Time Tracker (/tools/project-To-Do List Planner (/tools/todoplanner) Sales Tax Calculators (/tools/freesoftware/calculators/sales-tax-calculators) Sales Tax - Canada (/tools/free-gst-hst-pstsales-tax-calculator-canada) Sales Tax - U.S. (/tools/sales-tax-calculator-Lease or Buy Calculators (/tools/freesoftware/calculators/jease-or-buycalculators) Profit & Break-Even Calculator (/tools/break-even-profit-calculator) Financial Calculator (/tools/financialcalculator) **Business Valuation Calculator** (/tools/business-valuation-calculator) Currency Converter (/tools/simplecurrency-converter) Website Monitor (/tools/website-

monitoring-service)

Home (/) » Sales Tax Calculators (/tools/free-software/calculators/sales-tax-calculators) » Sales Tax -Canada

## Canadian Sales Tax Calculator (GST - HST - PST)

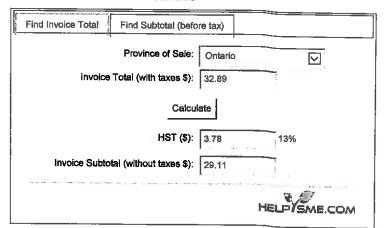
This free calculator is handy for determining sales taxes in Canada. Provincial, federal and harmonized taxes are automatically calculated for the province selected. Calculates in both directions - get totals from subtotals and reverse calculates subtotals from totals. Scroll dow 22 to use it online or watch the video demonstration (/sites/helpsme.com/files/html/cad-sales-tax-video-popup.html)

Please contact us (/contact) if you have questions about using this software or if you have suggestions about how we can improve it.

#### Features:

- Calculates hst, gst, and pst for all provinces.
- Calculates in both directions get totals from subtotals & subtotals from totals
- Ideal for calculating taxes and subtotals from credit card bills and bank statements, or if you sell products with "tax included".
- Free for personal and commercial use

#### Sales Tax Calculator - Canada





The calculator has two tabs. The first lets you get the sales tax on a subtotal, and gives you the total including tax. The second tab lets you calculate the taxes from a grand total including tax, and

You might also like:

Boost Your Biz - Web Tools (/internet-products)

000046



GATE SEAT 70 2D

EDMONTON-YEG

YEG



TORONTO

YY7

AC160

16 FEB

BOARDING 06:25

ZONE

PHYLLISMARIE CLARK

Business Business

this pass has expired





AIR CANADA

D31 2D

TORONTO.

OTTAWA

YYZ

+

YOW

AC474

17 FEB

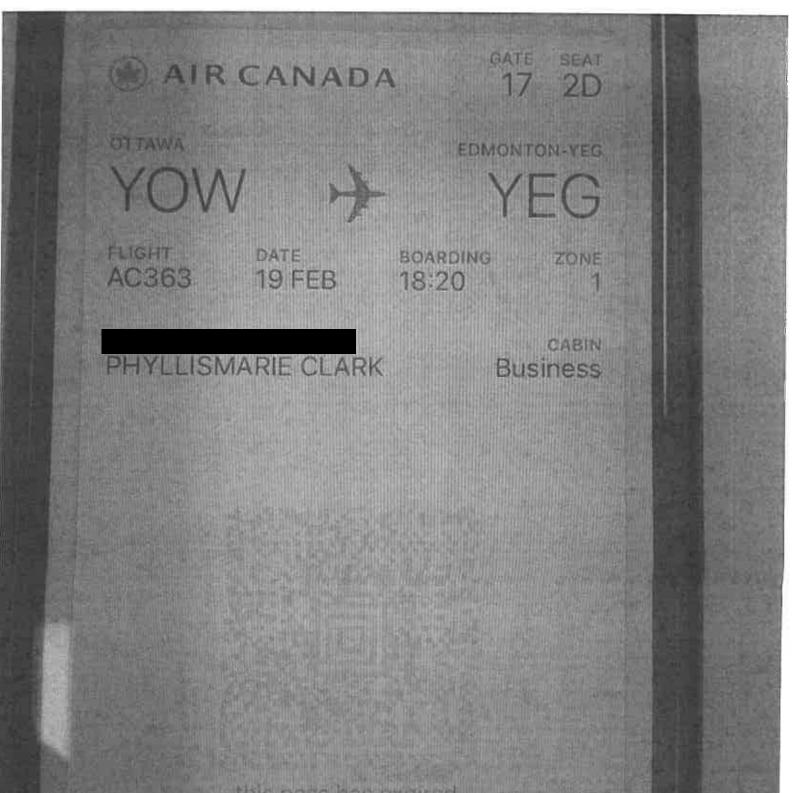
BOARDING 16:10 ZONE 1

PHYLLISMARIE CLARK

Business

this pass has expired





000049

s.19(1)



1 Rideau Street Ottawa, ON, Canada K1N 8S7 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775

Ms Phyllis Clark

Canada

: 0483 Room/Chambre

Folio#

invoice #

Cashier/Cassier # : 2264 75

Page #

: 1 of 1

Reference No.

Arrival/Arrivée

: 02-17-19

Departure/Départ : 02-19-19

Date	Description	Additional Information/Supplementaire	Charges	Credits
02-17-19	Room Charge		400.00	
02-17-19	Municipal Accommodation Tax	(	16.00	
02-17-19	Room HST (13%)		54.08	
02-18-19	Room Charge		400.00	-
02-18-19	Municipal Accommodation Tax	(	16.00	
02-18-19	Room HST (13%)		54.08	10 m m m m m m m m m m m m m m m m m m m
		Total	940.16	0.00
		Balance Due/Solde	940.16	

		В	aiance Due/Solde	9	10.16
GST Summary i Sommaire		HST Summary / Son	nmaire		
Room/Chambre	0.00	Room/Chambre	108.16	į. -	
F&B/Restauration	0.00	F&B/Restauration	0.00	1	
Other/Autres	0.00	Other/Autres	0.00	i	
Total	0.00	Total	108.16	1	

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Mr. Claude Sauve, General Manager, at Claude Sauve@fairmont.com. We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com

Merci d'avoir choisi les Hôtels Fairmont.

Pour donner votre opinion sur votre séjour, veuillez contacter M. Claude Sauvé, Directeur général, à Claudé.Sauve@fairmont.com. Nous vous invitons également à partager les souvenirs de votre expérience sur notre forum - www.everyonesanoriginal.com.

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 600 441 1414 Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôleis Fairmont de: États-Unis ou Canada 1 800 441 1414

i agree that my hability for this bill is not waived and I i agree that my flability for this bill is not waived and I agree to be held personally flable in the event that the indicated person, company or association faits to pay for any part of or the thit amount of these changes. Overdue beliefoe subject to a surcharge at the rate of 1.5% per month after one month. (16.00% per amount.) I have accepted delivery of The Globe and Meli. Had I refused, I would have been eligible for a \$1.00 Melon-Fit) and \$2.00 (Sat.) credit to my account. (At perilibrating holists.) Je me portiq personnelement responsable di réglement lotal de cette note au cas ou la compagnie, l'especiation ou son hophaonitait désigné un relesant la palement, Las comptes en soutraince sont sette à la interiet de 1.5% par imple après un mois. (18,00% par sincès de 1.5% par imple après un mois. (18,00% par sincès de 1.5% par imple après un mois. (18,00% par sincès ) l'al accepté il ternision di pourmat l'ine Soite and Mai, SI Javas relaté, l'auriste pu obtain un crédit à mon compte de 1,005 per four (du Lundi se u Vandrasti) et de 2,005 le Bamedi. (Djank les hôtals parincipants.)



### OPTIONS DE DÉPART SIMPLIFIÉ

Afin de mieux vous servir, Fairmont yous offre des options de départ simplifié.

#### Départ express

Si vous souhaitez profiter de notre option Départ express, veuillez remplir tous les champs à droite et déposer le formulaire dans la boîte située au comptoir de la réception.

#### Autres options de départ

Communiquez avec le service Royal pour obtenir les options suivantes:

- départ par téléphone;
- vérification de la facture à l'avance
- services par courriel.

### EASY DEPARTURE OPTIONS

For your convenience, Fairmont offers you easy departure options.

### Express checkout

To take advantage of our Express Checkout option, please complete all information in the form at right and return to the drop-off box located at the Front Desk.

### Other departure options

- Contact Royal Service for:
- telephone checkout advance folio review
- e-mail services

Nom (en caractères d'imprimerie) | Name (please print)

O J'autorise l'utilisation de ma carte de crédit pour payer le montant total de mon compte. I authorize my entire account to processed through my credit card.

Signature | Signature

Date | Date

Veuillez envoyer un exemplaire de mon relevé de compte à l'adresse de courriel ci-dessous - Please send a copy of my account to the e-mail address below:

Adresse de courriel | E-mail address

### Simons, Deborah

From:

Victor Young

Sent:

Tuesday, March 12, 2019 11:22 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - TABCC82518 - Phyllis Clark - B19-003

Hi Deborah. I approve the travel expense claim. Please attach a copy of my e-mail to the claim. Thanks.

Vic

From: Simons, Deborah <simons@mint.ca>

Sent: March 12, 2019 12:44 PM

To: 'Victor Young'

Subject: Seeking approval - travel expense claim - TABCC82518 - Phyllis Clark - B19-003

Dear Mr. Young,

Attached is a travel expense Plreaase claim for approval. This claim represents the expenses related to Phyllis' travel to Ottawa for meetings with Management when our new CEO joined RCM. There is only one exception, the hotel rate which is above city rate limit but within RCM guidelines for Board members. I have attached all of the supporting documentation. If you approve via e-mail, I will add a notation to your signature line, and will attach a copy of your e-mail to the claim.

Best,

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ





320 SUSSEX DRIVE | 320, PROM. SUSSEX OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

### Simons, Deborah

From:

Phyllis Clark

Sent:

Wednesday, February 27, 2019 5:00 PM

To:

Simons, Deborah

Subject:

Expenses for Ottawa 17th trip - doing the form

Attachments:

Manual invoice - Phyllis Clark.xlsx; 190226 expenses 17&18.pdf

Is this to you or to Anne Marie Murka? If to her, could you please forward it to Iher. Thanks.

My expenses were: airfare 3218.21; cabs to airport and back in Edmonton (69.00x2); to and from airport in Ottawa - (41.32 and 37.82). I had dinner on Sunday and Monday; lunch on Monday and Tuesday.

I will forward the boarding passes which were electronic.

The flights to Ottawa comprised one to Toronto and then, to Ottawa. I did get the invoice for the direct flight to seperate out that stop since it increased the ticket costs. I think that is the right way to do it. Let me know if not.

Again, thanks.

Phone: Email:	Phyllis Clark		
	Phone:	Email:	

### CONFIDENTIALITY WARNING

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and/or privileged information. Contact me immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

			s.19(1	)		
o de la	CANAGE	Travel	Expense Form 201	9	OTJ#	:
7 7 70 4 5 6 70 314 4 7 6					- TA #	: TABCC82518
Claimant	Phyllis Clark		7	dia	EAHCE	# THECC02510
Cost Centre	121 Legal Services (Board)		Cost estiv	noto pro	vided on TA	
Cost Centre	121 Legal Services (Board)		Cost estil	•		
				_	oarture Date	
Travel Location and Reason (attach any su		ny supporting	documents):		Return Date	e 19-Feb-19
			THEM	IIS# (VP a	nd Board claims only	2933
B19-003			Currency	Conver	sion Table	
			1 Unit of		is Worth	of
Attend meetings wit	th RCM Management.		USD		1.25000	CAD
						CAD
						CAD
Edmonton/Toronto/	Ottawa/Edmonton					CAD
						CAD
						CAD
				MAG		CAD
			RECE			CAD
T . 1 T . 1 T			1415	7036		
	penses (inclusive of far		MAK	13 2013	,	4,567.11
Prepaid Fares (Paid using Amex Corpo					1	0.00
Airfare Previously Claimed by Travelle		ler (Paid using	Traveller's Amex Card)			0.00
Cash Advanced Currency	/ Returned ( ENTER Advanced	AS POSITIVE Returned	\$ AMOUNT ) Outstanding		FX to CAD	CAD Equivalent
				0.00	1.00000	0.00
Amount Owing to:		Employee		4.567.11	RCM	
Expense Coding					***************************************	
	Account	Cost	Center (Select One from dro	p down l	box )	In Canadian \$
HST - Registration	# 10793 5058 RT0001			P 00 11 22 1	-	289.12
740200 - Meals (dor		121 Legal Service	I es (Board)	-		133.05
741200 - Meals (fore			(50.0)	-		
740100 - Hospitality				-		0.00
741100 - Hospitality	·	_		-		0.00
740010 - Airfare (do		121 Lenal Sension	121 Legal Services (Board)			0.00
741010 - Airfare (domestic)		121 Legal Service	es (board)	_		3,060.00
740020 - Rail fare (d				*		0.00
41020 - Rail fare (f		-		-	-	0.00
40500 - Taxi fare (d		121 Legal Service	es (Roard)	-		0.00
41500 - Taxi fare (f		121 Legal Service		-		203.51
	ar mileage (domestic)		ENTERED	_		0.00
741700 - Personal ca		_		-		0.00
740030 - Car rental (			AAD 9 A ONIG	<u>-</u>	<u> </u>	0.00
741030 - Car rental (			אוויווי ביי בייוויויי	-		0.00
740800 - Parking (do		- IH	P402004	<u>-</u>		0.00
7 TOOOD - I alking (de	Jinestie)	-				0.00

FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$5,032.89)
	Variance %	0000546

121 Legal Services (Board)

121 Legal Services (Board)

0.00

0.00

49.43

0.00

0.00

0.00

0.00

0.00

0.00

832.00

741099 - Other transportation (foreign)

740400 - Accommodations (domestic)

Out of Balance - Discrepancy in Expenses Coded

741400 - Accommodations (foreign)

740900 - Incidentals (domestic)

741900 - Incidentals (foreign)

740000 - Travel (domestic)

741000 - Travel (foreign)

154200 - Prepaid Fares

Updated 07/01/18



## **Travel Expense Form 2018**

TA # TABCC82518

\*IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Event Policy #51, (as applicable) and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of signing. All travel plans must be preauthorized using the Authority to Travel and Advance form.

authorized using the Authority to Travel and Advance form As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes No If you indicated "Yes", please check which exception(s) were not pre-approved and require approval: CEO APPROVAL REQUIRED: (Please initial) ☐ Travel – Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 2B) CFO or CEO APPROVAL REQUIRED: (Please initial) Hospitality - Exceptions to Hospitality Policy #51 (Annex 2B) Hospitality - No pre-approval obtained for the following: ☐ Hospitality – External or internal hospitality exceeding Maximum Cost Per Person (Annex 2B) Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 2B and 44.1) Hospitality - Alcoholic beverages provided (Policy Section 44.1) Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1) Hospitality - Entertainment provided (Policy Section 44.1) Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1) Hospitality – Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4) Hospitality - Special forms of hospitality (Annex 2B) Hospitality - No pre-approval prior to expenditure (Section 44.7) VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial) Travel - Combining personal and business travel (Policy Section 14.3) Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6) Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1) Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3) Travel - Car travel - Leased Vehicles (Policy Section 23.1) Travel - Expense received over 30 days (Policy Section 33.1) Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 28) Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1) TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial) Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6) Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3) Travel - Car rental – upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3) Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2) Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas X (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2) Missing original itemized receipts. Explanation provided (Policy section 26.2) Other exceptions (traveller has listed and explained on a separate document) Hospitality - External or internal hospitality up to \$1.500 and within Standard Cost Per Person (Annex 2B) By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel. Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies Doura 1.Traveller Name (PRINT NAME) 2.Expense claim prepared by Signature of travelle The Traveller's Manager confirms that she/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appea reasonable, exceptions as noted above are approved (as required), and the claim has been completed in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable). Please note, if exceptions have been pre-approved prior to travel, the Travel's Director can proceed in signing the expense claim. By signing below, the VP or CEO confirms that she/he has reviewed the exceptions as noted above requiring her/his approval and hereby grants it. 5.Reviewed by CFO (CEO claims; Board claims; claims 6.Approved by CEO & President/Chair of BOD/Chair of 4. Approved by VP (as required) (PRINT NAME) for review prior to CEO approval; other as required) Audit Committee (as required) Signature of VP Signature of CEO/Chair of Board/Chair of Audit Committee

7.Reviewed by Finance (PRINT NAME)

Date

Mar 20/19.

Date

000055 Form updated January 2018

		Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Except	Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-	Domestic)							
RCM Paid Fares (Rail	-Domestic)							
RCM Paid Fares (Air-	Foreign)							
RCM Paid Fares (Rail	-Foreign)							
Employee Paid Fares (	(Air - Domestic)	3,218.21	158.21					
Employee Paid Fares (	Air- Foreign)							
Employee Paid Fares (	Rail- Domestic)		300000 0000					
Employee Paid Fares (	(Rail - Foreign)							
Hotel Accommodation	s (Domestic)	940.16	108.16	/				***
Hotel Accommodation	s (Foreign)	<b>√</b>	7					1
Taxis (Domestic)		/ 217.14	13.63	19				****
Taxis (Foreign)		V						
Mileage (\$0.57km)		X.						
Business Telephone								
Parking			11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					- 10
Car Rental (Domestic)								
Car Rental/Gas (Forei	gn)		1					
Personal Accommodat	ions							
Hospitality								
Others (code manually	7)							
)		- 10-11						
	17.1							
	70.							
Others (total)								
Total Expenses		4,375.51	280.00					
Per Diem Country				Canada			1	USA
		No. of meal	Total CAD	Calculated	-	No. of meal	Total USD	Total CAD
Meal allowance rates	5	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts	\$20.25				\$20.25			
Lunches	\$19.85	2	39.70	1.89	\$19.85			
Dinners	\$50.00	2	100.00	4.76	\$50.00			
Total Meals		./	/ 139.70	6.65				
Incidentals	\$17.30	3	<b>1</b> 51.90	2.47	\$17.30			19.11
Total Expenses			191.60	9.12				
Note - Please use the Grand Total CAD Exp		alculator tab to	determine t	he exact No.		owances and in Grand Total US		

#### Notes

**Grand Total HST/GST** 

The Chair added travel to Toronto before coming to Ottawa (16 February): 1) Since this resulted in increased airfare, she is claiming only what the cost would have been if she had travelled directly to Ottawa from Edmonton, and has provided two invoices, one showing the cost including Toronto, and one showing the cost without Toronto (less expensive of the two invoices). 2) Travel to Ottawa began on 17 February, therefore incidentals are not being claimed for the first day of travel, 16 February, since that day was actually travel to Toronto, not Ottawa. No expenses are being claimed for 16 February other than a cab from the residence to the airport, which the Chair would have been reimbursed if she had flown directly to Ottawa. All expenses are therefore Edmonton/Ottawa/Edmonton.

289.12 38

### Meal allowance and incidental calculator

Enter your travel dates here

		17 Feb	. 18 Feb	. 19 Feb	0.							A FREE	e l'est		Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast												1			0
Lunch				RES	1	B GERRE	1200		8 756	E CONTRACT		Acces			2
Dinner		of pales	1	1	Table 1										2
Incidentals			1		1										3

Enter your travel dates here

															Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	1
Breakfast										F FESSI		T Manager	R ERS		0
Lunch												9 1000			0
Dinner									THE B						0
Incidentals															0

Please enter the total meal and incidental allowances indicated here on the CAD\$ &US\$ Expense tab

Breakfast	0
Lunch	2
Dinner	2
Incidentals	3

If your travel extends beyond the time period allowed for in the calculator, complete and add multiple sheets to determine total allowances

Note: You may only claim a meal allowance if an actual meal expense was incurred by the traveller You may claim an incidental for each partial or full day of travel

### Simons, Deborah

From:

Smith, Cindy

Sent:

Monday, March 11, 2019 8:17 AM

To:

Delegation of Authority

Subject:

Delegation Notice - Jennifer Camelon - Avis de délégation de pouvoirs

## VERSION FRANÇAISE CI-APRÈS.

## **Delegation Notice – Jennifer Camelon**

Please be advised that Jennifer Camelon will be absent from the Mint from March 11-15, 2019 inclusively. During that time, **Bob Zintel** will be Acting Chief Financial Officer and will have full authority to act on her behalf.

## Avis de délégation de pouvoirs - Jennifer Camelon

La présente est pour vous aviser que Jennifer Camelon sera absente de la Monnaie du 11 au 15 2019, inclusivement. Pendant cette période, **Bob Zintel** sera chef de la direction financière par intérim et, à ce titre, aura tout pouvoir d'agir en son nom.

## Original signed by/Original signé par

Marie Lemay President & CEO/Présidente

Claimant:	Phyllis Clark Departure Date: 16 Feb.19	Return Date: 19 Feb.19
Location:	Edmonton-Ottawa-Edmonton	
Purpose:		
	To attend meetings with Management.	

TRAVEL EXPENSE	Amount
Airfare	\$ 3,218.21
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 940.16
Mileage (\$.0585/km)	\$ -
Parking	
Taxis	\$ 217.14
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ 4 375 51

Meals & Incidentals

**Note**: Please use the meal allowance calculator below to determine the exact number of meal allowances and incidentals.

	Rate	# Meals	Total
Breakfast	\$20.25	0	\$ -
Lunches	\$19.85	2	\$ 39.70
Dinners	\$50.00	2	\$ 100.00
Incidentals	\$17.30	3	\$ 51.90
			\$ 191.60

**Total Travel Expenses** 

Total Travel Expenses

\$ 4,375.51

Total Meal/Incidentals

\$ 191.60

**TOTAL** \$ 4,567.11

Meal allowance and incidental calculator

Breakfast	
Lunch	
Dinner	

**Incidentals** 

Insert Date →

	17 Feb.	18 Feb.	19 Feb.				]
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Tota
							0
		1	1				2
	1	11					2
	1	1	1				3

Per Diem Calculator

Insert Date →

	17 Feb.	18 Feb.	19 Feb.				7
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
	1	1	1				2

Claimant Signature: Tugle Clark

Date:

01/03/19

Travel expense reports must comply with the RCM's Corporate Travel, Hospitality, Conference and Event Policy (Policy # 51).

Consta		Re	ceipt —
Custon ne Pi ress	nyllis Clark Province	Order No.	6/2019 ystal
lty	Description	Unit Price	TOTAL
Feb FI	avel for Phyllis Clark ight Edmonton-Ottawa Air Canada ST/HST on ticket	\$3,010.00 \$155.71	\$3,010.00 \$155.71
	ull Travel Fee ST/HST on fee	\$50.00 \$2.50	\$50.00 \$2.50
Q	ent Details ————————————————————————————————————	SubTotal GST Less paid	\$3,060.00 \$158.21 \$3,218.21
C5 Cre	Check dit Card	TOTAL	\$0.00
	Expires		

Indoice without travel to Toron to

### 16 FEB 2019 19 FEB 2019 TRIP TO OTTAWA ON, CANADA

PREPARED FOR

### **CLARK/PHYLLIS MARIE MS**



PAULL TRAVEL 10175 100A Street, Edmonton,AB T5J 0R7 780-428-6031 CRYSTAL@PAULLTRAVEL.COM

RESERVATION CODE

AIRLINE RESERVATION CODE

(AC)

Travel Arranger Priority Comments
ELECTRONIC TICKET. PLEASE PRESENT PHOTO I.D. AT CHECKIN
FILE NUMBER -



DEPARTURE: SATURDAY 16 FEB Please verify flight times prior to departure

AC 0160

Duration: 3hr(s) 44min(s)

Class: Business

Status: Confirmed YEG EDMONTON INTL AB, CANADA

Departing At:

Terminal: Not Available

7:00am

YYZ
TORONTO ON,
CANADA

Arriving At: 12:44pm

Terminal: TERMINAL 1 Aircraft:

AIRBUS INDUSTRIE A319 JET

Distance (in Miles): 1675

Stop(s): 0

Meals: Breakfast

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

02D / Confirmed

Frequent Flyer #:

AIR CANADA

eTicket Receipt(s):



DEPARTURE: SUNDAY 17 FEB Please verify flight times prior to departure

AIR CANADA AC 0474

Duration: 1hr(s) 1min(s)

Class: Business

Status: Confirmed YYZ TORONTO ON, CANADA YOW OTTAWA ON, CANADA

Departing At: Arriv 4:40pm 5:4

Terminal: TERMINAL 1 Arriving At: 5:41pm

Terminal: NotAvailable Aircraft: EMBRAER EMB E90

JET

Distance (in Miles): 226

Stop(s): 0

Meals: Snack

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

02D / Confirmed

Frequent Flyer #:

/AIR CANADA

eTicket Receipt(s):



### DEPARTURE: TUESDAY 19 FEB Please verify flight times prior to departure

### AIR CANADA AC 0363

Duration:

4hr(s) 27min(s)

Class: Business

Status: Confirmed

YOW OTTAWA ON, CANADA

YEG EDMONTON INTL AB,

Departing At: 6:55pm

Terminal: Not Available CANADA

Arriving At: 9:22pm

Terminal: NotAvailable Aircraft:

AIRBUS INDUSTRIE

**A319 JET** 

Distance (in Miles): 1776

Stop(s): 0

Meals: Meals

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

02D / Confirmed

Frequent Flyer #:

/AIR CANADA

eTicket Receipt(s):

#### OOTHER: TUESDAY 19 FEB

### OTHER

Status: Confirmed YEG

EDMONTON INTLAB, CANADA

Information:

**BOOKING MANAGEMENT FEE - 50.00** 

#### OOTHER: MONDAY 05 AUG

OTHER

YEA

Status: Confirmed EDMONTON AB, CANADA

Information:

HAVE A SAFE AND PLEASANT TRIP

#### Notes

..AN ADMINISTRATION FEE WILL BE APPLIED ON

..EACH CHANGE REQUESTED

..PREPARED BY CRYSTAL CHAPOTELLE

..AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA

..INTERNATIONAL 001-303-876-4247

..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

--INFORMATION FOR AIR CANADA BUSINESS CLASS LOWEST FARES--

BAGGAGE ALLOWANCE VARIES BY DESTINATION AND BY

CLASS OF SERVICE.

NORTH AMERICA BAG FEES 30.00 TO 60.00

INTERNATIONAL BAG FEES 60.00 TO 120.00

FOR DETAILED FEE INFORMATION VISIT

WWW.AIRCANADA.COM/BAGGAGE

-----CHANGE RULES-----

-- INFORMATION FOR AIR CANADA BUSINESS CLASS LOWEST FARES--

CHECKED BAGGAGE ALLOWANCE IS 3 PIECES / MAX 32 KG EACH

-----PENALTY/CHANGE RULES-----

YOUR TICKET IS NON REFUNDABLE.

ANY CHANGE WILL INCUR A 50.00 TO 200.00 CHANGE FEE PLUS

ANY FARE DIFFERENCE AND TAXES.

DAY OF DEPARTURE CHANGES AT NO ADDITIONAL COST.

DAY OF DEPARTURE STAND BY FREE ON SELECT ROUTES.

AIR CANADA OFFERS ONLINE CHECKIN 24 HRS PRIOR TO DEPARTURE

GO TO WWW.AIRCANADA.COM OR MOBILE.AIRCANADA.COM

PAULL TRAVEL 10175 100 A Street, Edmonton, AB T5J 0R7 780-428-6031 CRYSTAL@PAULLTRAVEL.COM



#### PAULL TRAVEL

Agency Address: 10175 100A Street, Edmonton, AB T5J 0R7

Phone: 780-428-6031

CRYSTAL@PAULLTRAVEL.COM

### Electronic Invoice

#### Prepared For:

#### CLARK/PHYLLIS MARIE MS

57 SALES PERSON INVOICE NUMBER 06 Feb 2019 INVOICE ISSUE DATE RECORD LOCATOR **CUSTOMER NUMBER** Client Address

PHYLLIS CLARK

ELECTRONIC TICKET. PLEASE PRESENT PHOTO I.D. AT CHECKIN

FILE NUMBER -

#### DATE: Sat, Feb 16

Flight: AIR CANADA 160

From

**EDMONTON INTL** AB, CANADA

Departs

7:00am

To

TORONTO ON,

Arrives

12:44pm

CANADA

Arrival Terminal

1

Duration Туре

3hr(s) 44min(s) **AIRBUS** 

Class Meal

Business Breakfast

**INDUSTRIE A319** 

**JET** 

Stop(s) Seat(s) Details Non Stop

MARIE MS

CLARK/PHYLLIS

Seat(s) - 02D

AC - XXXXXXX

### DATE: Sun, Feb 17

Flight: AIR CANADA 474

From

TORONTO ON,

Departs

4:40pm

To

OTTAWA ON,

CANADA

CANADA

Arrives

5:41pm

Departure Terminal

Duration

1hr(s) 1min(s)

CLARK/PHYLLIS

Class

Business

Туре

EMBRAER EMB E90 JET

Meal

Snack

Stop(s) Seat(s) Details

Non Stop MARIE MS

Seat(s) - 02D

AC - XXXXXXX

#### DATE: Tue, Feb 19

Flight: AIR CANADA 363

From

OTTAWA ON, CANADA

Departs

6:55pm

To

**EDMONTON INTL** 

Arrives

9:22pm

AB, CANADA

Duration Type

4hr(s) 27min(s)

**AIRBUS** 

Class Meal

Business Meals

INDUSTRIE A319 **JET** 

Stop(s)

Non Stop

Seat(s) Details

CLARK/PHYLLIS

MARIE MS

Seat(s) - 02D

AC - XXXXXXX

DATE: Tue, Feb 19

Others

**EDMONTON INTL** 

BOOKING MANAGEMENT FEE - 50.00

PFE

Billed to:

V.A.T./G.S.T./H.S.T.

XXXXXXXXXXX

CAD \* 50.00

CAD \* 2.50

DATE: Mon, Aug 05

Others

**EDMONTON AB** HAVE A SAFE AND PLEASANT TRIP

Ticket Information

**Ticket Number** 

Passenger Billed to:

CLARK PHYLLIS MARIE MS

(XXXXXXXXXXXX

CAD

\* 3977.25 \* 202.70

V.A.T./G.S.T./H.S.T.

CAD

CAD 3935.00

Total base fare amount **Total Taxes** Total V.A.T./G.S.T./H.S.T.

CAD 92.25

CAD 205.20

**Net Credit Card Billing** 

\* CAD 4232.45

-----

**Total Amount Due** 

CAD 0.00

ITINERARY NOTES:

..AN ADMINISTRATION FEE WILL BE APPLIED ON

..EACH CHANGE REQUESTED

..PREPARED BY CRYSTAL CHAPOTELLE

..AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA

..INTERNATIONAL 001-303-876-4247

..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

-- INFORMATION FOR AIR CANADA BUSINESS CLASS LOWEST FARES--

BAGGAGE ALLOWANCE VARIES BY DESTINATION AND BY

CLASS OF SERVICE.

NORTH AMERICA BAG FEES 30.00 TO 60.00 INTERNATIONAL BAG FEES 60.00 TO 120.00

FOR DETAILED FEE INFORMATION VISIT

WWW.AIRCANADA.COM/BAGGAGE -CHANGE RULES-

-INFORMATION FOR AIR CANADA BUSINESS CLASS LOWEST FARES--CHECKED BAGGAGE ALLOWANCE IS 3 PIECES / MAX 32 KG EACH

--PENALTY/CHANGE RULES--

YOUR TICKET IS NON REFUNDABLE.

ANY CHANGE WILL INCUR A 50.00 TO 200.00 CHANGE FEE PLUS

ANY FARE DIFFERENCE AND TAXES.

DAY OF DEPARTURE CHANGES AT NO ADDITIONAL COST.

DAY OF DEPARTURE STAND BY FREE ON SELECT ROUTES. AIR CANADA OFFERS ONLINE CHECKIN 24 HRS PRIOR TO DEPARTURE

GO TO WWW.AIRCANADA.COM OR MOBILE.AIRCANADA.COM

Indoice With



PAULL TRAVEL

Agency Address: 10175 100A Street, Edmonton, AB T5J 0R7

Phone: 780-428-6031

CRYSTAL@PAULLTRAVEL.COM

## eTicket Receipt

# Prepared For CLARK/PHYLLIS MARIE MS

RESERVATION CODE

ISSUE DATE 06Feb19

TICKET NUMBER

INVOICE NUMBER

ISSUING AIRLINE AIR CANADA

ISSUING AGENT PAULL TRAVEL/A57

ISSUING AGENT LOCATION EDMONT ON AB

IATA NUMBER

CUSTOMER NUMBER

FREQUENT FLYER NUMBER

AC:

### Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
16Feb19	AC 160  AC 160  EDMONTON INTL A CANADA  Time 7:00am		TORONTO ON, CANADA  Time 12:44pm Terminal TERMINAL 1	Airline Reservation Code Class BUSINESS Seat Number 02D Baggage Allowance 2PC Booking Status CONFIRMED Fare Basis P10ZCEL Not Valid Before 16FEB Not Valid After 16FEB
17Feb19	AIR CANADA AC 474	TORONTO ON, CANADA  Time 4:40pm Terminal TERMINAL 1	OTTAWA ON, CANADA  Time 5:41pm	Airline Reservation Code Class BUSINESS Seat Number 02D Baggage Allowance 2PC Booking Status CONFIRMED Fare Basis D0AEF Not Valid After 16FEB
19Feb19	AIR CANADA AC 363	OTTAWA ON, CANADA  Time 6:55pm	EDMONTON INTL AB, CANADA Time 9:22pm	Airline Reservation Code Class BUSINESS Seat Number 02D Baggage Allowance 2PC Booking Status CONFIRMED Fare Basis P10ZCEL Not Valid Before 19FEB Not Valid After 19FEB

### Allowances

#### Baggage Allowance

YEG to YOW - 2 Pieces AIR CANADA, each piece up to 70 pounds/32 kilograms and up to 62 linear inches/158

linear centimeters

YOW to YEG - 2 Pieces AIR CANADA, each piece up to 70 pounds/32 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET.ETC

Carry On Allowances

YEG to YYZ, YYZ to YOW, YOW to YEG - 2 Pieces (AC - AIR CANADA) each piece carry on hand baggage

### Payment/Fare Details

Form of Payment	CREDIT CARD - : XXXXXXXXXXX
Endorsement / Restrictions	AC ONLY
Fare Calculation Line	YEA AC YTO Q3.00Q20.00 1460.00AC YOW Q3.00Q9.00 720.00AC YEA Q3.00Q20.00 1647.00CAD3885.00END
Fare	CAD 3885.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA (AIR TRANSPORTATION TAX)
	CAD 78.00 SQ (AIF - CANADA EXCEPT ON/NS/QC/NB/NF/PE)
	CAD 202.70 XT (COMBINED TAXES/FEES/CARRIER-IMPOSED CHARGES)
Total Fare	CAD 4179.95

### Positive identification required for airport check in

#### Notice:

CARRIAGE AND OTHER SERVICES PROVIDED BY THE CARRIER ARE SUBJECT TO CONDITIONS OF CARRIAGE, WHICH ARE HEREBY INCORPORATED BY REFERENCE. THESE CONDITIONS MAY BE OBTAINED FROM THE ISSUING CARRIER. PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR IT'S PREDECESSOR, THE WARSAW CONVENTION, INCLUDING IT'S AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THERE OF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER. CHECK WITH YOUR CARRIER FOR MORE INFORMATION.

**Disclosure:** DATA PROTECTION NOTICE: YOUR PERSONAL DATA WILL BE PROCESSED IN ACCORDANCE WITH THE APPLICABLE CARRIER'S PRIVACY POLICY AND, IF YOUR BOOKING IS

MADE VIA A RESERVATION SYSTEM PROVIDER ("GDS"), WITH ITS PRIVACY POLICY. THESE ARE AVAILABLE AT http://www.iatatravelcenter.com/privacy OR FROM THE CARRIER OR GDS DIRECTLY. YOU SHOULD READ THIS DOCUMENTATION, WHICH APPLIES TO YOUR BOOKING AND SPECIFIES, FOR EXAMPLE, HOW YOUR PERSONAL DATA IS COLLECTED, STORED, USED, DISCLOSED AND TRANSFERRED.

Important Legal Notices



DIAMOND SEDAN AND TAXL 2628 43 ST EDMONTON. AB TEL EG1

Herchant ID: 000000004030663 Tera ID: 00120009 02300190017

### Purchase



AID: A0000 Entry Method: Chip

92/16/19

Batch#: 000016 06:02:32

Ref#: 000005057563

Inv #: 001290 Appr Code: 021691

Amount: Tip:

9,00

Total:

69.00

Cab from residence to airportutioner conv



DIAMOND SEDAN AND TAXI 2628 43 ST EDMONTON, AB TGL 5G1

Merchant ID: 000000004830663 Term ID: 00128093 82300190017

### Purchase

CREDIT XXXXXXX

> AID: A00000 Entry Method: Chip

02/19/19

Batch#: 000402 22:02:15

Ref#: 000006131555

Inv #: 000990 Appr Code: 025761

Amount: Tip:

60.00 9.00

Total:



BLUE LINE TAXI (613) 238 - 1111

ILRHINAL ID: 324-332-:53 HERCHANT ID: 43253/IAA vinicit in : 1491 IRIVER ID : Ø10551:58 TRIP MOONER: 11656 PASSENGERS UZ-19-2015 SIART: 16:37 END. 16.38 FARE AMUUNT: 35 93 TIP ANOUNT 5. 39 TOTA SALE APPROVAL NUMBER 927.31

\*\*\*PASENGER COPY\*\*\*

CUSTOMER SERVICE 1-888-443-2812 LOOULANT LAW LOOM



15 from hotel airport

BLUE LINE TAXI (613) 238 - 1111



324-301-978 TERMINAL ID: 4325£33A MERCHANI IN: 1835 00055751 DRIVER ID : 16363

THIP NUMBER: PASSENGERS: WZ/17/2019

END: 18:14

START: 18:13 FARE AMOUNT:

32.89

TIP AMOUNT:

4.93

TOTAL. :

SALE :

@24591 APPROVAL NURSER :

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-890-443-2812 INDUIRVOTAKITAB.COM TAXITAB



Cat from ettawa airport



AIR CANADA

GATE SEAT 70 2D

EDMONTON-YEG

YEG



TORONTO

FLIGHT

DATE AC160 16 FEB BOARDING 06:25

ZONE

PHYLLISMARIE CLARK

CABIN Business

this pass has expired



AIR CANADA

GATE SEAT D31 2D

TORONTO

OTTAWA

FLIGHT AC474

DATE 17 FEB

BOARDING 16:10

ZONE

PHYLLISMARIE CLARK

CABIN Business

this pass has expired



s.19(1)



GATE SEAT 17 2D

OTTAWA



EDMONTON-YEG

FLIGHT

DATE AC363 19 FEB

BOARDING 18:20

ZONE

PHYLLISMARIE CLARK

CABIN Business



1 Rideau Street Ottawa, ON, Canada K1N 8S7 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775

Room/Chambre

Folio#

Invoice #

Cashier/Cassier # : 226475

Page #

: 1 of 1

: 0483

Reference No.

Arrival/Arrivée Ms Phyllis Clark

Canada

: 02-17-19

Departure/Départ : 02-19-19

Date	Description	2004	Addition	al Information/Supplémentaire	Charges	Credits
02-17-19	Room Charge			and the second s	400.00	Oreuns
02-17-19	Municipal Accommodation Tax (					
					16.00	
02-17-19	9 Room HST (13%)				54.08	
02-18-19	Room Charge				400.00	
02-18-19	-19 Municipal Accommodation Tax (				16.00	
02-18-19	Room HST (13%	6)			54.08	
				Total	940.16	0.00
			_	Balance Due/Solde	940.16	
GST Summary / Sommaire HST			HST Summary /	T Summary / Sommaire		1
Room/Chambre		0.00	Room/Chambre	108.16		
F&B/Restauration		0.00	F&B/Restauration	0.00		
Other/Autres 0		0.00	Other/Autres	0.00		
Total		0.00	Total	108.16		

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Mr. Claude Sauvé, General Manager, at Claude.Sauve@fairmont.com. We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

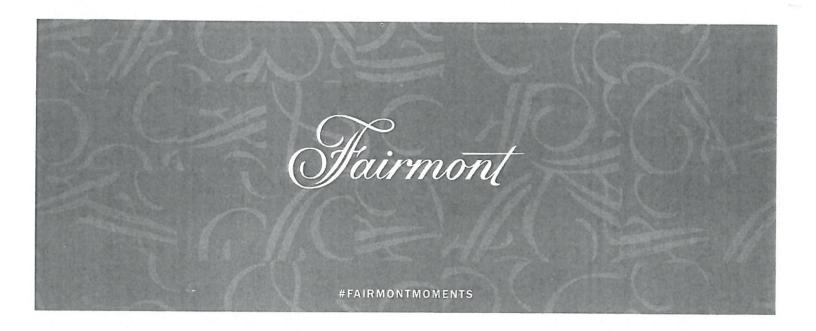
Merci d'avoir choisi les Hôtels Fairmont.

Pour donner votre opinion sur votre séjour, veuillez contacter M. Claude Sauvé, Directeur général, à Claude Sauve@fairmont.com. Nous vous invitons également à partager les souvenirs de votre expérience sur notre forum - www.everyonesanoriginal.com.

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414 Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18,00% per annum.) I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cètle note au cas ou la compagnie, l'association ou son reprisentant désigné en roluserait le paiement. Les comples en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,60% par d'année) Jai accepté la Invaison du journal The Giobe and Mail, Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) at de 2.00\$ le Samedi. (Dans les hôtels participants.)



#### OPTIONS DE DÉPART SIMPLIFIÉ

Afin de mieux vous servir, Fairmont vous offre des options de départ simplifié.

#### Départ express

Si vous souhaitez profiter de notre option Départ express, veuillez remplir tous les champs à droite et déposer le formulaire dans la boîte située au comptoir de la réception.

## Autres options de départ

Communiquez avec le service Royal pour obtenir les options suivantes :

- · départ par téléphone;
- vérification de la facture à l'avance
- · services par courriel.

#### EASY DEPARTURE OPTIONS

For your convenience, Fairmont offers you easy departure options.

#### Express checkout

To take advantage of our Express Checkout option, please complete all information in the form at right and return to the drop-off box located at the Front Desk.

#### Other departure options

Contact Royal Service for:

- · telephone checkout
- · advance folio review
- · e-mail services

Nom (en caractères d'imprimerie) | Name (please print)

Chambre | Room

O J'autorise l'utilisation de ma carte de crédit pour payer le montant total de mon compte. | I authorize my entire account be processed through my credit card.

Signature | Signature

Date | Date

Veuillez envoyer un exemplaire de mon relevé de compte à l'adresse de courriel ci-dessous : Please send a copy of my account to the e-mail address below:

Adresse de courriel | E-mail address



## Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

# **ELECTRONIC FUNDS TRANSFER**

**PHYLLIS CLARK** 

Telephone Fax Date Vendor account Date of payment Reference No. 613-993-3500

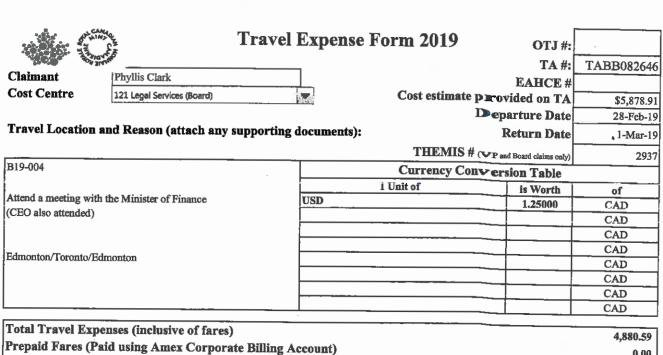
14/03/2019 15/03/2019 PV142048

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABB082646 B19-004	13/03/2019	CAD CAD	4,880.59	0.00	4,880.59 4,880.59	THEMIS # 2937 TORONTO MINISTER OF FINANCE MEETING



	l using Amex Corpo	es) orate Billing Accoun er (Paid using Trave				4,880.59 0.00 0.00
Airfare previously	claimed by Travelle	r under this TA#(E	NTER AS POSITIV	E \$ AMO	UNT)	
Cash Advanced / R	eturned (ENTER A	S POSITIVE \$ AM	OUNT)			
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
				0.00	1.00000	0.00
Amount Owing to:		Employee		4.880,59	RCM	0.00

Account	Cost Center (Select One from drop down box)	In Canadian S
HST - Registration # 10793 5058 RT0001		268.3
740200 - Meals (domestic)	121 Legal Services (Board)	104.7
741200 - Meals (foreign)		
740100 - Hospitality (domestic)		
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	0.00
741010 - Airfare (foreign)		3,785.25
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)	W	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	0.00
741500 - Taxi fare (foreign)		149.60
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)	The state of the s	0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)	The state of the s	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	0.00
741400 - Accommodations (foreign)		539.76
740900 - Incidentals (domestic)	121 Legal Services (Board)	0.00
741900 - Incidentals (foreign)	West	32.95
740000 - Travel (domestic)	<u> </u>	0.00
741000 - Travel (foreign)		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Co.	<del></del>	0.00

FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	000075 (\$998.32)
1	Variance %	-17%



# **Travel Expense Form 2018**

بمام

TABB082646

"IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Export Policy #51, (as applicable) and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of signing, All travel plans must be presult or signing and Advance form.

		rith the Delegation of ority to Travel and A		Approver must have Delega	tion Authority at the time	or Sugning, All travel pi	ans must be pre-
s the Trav Yes N	reller, please in o 🗀 If you in	ndicate if this claim ndicated "Yes", pleaso	contains any exception check which exception	ns requiring approval per t (s) were not pre-approved a	ne Corporate Travel, Hos and require approval:	pitality, Conference & E	vent Policy #51.
	VAL REQUIRED	; (Please initial) xceptions to Corpora	te Travel, Hospitality, Co	onference & Event Policy #5	1 (Annex 2B)		
FO or CEO	APPROVAL RE	QUIRED: (Please inition  y — Exceptions to Hos  y — No pre-approval of  Hospitality — Extern  Hospitality — Extern  Hospitality — Food &  Hospitality — Food &  Hospitality — Hospit  Hospitality — Hospit  Hospitality — Hospit  (Policy Sections 44.  Hospitality — Special  Hospitality — No pro  (CEO APPROVAL IF Ti	pitality Policy #51 (Annobtained for the following or internal hospitality all or internal hospitality all or internal hospitality all or internal hospitality like beverages provided (Policality or entertainment provided (Policality pald by the RCM to land 46.4) If orms of hospitality (Asperoval prior to expensively (AVELLER IS A VP): (Plea	ex 2B) ng: rexceeding Maximum Cost I rosts exceeding \$5,000 (Ar (Policy Section 44.1) expected to spouse or perso exing place at the residence mnex 2B) enditure (Section 44.7) se initial)	Per Person (Annex 2B) Inex 2B and 44.1) In (Policy Section 44.1) In accompanying an event	partic i pant (Policy Sectio rd mæmber or other privi	n 44.1) ate residence
	☐ Trave! - C ☐ Trave! - / ☐ Trave! - / ☐ Trave! - ! ☐ Trave! - ! ☐ Trave! - C ☐ Trave! - C	combining personal at Airfare — Higher level Invately owned vehic Hotel — Rate in excess Car travel — Leased Ove Expense received ove	nd business travel (Polic than permitted by polic les - Kliometer allowand of specified or publishe hicles (Policy Section 23 r 30 days (Policy Section a) hospitality up to \$1.5	y Section 14.3) y (Policy Section 20.6) he in excess of the equivalented City Rate Limits (Policy S i.1)	ection 25.2 and 25.3)  Within Maximum Cost Pe		action 22.1)
<i>&gt;</i>	□ Travel section 2 Travel 23.3) □ Travel □ Travel Travel Travel (\$145), c □ Missing □ Other ex □ Hospital	O.6) Car rental - upgrade i Car rental - upgrade i Missing original itemi Hotel - upgrade to a Hotel - rate in excess or published City Rate original itemized rece exceptions (traveller ha ity - External or intern	a fare class higher then to a larger vehicle than to a larger vehicle than teed receipts. Explanatievel higher than the St. of Ottowa (\$200), Win Umit. VP pre-approvalipts. Explanation provins listed and explained chal hospitality up to \$1,000.	the Intermediate/Standard the Intermediate/Standard on provided (Policy section andard Guest Room permits intege (\$155), Toronto (\$200 not obtained. Justification ded (Policy section 26.2) on a separate document) 500 and within Standard Co.	size permitted by policy, a size to accommodate 3 or 33.2) ed by policy, at no additio ), Montreal (\$199), Vanco provided (Policy section 2 st Per Person (Annex 28)	t no additional cost to RO more employees (Policy s nal cost to RCM (Policy se naver (\$200), and Celgery 5.2)	CM (Policy section section 23.3) ection 25.1) (\$190), Las Vegas
Cornorate	Travel Hospita	ality. Conference & Ev	rent Policy #51 (as appli	ins only eligible allowances: icable), that all required sup in has been completed in acc 1 DU LMM 10 MM	porting documentation is	contained in this expense	rdonce with the claim, that the
2. Translet Delsel Signature	ier Name (PRII 14 Si a biologyallar	MONO.	PROTENTIANES D	Ash Sim	SApproved by spentre examples of the same	rela to	toing attented
rentonah	le excentions o	s noted above are an	proved (as required), as	8103119  nse claim including all the s nd the claim has been comp	leted in accordance with t	he Corporate Travel, Hospi	Itality, Conference
& Event P signing be	olicy #51 (as a slow, the VP or oved by VP (##	ppilcable). Please note CEO confirms that sh	e, if exceptions have been when he has reviewed the o	en pre-approved prior to tra exceptions as noted above r (CEO delims; Fourd delims; EO approve), other is requ	vel, the Travel's Director of equiring her/his approval dalans & Approved by	an proceed in signing the e	expense claim. By

4-Approved by VP (as required)	Signatured by 190 (120 dalm) for early prior to 210 approx	College State (	AMOUNT COLLEGE TO A SECOND	eddent/Chair of BOD/Grait of pulred)
Spature of VP	Spinish of GEO		Continues Continues	of-Repartd/Chair of Audit
	Mar 8	2015	-	
7.Reviewed by Finance (PRINT NAME)			<b>300</b>	000076

*0	Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Ex≪ept	Alaska)	
Page 2	Total Amount	Actual	Calc	Ī	USD	Actual Credit Card	Total CAD
	(incl. HST/GST)	HST/GST	HST/GST	į	Expenses.	CAD Exp.	Equivalent
RCM Paid Fares (Air-Domestic)				[			
RCM Paid Fares (Rail-Domestic)							
RCM Paid Fares (Air-Foreign)				Ţ			
RCM Paid Fares (Rail-Foreign)							
Employee Paid Fares (Air - Domestic)	3,976.51	191.26					
Employee Paid Fares (Air- Foreign)							<del>-</del> -
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)	609.93	70.17		1			
Hotel Accommodations (Foreign)				Ì			
Taxis (Domestic)	149.60						
Taxis (Foreign)						<del>                                     </del>	
Mileage (\$0.57km)						<del>   </del>	<del></del>
Business Telephone							<del></del>
Parking		_		•		<del></del>	<u> </u>
Car Rental (Domestic)					<del></del>		
Car Rental/Gas (Foreign)		-		-		<del> </del>	<u> </u>
Personal Accommodations				ŀ			
Hospitality							
Others (code manually)			_				
Ozners (code manarily)	<del></del>			ŀ		<del> </del>	
	<u> </u>		_			<del> </del>	
	<del> </del>						
	1						
-					·		
Others (total)							
Total Expenses	4,736.04	261.43					
Per Diem Country	4,730.04	201.43					
rer Diem Country	No ofI	T-4-1 CAD	Canada		NT C		USA
Maria Davisa and a	No. of meal allowances	Total CAD			No. of meal	Total USD	Total CAD
Meal allowance rates  Breakfasts \$20.25		allowance	GST/HST	020.25	allowances	allowance	Equivalent
Breakfasts \$20.25 Lunches \$19.85		20.25	0.96	\$20.25		<del> </del>	
Dinners \$50.00		39.70 50.00	1.89	\$19.85	<del></del>		<u> </u>
Total Meals	1		2.38	\$50.00			
1		109.95	5.24				
	2	34.60	1.65	\$17.30			
Total Expenses	<u> </u>	144.55	6.88			<u> </u>	
Note - Please use the meal allowance	calculator tab to	determine	the exact No	. of meal all	owances and in	cidentals	
Grand Total CAD Expenses			4,880.59		Grand Total US	D Expenses	
Grand Total HST/GST			268.31				
Notes							
Breakfast is being claimed for 1 March eve	n though breakfast v	was included	with the cost o	f the hotel roo	m. This is due to t	ne fact that the Chair nee	ded to have a
breakfast meeting with the CEO prior to the own breakfast. Therefore the breakfast mee	e meeting with the N	/linister, and t	he CEO was n	ot permitted t	o access the Gold t	loor of the hotel even if	paying for her

## Simons, Deborah

From:

Victor Young <

Sent:

Monday, March 11, 2019 10:59 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - TABBO82646 - Phyllis Clark - B19-004

## Approved.

From: Simons, Deborah <simons@mint.ca>

Sent: March 11, 2019 12:15 PM

To: 'Victor Young'

Subject: Seeking approval - travel expense claim - TABBO82646 - Phyllis Clark - B19-004

Dear Mr. Young,

Attached is a travel expense claim for approval. This claim represents the expenses related to Phyllis' travel to Toronto to meet with the Minister of Finance. There is only one exception, the hotel rate which is above city rate limit but within RCM guidelines for Board members. I have attached all of the supporting documentation. If you approve via e-mail, I will add a notation to your signature line, and will attach a copy of your e-mail to the claim.

Best,

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ





320 SUSSEX DRIVE | 320, PROM. SUSSEX OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

## Meal allowance and incidental calculator

	Enter	your trav	vel dates	here											
		الأنبا ا	9 30			28 Feb.		البقوي ا		دنينا و		جيهة ج	ناءو ا		Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast	1	N N													
Lunch	<b>ORDER</b>		E COS				1	1							2
Dinner			900		-		1								
Incidentals		100					1	1					177		2
moratoritaio									and a street of the street of the street of						
	Enter	your trav	vel dates	here											
				3 10011				بالأراء إ			D SHIP	الباركي بال		ليائين و	Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Моп	Tue	Wed	Thu	Fri	
Breakfast	100			T BEET										-	0
Lunch	9800	2010	200	1	8 170										0
Dinner		70	100			M.S.									0
Incidentals			11 7			over colinge to a var. w. a.e.									0
moraciitais	-			-					*****						
						Please	enter the	total n	neal and			Brea	kfast	Tr.	1
									ndicated	here		Lunc	h		2
									ense tab			Dinn			7
						On the	OVD4 CC	OW LINE	CIIOS LON				entals		2
												100	A RESTRICT		

If your travel extends beyond the time period allowed for in the calculator, complete and add multiple sheets to determine total allowances

Note: You may only claim a meal allowance if an actual meal expense was incurred by the traveller You may claim an incidental for each partial or full day of travel

Claimant:	Phyllis Clark	Departure Date: 28/02/19	Return Date: 3-Jan
Location:	Edmonton/Toronto/Edmont	on	
Purpose:			
	To attend a meeting with the	e Minister of Finance.	

<del></del>	
TRAVEL EXPENSE	Amount
Airfare	\$ 3,976.51
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 609.93
Mileage (\$.0585/km)	\$ -
Parking	
Taxis	\$ 149.60
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	

**Total Travel Expenses** \$ 4,736.04 **Total Meal/Incidentals** \$ 144.55 **TOTAL** \$ 4,880.59

#### Meals & Incidentals

Note: Please use the meal allowance calculator below to determine the exact number of meal allowances and incidentals.

	Rate_	# Meals	Total
Breakfast	\$20.25	1	\$ 20.25
Lunches	\$19.85	2	\$ 39.70
Dinners	\$50.00	1	\$ 50.00
Incidentals	\$17.30	2	\$ 34.60
			\$ 144.55

Total Travel Expenses

## Meal allowance and incidental calculator

Insert Date $ ightarrow$						28 Feb.19	1 Mar 19	
[	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast							1	1
Lunch						1	1	2
Dinner						1		1
Incidentals						1	1	2

## **Per Diem Calculator**

Insert Date $\rightarrow$								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
								0

Date: 08/03/19

Claimant Signature: Own Limons for Physics Clark Travel expense reports must comply with the RCM's Corporate Travel, Hospitality, Conference and Event Policy (Policy # 51).

Claimant Signature: Rull: Class

Sat

San

Insert Date →

Date: March 10, 2019

Thu

Fri

Wed

Travel expense reports must comply with the RCM's Corporate Travel, Hospitality, Conference and Event Policy (Policy # 51).

Mon

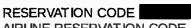
Tue

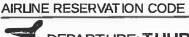
## 28 FEB 2019 > 01 MAR 2019 TRIP TO TORONTO ON, CANAD A

PREPARED FOR CLARK/PHYLLIS MARIE MS



PAULL TRAVEL 10175 1 O0A Street, Edmonton, AB T5J 780-4283-6031 DONNA@PAULLTRAVEL.COM





## DEPARTURE: THURSDAY 28 FEB Please verify flight times prior to departure

AIR CANADA	
AC 0162	

Duration 3hr(s) 44min(s)

Class Business

Status Confirmed

YEG EDMONTON INTL AB, CANADA

Departing At: 8:00am

Terminal: Not Available YYZ TORONTO ON. **CANADA** 

Arriving At: 1:44pm

Terminal: **TERMINAL 1**  Aircraft:

Air

Distance (in Miles): 1675

Stop(s): 0

Meals: **Breakfast** 

Passenger Name

» CLARK/PHYLLIS MARIE MS

Seats

04C/Confirmed

Frequent Flyer #

AIR CANADA

eTicket Receipt(s)



# DEPARTURE: FRIDAY 01 MAR Please verify flight times prior to departure

## AIR CANADA AC 0171

Duration! 4hr(s) 17min(s)

Class Business

Status Confirmed

YYZTORONTO ON. CANADA

YEG EDMONTON INTL AB,

Departing At: 4:20pm

Terminal: TERMINAL 1 CANADA Arriving At:

6:37pm

Terminal: Not Available Aircraft:

AIRBUS INDUSTRIE **A320 JET** 

Distance (in Miles): 1675

Stop(s): 0

Meals: Meals

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

03A/Confirmed

:Frequent Flyer#

AIR CANADA

eTicket Receipt(s)

## **QOTHER: FRIDAY 01 MAR**

OTHER

Status Confirmed YEG

EDMONTON INTL AB, CANADA

Information:

**BOOKING MANAGEMENT FEE - 50.00** 

## **OOTHER: SATURDAY 24 AUG**

OTHER

Status: Confirmed YEA

EDMONTON AB, CANADA

Information:

HAVE A SAFE AND PLEASANT TRIP

#### Notes

..AN ADMINISTRATION FEE WILL BE APPLIED ON ..EACH CHANGE REQUESTED

...PREPARED BY DONNA KRUEGER
...AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA
...INTERNATIONAL 001-303-876-4247
.,.THERE IS A 35.00 CHARGE PER AFTER HOURS CALL
TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY.
ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE.
IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE
DATE OF THE FIRST FLIGHT.

PAULL TRAVEL 10175 100A Street, Edmonton, AB T5J 0R7 780-428-6031 DONNA@PAULLTRAVEL.COM



PAULL TRAVEL

Agency Address: 10175 100A Street, Edmonton, AB T5J 0R7

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM

## **Electronic Invoice**

## Prepared For:

## CLARK/PHYLLIS MARIE MS

1	SALES PERSON	70
	INVOICE NUMBER	
	INVOICE ISSUE DATE	25 Feb 2019
	RECORD LOCATOR	
	CUSTOMER NUMBER	
	AND SHEET OF THE PROPERTY OF T	- radiatelyspectrum companies (with the companies)

## DATE: Thu, Feb 28

Client Address PHYLLIS CLARK

From -	EDMONTON INTL AB, CANADA	Departs	8:00am
То	TORONTO ON, CANADA	Arrives	1:44pm
		Arrival Terminal	1
Duration	3hr(s) 44min(s)	Class	Business
Туре	7M8	Meal	Breakfast
Stop(s)	Non Stop		<u></u>
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 04C	AC - XXXXXXX

## DATE: Fri, Mar 01

Flight: AIR CANAD	A 171		
From	TORONTO ON, CANADA	Departs	4:20pm
То	EDMONTON INTL AB, CANADA	Arrives	6:37pm
Departure Terminal	1		
Duration	4hr(s) 17min(s)	Class	Business
Туре	AIRBUS INDUSTRIE A320 JET	Meal	Meals
Stop(s)	Non Stop		<u>—</u>
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03A	AC - XXXXXXX

## DATE: Fri, Mar 01

Others	EDMANIA INT		A STATE OF THE PROPERTY OF THE	nd vende, dermen Vermey, aftendikterneb 3-760 v. b Heistadfordikt addentralfidde salarers marmer 21 v. gas dapp
	EDMONTON INTL			
	AB			
1	BOOKING			
	MANAGEMENT			
1	FEE - 50.00			
	· <del>-</del>			
	PFE			
		Billed to:	XXXXXXXXXXX	CADO0588400

V.A.T./G.S.T./H.S.T. CAD \* 2,50

DATE: Sat, Aug 24

Others

EDMONTON AB HAVE A SAFE AND PLEASANT TRIP

Ticket Information

**Ticket Number** 

AC|

Passenger

**CLARK PHYLLIS MARIE MS** 

XXXXXXXXXX Billed to: V.A.T./G.S.T./H.S.T.

CAD \* 3735.25

Total base fare amount

CAD \* 188.76

CAD 3716.00

Total Taxes

CAD 69.25

Total V.A.T./G.S.T./H.S.T.

CAD 191.26

Net Credit Card Billing

\* CAD 3976.51

Total Amount Due

\_\_\_\_\_ **CAD 0.00** 

**ITINERARY NOTES:** 

..AN ADMINISTRATION FEE WILL BE APPLIED ON

..EACH CHANGE REQUESTED

"PREPARED BY DONNA KRUEGER

..AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA

..INTERNATIONAL 001-303-876-4247

..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY.

ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE.

IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE

DATE OF THE FIRST FLIGHT.

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

AIMUAUA

58 40

EDMONTON-YEG

YEG



TORONTO

YYZ

FLIGHT AC162

DATE 28 FEB BOARDING 07:25

ZONE 1

s.19(1)

PHYLLISMARIE CLARK

CABIN Business TORONTO

YYZ



EDMONTON-YEG

YEG

FLIGHT AC171

DATE 1 MAR BOARDING 15:45

ZONE 1

s.19(1)

PHYLLISMARIE CLARK

Business



Room Folio# 16104

Cashler#

8663

Page #

1 of 1

100 Front Street W Toronto, ON, Canada M5J 1E3 T (416) 368-2511 F (416) 368-2884 H.S.T. Registration # 825739584

Invoice No.

Ms Phyllis Clark Canada

Arrival

02-28-19

Departure

03-01-19

Date	Description	Additional Information		Charges	Credits
02-28-19	Room Charge			519.00	
02-28-19	HST - Rooms			67.47	
02-28-19	Municipal Accommodat	ion Tax -		20.76	
02-28-19	HST 13% on MAT			2.70	0
03-01-19		Room# 16104 :		36.00	- Persona
03-01-19		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX/XX		645.93
		Total		645.93	645.93
		Balance Due		0.00	

**GST Summary HST Summary** 

0.00

Room: 0.00 F&B: 0.00 Other: 0.00

Total:

Room: F&B:

J-Ressonal

Other: Total:

RUM HST = \$70.17

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay please contact Edwin Frizzell General Manager, at Edwin.FrizzellGM@Fairmont.com. We also invite you to share your experience on Tripadvisor.com.

Rersonal Rem

= 36.00 = 609.93 = 1045.93

DIAMOND SEDAN AND TAXI 2628 43 ST EDMONTON, AB T6L 561

Merchant ID: 000000004838663 Term ID: 02033198 82388190017

Purchase

CREDIT

XXXXXXXXXXX

AID: A0000000031010 Entry Method: Chip

02/28/19

Batch#: 000129

06:45:14

Ref#:000096772251

Inv #: 000462 Appr Code: 06423I

Amount:

60.00

Tip:

9.00

Total:

---------69.00

Merchant Copy NO SIGNATURE REQUIRED DIAMON D SEDAN AND TAXI 22628 43 ST EDMON TON, AB 161 561

Merchant ID = 0000000004838665 Term ID: 08 128893 82380198017

Puerchase

CREDIT

XXXXXXXXXXXX

AID: A00000 0031010
Entry Method: Chip

03/01/19

Batch#: 000406

19:11:56

Ref#: 000006 4 90679

Inv #: 0010@5 Appr Code: 067271

Amount: Tip: 60.00

69.00

Total:

9.00

Customer Copy

Cab Grom residence to Edmonton airport

Cab Arom Edmanton airport to residence

# CUSTOMER RECEIPT REÇU DU CLIENT

Trx Location: UP Pearson 122AC7 Device ID: Device TSN. Sales Period ID. 13 3844361 31 Trx Date 02/28/2019 Trx Time: 13:54:00 Farecard ESN: Farecard Valid till 08/28/2022 Farecard TSN

.oad Card / Charger la cart

Load Value 11.60
Valeur du chargement
Total Card Amount 11.60
montant total de la carle

Total Amount 11.60 Montant Total

METROLINX

Ul Express hom Reusen airport

# 28 FEB 2019 D1 MAR 2019 TRIP TO TORONTO ON, CANADA

PREPARED FOR CLARK/PHYLLIS MARIE MS



PAULL\_ TRAVEL 10175 100A Street, Edmonton, AB T5J 0R7

780-4 28-6031 DONN @PAULLTRAVEL.COM

RESERVATION CODE AIRLINE RESERVATION CODE





DEPARTURE: THURSDAY 28 FEB Please verify flight times prior to desparture

## AIR CANADA AC 0162

Duration 3hr(s) 44mm(s)

Class Business

Status Confirmed

YEG EDMONTON INTL AB, CANADA

YYZTORONTO ON, CANADA

Departing At: 8:00am

Terminal: Not Available Arriving At: 1:44pm

Terminal: **TERMINAL 1** 

Aircraft: Air

Distance (in Miles): 1675

Stop(s): 0

Meals: Breakfast

Passenger Name

» CLARK/PHYLLIS MARIE MS

04C/Confirmed

Frequent Flyer#

/AIR CANADA

eTicket Receipt(s).



# DEPARTURE: FRIDAY 01 MAR Please verify flight times prior to departure

## AIR CANADA AC 0171

Duration 4hr(s) 17min(s)

Class: Business

Status Confirmed

YYZTORONTO ON. CANADA

YEG EDMONTON INTL AB, CANADA

Departing At: 4:20pm

Terminal: **TERMINAL 1** 

Arriving At: 6:37pm Terminal:

**NotAvailable** 

Aircraft:

AIRBUS INDUSTRIE **A320 JET** 

Distance (in Miles): 1675

Stop(s): 0

Meals: Meals

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

03A/Confirmed

Frequent Flyer #

AIR CANADA

eTicket Receipt(s)

#### OOTHER: FRIDAY 01 MAR

Status Confirmed YEG

EDMONTON INTLAB, CANADA

Information:

**BOOKING MANAGEMENT FEE - 50.00** 

## OOTHER: SATURDAY 24 AUG

OTHER

Status Confirmed . YEA

EDMONTON AB, CANADA

Information:

HAVE A SAFE AND PLEASANT TRIP

Notes

..AN ADMINISTRATION FEE WILL BE APPLIED ON ..EACH CHANGE REQUESTED

...PREPARED BY DONNA KRUEGER
...AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA
...INTERNATIONAL 001-303-876-4247
"THERE IS A 35.00 CHARGE PER AFTER HOURS CALL
TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY.
ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE.
IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE
DATE OF THE FIRST FLIGHT.

PAULL TRAVEL 10175 100A Street, Edmonton, AB T5J 0R7 780-428-6031 DONNA@PAULLTRAVEL.COM



**PAULL TRAVEL** 

Agency Address: 10175 100A Street, Edmonton,AES T5J 0R7

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM

## Electronic Invoice

## Prepared For:

#### CLARK/PHYLLIS MARIE MS

SALES PERSON 70 INVOICE NUMBER INVOICE ISSUE DATE 25 Feb 2019 RECORD LOCATOR **CUSTOMER NUMBER** 

Cilent Address PHYLLIS CLARK

## DATE: Thu, Feb 28

Flight: AIR CANADA 162

From **EDMONTON INTL** 

AB, CANADA

TORONTO ON.

CANADA

3hr(s) 44min(s)

Arrives

Class

Meal

Departs

1:44pm

8:00am

Arrival Terminal

Business Breakfast

7M8

Stop(s) Seat(s) Details

Duration

Type

Non Stop

CLARK/PHYLLIS MARIE MS

Seat(s) - 04C

AC - XXXXXXX

## DATE: Fri, Mar 01

Flight: AIR CANADA 171

From

TORONTO ON. CANADA

Departs

4:20 pm

To

**EDMONTON INTL** 

Arrives

6:37pm

Departure Terminal

4hr(s) 17min(s)

Class

**Business** 

Type

**JET** 

Duration

**AIRBUS INDUSTRIE A320** 

AB, CANADA

Meal

Meals

Stop(s)

Non Stop

MARIE MS

Seat(s) Details

CLARK/PHYLLIS

Seat(s) - 03A

AC - XXXXXXX

## **DATE: Fri, Mar 01**

Others

**EDMONTON INTL** 

BOOKING MANAGEMENT FEE - 50.00

PFE

Billed to:

XXXXXXXXXX

000093 CAD \* 50.00 V,A.T./G,S.T./H.S.T. CAD \* 2.50

DATE: Sat, Aug 24

Others

EDMONTON AB

Ticket Information

**Ticket Number** 

AC

Passenger Billed to: CLARK PHYLLIS MARIE MS

CAD \* 3735.25 CAD \* 188.76

Total base fa re amount

CAD 3716.00

Total V.A.T./G. S.T./H.S.T.

CAD 69.25 CAD 191.26

Net Credit Card Billing

\* CAD 3976,51

Total Arazount Due

CAD 0.00

#### IT INERARY NOTES:

..AN ADMINISTRATION FEE WILL BE APPLIED ON

..EACH CHANGE REQUESTED

"PREPARED BY DONNA KRUEGER

..AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA

..INTERNATIONAL 001-303-876-4247

..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY.

ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE.

HAVE A SAFE AND PLEASANT TRIP

IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE

DATE OF THE FIRST FLIGHT.

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

## Simons, Deborah

From:

Simons, Deborah

Sent:

Tuesday, February 26, 2019 8:29 AM

To: Simons, Deborah

Subject:

FW: Confirmation for Ms Phyllis Clark

From: Fairmont Hotels & Resorts <RYH@hotelstay.fairmont.com>

Sent: Monday, February 25, 2019 9:26 AM To: Murka, Anne-Marie <murka@mint.ca> Subject: Confirmation for Ms Phyllis Clark



Dear Ms Phyllis Clark,

Thank you for choosing The Fairmont Royal York. While you are here, we hope you will be able to experience all that Toronto has to offer. Below, please find your reservation confirmation number and additional details.



Please Note: The hotel lobby and front desk is currently under renovation until Summer 2019. During this time, Guest Reception has been relocated to the Avenues Level on the floor below, accessible from the main, east and west entrances. Construction on the Lobby Level will be between 8 a.m. and 5 p.m., Monday to Friday. As the transformation unfolds, it's our promise to ensure you continue to have an exceptional stay. Please do not hesitate to contact us directly should you have any questions in advance to your visit.

Best Regards, The Fairmont Royal York

Confirmation #
First Name
Last Name
Arrival Date
Departure Date
Number Of Nights
Number Of Adults
Room Type to Charge
Rate Per Room Per Night
Cancellation Policy

Cancellation Date to Avoid Penalty Cancellation Amount

Cancenation Amount

Fairmont Royal York 100 Front Street W Toronto, Ontario Canada M5J 1E3

Toll Free 1 866 540 4489
Tel +1 416 368 2511
Fax +1 416 368 9040
E-mail royalyorkhotel@fairmont.com

If you want to unsubscribe from marketing mails, then please  $\underline{\text{click here}}$ .  $\underline{\text{www.fairmont.com}} \mid \underline{\text{Privacy Policy}}$ 

Phyllis Clark Thursday, 28 Feb, 2019 Friday, 01 Mar, 2019

1 1

Fairmont Gold King NS

CAD 519.00

24 hours prior to arrival before 4PM local hotel

time

Wednesday, 27 Feb, 2019

CAD 609.93 Local Currency

The amount may be subject to taxes, gratuities, resort Jevy or

other fees

Fairmont.com Home About Us Le Club AccorHotels

▼ Find a Hotel ▼ Explore Interests ▼ View Offers ▼ Search

English



Introduction Activities & Services Accommodations Destination Offers Dining Meetings & Weddings Photos Reviews Directions Contact Us

#### **ACCOMMODATIONS**

Overview

**Guest Rooms** 

**Sultes And Specialty** Rooms

**Fairmont Gold** 

Compare Rooms

#### **PHOTOS & VIDEOS**



#### TRAVEL TOOLS

Factsheet Hotel E-Mall Sign-Up Weather E-Postcards Social Feeds **Destination Guide** 

## FAIRMONT GOLD

#### True Boutique Experience. Essential Downtown Grandour.

We are pleased to debut the soft opening of our new Fairmont Gold Reception and Lobby Lounge. Ensconced on the eighteenth floor, the recently reimagined space features a design aesthetic commissioned by Champalimaud and features breathtaking views of cityscapes, the lake, or Toronto's South Core.

The new Fairmont Gold is unlike anything Toronto has seen before. It's Toronto's newest boutique experience, right at the heart of its most celebrated landmark.

Floors 13-18 have been completely reimagined, with interiors from a global design tastemaker, and a residential polish rarely seen in the city.

The Fairmont Gold team, led by Clefs d'Or conclerges, will deliver highly personalized and impeccable service that reflects the heart and soul of this storied destination.

All crowned by a stunning 18th floor Residents Lounge that will change the luxury skyline in Toronto. This is a tasteful sanctuary, high above the city.



#### **Fairmont Gold Room**

Our newly renovated Fairmont Gold rooms are characterized by a high-end residence-style aesthetic. From the sumptuous furnishings to the art-deco accents, every detail of these rooms reveal a story that is timeless, tasteful, and unforgettable. Features include a home theatre with SoniCast for online streaming; marble bathrooms with luxury walk-in shower; a full range of Le Labo bath amenities; and a pillow menu for a customized sleep experience.

Room Size:

230 sq.ft. / 21 sq.m

Bed Type:

King or Queen bed Floors 13 through 18

Location: View:

Various cityscapes

Please note, the photos above are representative of the room category. Actual rooms may vary from what is shown.

#### CHECK AVAILABILITY

DESTINATION

Toronto

HOTEL

Fairmont Royal York

ARRIVAL DATE

DEPARTURE DATE

26-Feb-2019

27-Feb-2019

Check Availability & Rates

View or Modify Reservation

Expand

#### **FAIRMONT ROYAL YORK**

Toll Free (Room Reservations only): 1 866 540 4489 ryh.reservations@fairmont.com

100 Front Street W Toronto Ontario, Canada M5J 1E3 Maps & Directions

TEL + 1 416 368 2511 FAX + 416 368 9040 International Numbers

#### **FEATURED OFFERS**

Click here to view all of our offers



#### **Fairmont Gold Studio Suite**

Fairmont Gold Studio Suites feature an open concept living and sleeping area and are characterized by a high-end residence-style aesthetic. From the sumptuous furnishings to the art-deco accents, every detail of these suites reveal a story that is timeless, tasteful, and unforgettable. Studio suites include a home theatre and SoniCast for online streaming; marble bathrooms with luxury walk-in shower; a full range of Le Labo bath amenities; and a pillow menu for a customized sleep experience.

Room Size: 417 sq.ft. / 39 sq.m

Bed Type:

King bed

Location:

Floors 13 through 17

Various cityscapes

Please note, the photos above are representative of the room category. Actual rooms may vary from what is shown.



#### Fairmont Gold Suite

Fairmont Gold Suites are larger in size, feature a separate living area and are characterized by a high-end residence-style aesthetic. From the sumptuous furnishings to the art-deco accents, every detail of these suites reveal a story that is timeless, tasteful, and unforgettable. Suites include a home theatre and SoniCast for online streaming; marble bathrooms with luxury walk-in shower; separate soaker tub in select rooms; a full range of Le Labo bath amenities; and a pillow menu for a customized sleep experience.

Room Size: 540 sq.ft. / 50 sq.m

Bed Type: One King or two Double beds

Location:

Floors 13 through 18

View: Various cityscapes

Please note, the photos above are representative of the room category. Actual rooms may vary from what is shown.

#### Common Amenities

All Fairmont Gold rooms and suites at Fairmont Royal York offer the following amenities and services:

- · Private check-in/check-out on the 18th floor
- Exclusive access to the Fairmont Gold Residents Lounge, offering complimentary breakfast, evening canapes and dessert presentations
- · Complimentary WiFi
- Home theatre featuring 55 inch LCD HDTV with StayCast for online
   strongling
- · Aromatherapy experience with Skinjay essential oil shower capsules
- · Full range of Le Labo bath amenities, shaving and dentals kits
- · Extra plush bath towels and robes
- · Hair drye
- Refreshment center
- · Nespresso machine and kettle
- · Ironing board and iron
- · Windows that open to the outside
- · In-room safe
- · In-room business amenitles:

000098

- Computer dataport
- Telephone with voicemail

The following amenitles may be available in selected Fairmont Gold rooms and suites. Please indicate the request in your online hotel reservation, or ask one of our reservation agents.

- Personal bar area fully stocked upon request
- City Concierge: Design your Itinerary with an insider's knowledge and access to the city's best luxury experiences.
- Special Occasion Amenity: We live for birthdays, anniversaries, honeymoons, and special moments - and we will do everything in our power to make it a lifetime memory.

#### **TOLL FREE ROOM RESERVATIONS** 1-800-257-7544 (CANADA & U.S.)

#### **More Numbers**

Best Rate

Help

Guarantee

**Contact Us** 

**Travel Agents Affiliate Program** 

**Ovation Rewards** Careers

Press Room

Web

Site Index

Accessibility

#### **RECEIVE NEWSLETTERS & OFFERS**





Share your stories on FairmontMoments.com

#### A CONCIERGE IN YOUR POCKET

Unlimited access to the world of Fairmont wherever you go.

## Learn More







© Copyright 2019 AccorHotels. All rights reserved. Privacy Policy | Terms & Conditions | News

200000

## Simons, Deborah

From:

Victor Young <

Sent:

Monday, March 11, 2019 10:59 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - TABBO82646 - Phyllis Clark - B19-004

## Approved.

From: Simons, Deborah <simons@mint.ca>

Sent: March 11, 2019 12:15 PM

To: 'Victor Young'

Subject: Seeking approval - travel expense claim - TABBO82646 - Phyllis Clark - B19-004

Dear Mr. Young,

Attached is a travel expense claim for approval. This claim represents the expenses related to Phyllis' travel to Toronto to meet with the Minister of Finance. There is only one exception, the hotel rate which is above city rate limit but within RCM guidelines for Board members. I have attached all of the supporting documentation. If you approve via e-mail, I will add a notation to your signature line, and will attach a copy of your e-mail to the claim.

Best,

## **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ





320 SUSSEX DRIVE | 320, PROM. SUSSEX OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

# Claimant Phyllis Clark **Cost Centre** 121 Legal Services (Board)

# Travel Expense Form 2019

**OTJ#:** 

TA #:

TABB082646

EAHCE#

Return Date

\$5,878.91

Cost estimate provided on TA

Departure Date 28-Feb-19

Travel Location and Reason (attach any supporting documents):

THEMIS # (VP and Board claims only)

al-Mar-19 2937

		(			
B19-004	Currency (	Currency Conversion Table			
	1 Unit of	is Worth	of		
Attend a meeting with the Minister of Finance	USD	1.25000	CAD		
(CEO also attended)  Edmonton/Toronto/Edmonton			CAD		
			CAD		

Total Travel Expense	es (inclusive of far	es)				4,880.59
Prepaid Fares (Paid	using Amex Corpo	orate Billing Accoun	t)			0.00
Airfare Previously C	laimed by Travell	er (Paid using Trave	eller's Amex Card)			0.00
			NTER AS POSITIVE	\$ AMO	UNT)	
Cash Advanced / Ret	urned (ENTER A	AS POSITIVE \$ AM	OUNT)			
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
				0.00	1.00000	0.00

Expense Coding				1
Account	Cost Center ( Select One from dr	op down box )	In Canadian \$	]
HST - Registration # 10793 5058 RT0001			268,31	274.86
740200 - Meals (domestic)	121 Legal Services (Board)	•	104.71	
741200 - Meals (foreign)			0.00	1
740100 - Hospitality (domestic)			0.00	1
741100 - Hospitality (foreign)		▼.	0.00	1
740010 - Airfare (domestic)	121 Legal Services (Board)	▼	3,785.25	
741010 - Airfare (foreign)	The state of the s	▼	0.00	
740020 - Rail fare (domestic)			0.00	
741020 - Rail fare (foreign)		~	0.00	
740500 - Taxi fare (domestic)	121 Legal Services (Board)		149.60	143.05
741500 - Taxi fare (foreign)		•	0.00	
740700 - Personal car mileage (domestic)	ENTERED		0.00	
741700 - Personal car mileage (foreign)	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	~	0.00	
740030 - Car rental (domestic)	MAD 1 2 2019		0.00	
741030 - Car rental (foreign)	MAIL ( J. ZOIS	~	0.00	
740800 - Parking (domestic)	MAR 1 3 2019	♥	0.00	
741099 - Other transportation (foreign)	11/42/300		0.00	
740400 - Accommodations (domestic)	121 Legal Services (Board)	▼	539.76	
741400 - Accommodations (foreign)		•	0.00	
740900 - Incidentals (domestic)	121 Legal Services (Board)		32.95	
741900 - Incidentals (foreign)		•	0.00	
740000 - Travel (domestic)		-	0.00	
741000 - Travel (foreign)		-	0.00	
		•	0.00	
154200 - Prepaid Fares			0.00	
Out of Balance - Discrepancy in Expenses Co	ded		(0.00)	

FOR FINANCE USE ONLY

(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim

Variance %

(\$998.32) 000101%

Updated 07/01/18



# **Travel Expense Form 2018**

TA # TABB082646

\*IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Event Policy #51, (as applicable) and

7. Eseigned by Finance (PRIM MAINE) buces

Har 13/19.

10 mg/m		Canada - (Exce	pt NWT, N	VT, Yukon)	]	USA - (Except	Alaska)	_
Page 2		Total Amount	Actual	Calc	1	USD	Actual Credit Card	Total CAD
<b>G</b> -		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-Do	mestic)				1	7-1-1-1		<u> </u>
RCM Paid Fares (Rail-Do	•	_			1			
RCM Paid Fares (Air-Fo	reign)	_			1	_	<del>   </del>	
RCM Paid Fares (Rail-Fo				-			-	
Employee Paid Fares (Air		/3,976.51	191.26	/	1		-	
Employee Paid Fares (Air	•	<del>V 1)</del>	,					
Employee Paid Fares (Ra							<del></del>	
Employee Paid Fares (Ra				2				
Hotel Accommodations (I		609.93	70.17				···	
Hotel Accommodations (F		007172	7 7 7 7 7			<del></del>	<del>                                     </del>	
Taxis (Domestic)	0-0-5)	/149.60	6:55			<del></del>	<del>-</del> -	
Taxis (Foreign)		715100	Ψ·33				<del>-</del>	
Mileage (\$0.57km)		-				<u> </u>	-	
Business Telephone						<del>-</del>	-	
Parking						<del></del>		
Car Rental (Domestic)								<del></del>
Car Rental/Gas (Foreign)	1			_		<u> </u>		<u>_</u> _
Personal Accommodation	1			_			-	
Hospitality	1.5	<u>-</u> .						
Others (code manually)								
Others (code manually)	·							
		_						
							-	
				-				
						· ·		
Othorn (total)						<u> </u>		
Others (total)		4 804 04	264.40					
Total Expenses		4,736.04	261.43		İ			
Per Diem Country	ı	NT 6 1	T ( 104D	Canada	1			USA
M I . N		No. of meal allowances	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates Breakfasts	p30 37		allowance	GST/HST	000.05	allowances	allowance	Equivalent
	\$20.25	1	20.25	0.96	\$20.25			
Lunches	\$19.85	2	39.70	1.89	\$19.85			
Dinners Total Moole	\$50.00	1	50.00	2.38	\$50.00			
Total Meals Incidentals	01= 00		109.95	5.24				
	\$17.30	2	34.60	1.65	\$17.30			_
Total Expenses		-1- 1 4 4 1 4	144.55	6.88				
Note - Please use the me		aiculator tab to (	netermine t 1				_	
Grand Total CAD Expens	ies			4,880.59		Grand Total US	D Expenses	
Grand Total HST/GST				268.31	274.86	, ,		

## **Notes**

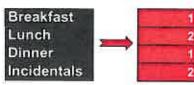
Breakfast is being claimed for 1 March even though breakfast was included with the cost of the hotel room. This is due to the fact that the Chair needed to have a breakfast meeting with the CEO prior to the meeting with the Minister, and the CEO was not permitted to access the Gold floor of the hotel, even if paying for her own breakfast. Therefore the breakfast meeting took place elsewhere at the Chair's own expense (CEO paid for her own breakfast).

## Meal allowance and incidental calculator

	Enter	your trav	el dates	here											
						28 Feb.	1 Mar.						1		Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															
Breakfast Lunch						1							-		2
Dinner						1		<b>†</b>				_			1
Incidentals			<u> </u>			1									2

	Enter	your trav	el dates	here											
															Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															ō
Lunch															ő
Dinner				-		-		· ·		-			+	+-	n
Incidentals		1						+	+	-	+	_	+	-	Š
Hamiltonia and the same		l				<u></u>	<u> </u>	<u> </u>							4

Please enter the total meal and incidental allowances indicated here on the CAD\$ &US\$ Expense tab



If your travel extends beyond the time period allowed for in the calculator, complete and add multiple sheets to determine total allowances

Note: You may only claim a meal allowance if an actual meal expense was incurred by the traveller You may claim an incidental for each partial or full day of travel

Claimant:	Phyllis Clark		Dep	arture Date:	28/02/19	]	Return Date:	3-Jar	n			
1 12	F. I	· /= 1	<u> </u>									
Location:	Edmonton/	Foronto/Edm	onton									
Purpose:			· · · · · ·					<u>.</u> .				
	To attend a	meeting with	the Minister	of Finance.								
TRAVEL EXPEN	SE		Amount		Meals & Inc	identals						
Airfare			\$ 3,976.51		Note: Pleas	e use the mea	al allowance	calculato	r			
Baggage Fees					below to determine the exact number of							
Change Fees					meal allowances and incidentals.							
VIA Rail												
Hotel Áccommo	odations		\$ 609.93			Rate	# Meals	Tota				
Mileage (\$.058	5/km)		\$ -		Breakfast	\$20.25	1	\$ 20	.25			
Parking					Lunches	\$19.85	2	\$ 39	.70			
Taxis			\$ 149.60		Dinners	\$50.00	1	\$ 50	.00			
Car Rentai					Incidentals	\$17.30	2	\$ 34	.60			
Gasoline								\$ 144	.55			
Private Accomo	dation (\$50/r	ıgt)			Total Travel	Expenses	1					
Other												
	Total Travel	Expenses	\$ 4,736.04									
	Total Meal/	Incidentals	\$ 144.55									
		TOTAL	\$ 4,880.59									
Meal allowance		el calculatou										
Insert Date →	and incident	ai calculator				39 Feb 10	1.04 10					
misert bate /	Sat	Sun	Mon	Tue	Mod	28 Feb.19	1 Mar 19	<b>T</b> .4.1				
Breakfast	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	_			
Lunch						4	1	1	$\dashv$			
Dinner				·	<u>                                     </u>	1	11	2	-			
Incidentals						1		1	$\dashv$			
incluentais			<u> </u>		<u>!</u>	1	1	2				
Per Diem Calcul	ator											
Insert Date →	C-t	0	Man	T	344 - 1							
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total 0				
	10	0	//			- (2)						
Claimant Signat	ure: <u>                                    </u>	My SIM	on yo	2	Date:	08/03/	19					
Tuescal	Phy	dis a	all				/					
Travel expense rep	orcs must comp	y with the KCM	is corporate Tra	ivei, nospitalit	y, conference a	na Event Polícy	(Policy # 51).					

Claimant:	Phyllis Clar	k	De	parture Da	te: 28/02/19		Return Date
Location:	Edmonton/	Toronto/Edmo	nton				
Purpose:						j :	
	To attend a	meeting with ti	ne Minister of	Finance.		1	
TRAVEL EXPENSI			Amount		Meals & Inc	identals	:
Airfare			\$ 3,976.51	1		use the meal	oliouanas s-l
Baggage Fees			ande becodig krubbarbachere erezze	Ϊ		termine the ex	
Change Fees			\$ 277 amin in pp y faç ii yan y yabab b ish i in	1		nces and incid	
VIA Rail			499 ( HE***** 1504 P\$ 130 S 18000 We care	[		nees and meig	eritais,
Hotel Accommod	dations		\$ 609.93			Rate	404-1-
Mileage (\$.0585)	/km)		\$ -		Breakfast	\$20.25	#Meals
Parking					Lunches	\$19.85	1
Taxis		Ţ,	\$ 149.60		Dinners	\$50.00	2
Car Rental		1	······································		Incidentals		1
Gasoline		Ī	***************************************		meraentars	\$17.30	2
Private Accomod	ation (\$50/ng	gt)	***************************************		Total Travel E	Vnances	
Other			***************************************		iotal ilavel	xheuses	
	Total Travel I	Expenses	\$ 4,736.04			1	
	Total Meal/!	ncidentals	\$ 144.55		.0		
		_	\$ 4,880.59			delle sillen per	1
Meal allowance a	nd incidenta	calculator				J. Server	
Insert Date →						20 5 4 6 4	
	Sat	Sun	Mon	Tue	Wed	28 Feb 19	1 Mar.19
Breakfast				ide	wed	Thu	Fri
Lunch							1
Dinner	- Andrew Control of the control of t		The same of the sa	A. WARTE STATEMENT AND AND ADDRESS.		1	1
Incidentals			United States of the States of			1	***************************************
Per Diem Calculat						1	1
Insert Date →	or						;
	Sat	Sún .	22			1	
ŀ	- 1	Juli .	Mon	Tue	Wed	Thu	Fri
L.			. 196 huterium; juspidusus viittas, sulles	(格爾·克兰 - 18 160 - 18 18 - 18 18 - 18 18 18 18 18 18 18 18 18 18 18 18 18		anner men a construction of the construction	_000-000.31 B4 6 secult distributes * , 444
Claimant Signature	: Tende	- Clark	<u> </u>		Date: A	1 10 00	160
Travel expense report	s must comply	with the RCM's Co	orporate Travel,	Hospitality, C			



**PAULL TRAVEL** 

Agency Address: 10175 100A Street, Edmonton, AB T5J 0R7

Phone: 780-428-6031 DONNA@PAULLTRAVEL.COM

## **Electronic Invoice**

## Prepared For:

## CLARK/PHYLLIS MARIE MS

SALES PERSON
INVOICE NUMBER
INVOICE ISSUE DATE
RECORD LOCATOR
CUSTOMER NUMBER

70

25 Feb 2019

Client Address PHYLLIS CLARK

## DATE: Thu, Feb 28

Flight: AIR CANADA 162 8:00am From **EDMONTON INTL** Departs AB, CANADA 1:44pm TORONTO ON, Arrives То CANADA Arrival Terminal Business Class Duration 3hr(s) 44min(s) Breakfast Type 7M8 Meal Non Stop Stop(s) Seat(s) Details CLARK/PHYLLIS Seat(s) - 04C AC - XXXXXXX MARIE M\$

## DATE: Fri, Mar 01

Flight: AIR CANADA 171 From TORONTO ON, Departs 4:20pm CANADA **EDMONTON INTL** 6:37pm То Arrives AB, CANADA Departure Terminal Duration 4hr(s) 17min(s) Class **Business** Meals **AIRBUS** Meal Туре INDUSTRIE A320 **JET** Stop(s) Non Stop AC - XXXXXXX CLARK/PHYLLIS Seat(s) - 03A Seat(s) Details MARIE M\$

## DATE: Fri, Mar 01

Others				
	EDMONTON INTL AB	* to determined or	and the second s	Provide to the second s
1 2 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	BOOKING MANAGEMENT FEE - 50.00			
	PFE			
		Billed to:	xxxxxxxxxx	CAD * 50.00
			_	000107

V.A.T./G.S.T./H.S.T.

CAD \* 2.50

DATE: Sat, Aug 24

Others

**EDMONTON AB** 

HAVE A SAFE AND PLEASANT TRIP

Ticket Information

**Ticket Number** 

AC

Passenger

CLARK PHYLLIS MARIE MS

Billed to: KXXXXXXXXXXX

CAD

\* 3735.25

V.A.T./G.S.T./H.S.T.

CAD

\* 188,76

Total base fare amount

nt CAD 3716.00

Total V.A.T./G.S.T./H.S.T.

CAD 69.25

Total V.A.1./G.S.1./H.S.1.

CAD 191.26

Net Credit Card Billing

\* CAD 3976,51

**Total Amount Due** 

**Total Taxes** 

CAD 0.00

**ITINERARY NOTES:** 

..AN ADMINISTRATION FEE WILL BE APPLIED ON

..EACH CHANGE REQUESTED

..PREPARED BY DONNAKRUEGER

..AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA

..INTERNATIONAL 001-303-876-4247

..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY.

ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE.

IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE

DATE OF THE FIRST FLIGHT.

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

## 28 FEB 2019 D1 MAR 2019 TRIP TO TORONTO ON, CANADA

PREPARED FOR CLARK/PHYLLIS MARIE MS



PAULL TRAVEL 10175 100A Street, Edmonton, AB T5J 0R7 780-428-6031

DONNA@PAULLTRAVEL.COM

RESERVATION CODE AIRLINE RESERVATION CODE





DEPARTURE: THURSDAY 28 FEB Please verify flight times prior to departure

## AIR CANADA AC 0162

Duration: 3hr(s) 44min(s)

Class: Business

Status: Confirmed

YEG EDMONTON INTL AB, CANADA

Departing At: 8:00am

Terminal: **NotAvailable** 

YYZ TORONTO ON, CANADA

Arriving At: 1:44pm

Terminal: TERMINAL 1

Aircraft: Air

Distance (in Miles): 1675

Stop(s): 0

Meals: **Breakfast** 

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

04C/Confirmed

Frequent Flyer#

AIR CANADA

eTicket Receipt(s):



## DEPARTURE: FRIDAY 01 MAR Please verify flight times prior to departure

## AIR CANADA AC 0171

Duragon: 4hr(s) 17min(s)

Class Business

Status Commed YYZ

TORONTO ON. CANADA

Departing At: 4:20pm

Terminal: **TERMINAL 1**  YEG

EDMONTON INTL AB, CANADA

Arriving At: 6:37pm

Terminal: Not Available Aircraft:

AIRBUS INDUSTRIE A320 JET

Distance (in Miles): 1675

Stop(s): 0

Meals: Meals

Passenger Name	S
rassenger name	
	1 -

» CLARK/PHYLLIS MARIE MS

eais

03A/Confirmed

Frequent Flyer#

AIR CANADA

eTicket Receipt(s)

#### OTHER: FRIDAY 01 MAR

#### OTHER

Status: Confirmed YEG

EDMONTON INTL AB, CANADA

Information:

**BOOKING MANAGEMENT FEE - 50.00** 

#### **COTHER: SATURDAY 24 AUG**

#### OTHER

Status: Confirmed

......

EDMONTON AB, CANADA

Information:

HAVE A SAFÉ AND PLEASANT TRIP

#### Notes

..AN ADMINISTRATION FEE WILL BE APPLIED ON ..EACH CHANGE REQUESTED

...PREPARED BY DONNA KRUEGER
...AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA
...INTERNATIONAL 001-303-876-4247
"THERE IS A 35.00 CHARGE PER AFTER HOURS CALL
TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY.
ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE.
IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE
DATE OF THE FIRST FLIGHT.

PAULL TRAVEL 10175 100A Street, Edmonton,AB T5J 0R7 780-428-6031 DONNA@PAULLTRAVEL.COM AIRCANADA

58 4C

**EDMONTON-YEG** 

YEG



TORONTO

YYZ

FLIGHT AC162

DATE 28 FEB BOARDING 07:25 ZONE 1

s.19(1)

PHYLLISMARIE CLARK

CABIN

TORONTO

YYZ



EDMONTON-YEG

YEG

FLIGHT AC171

1 MAR

BOARDING 15:45

ZONE 1

s.19(1)

PHYLLISMARIE CLARK

Business



Room Folio# 16104

Cashier#

8663

Page #

1 of 1

100 Front Street W Toronto, ON, Canada M5J 1E3 T (416) 368-2511 F (416) 368-2884 H.S.T. Registration # 825739584

Invoice No.

Ms Phyllis Clark Canada

Arrival

02-28-19

Departure

03-01-19

03-01-19		XXXXXXXXXXXX	XX/XX		645.93
03-01-19		Room# 16104 :		36.00	- Kersona
02-28-19	HST 13% on MAT			2.70	0
02-28-19	Municipal Accommodation Ta	ax -		20.76	
02-28-19	HST - Rooms			67.47	
02-28-19	Room Charge			519.00	
Dat e	Description	Additional Information	The Lake	Charges	Credits

Total	645.93	645.93
Balance Due	0.00	

	4
Room:	0.00
F&B:	0.00
Other:	0.00
Total:	0.00

**GST Summary** 

**HST Summary** Room: F&B: 3.58

Other: Total:

RUM 149T = #70 17

Thank you for choosing Fairmont Hotels & Resorts. To provide feedback about your stay please contact Edwin Frizzell General Manager, at Edwin.FrizzellGM@Fairmont.com. We also invite you to share your experience on Tripadvisor.com.

2.70

73.75

DIAMOND SEDAN AND TAXI 2628 43 ST EDMONTON, AB T6L 5G1

Merchant ID: 000000004838663 Term ID: 02033190 82388190017

#### Purchase

REDIT XXXXXXXXXXXXX

AID: A0000000031010 Entry Method: Chip

ISI 7 IIGGIIVU VIIA

Batch#: 000129

02/28/19

06:45:14

Ref#:000096772251

Inv #: 000462 Appr Code: 06423I

Amount:

60.00 9.00

Tip: Total:

69.00

Herchant Cond

DIAMOND SEDAN AND TAXI 2628 43 ST EDMONTON, AB TGL 5G1

Merchant ID: 000000004838663 Term ID: 08128893 82380190017

Purchase

CREDIT

AID: A00000000031010 Entry Method: Chip

03/01/19

Batch#: 000406

19:11:56

Ref#:000006490679

Inv #: 001005 Appr Code: 067271

Amount:

60.00

Ĭip:

9.00

Total:

\$ 69.00

Customer Copy

Cab Gram residence to Camonton airport Cab Arom Edmator airport to residence

# CUSTOMER RECEIPT REÇU DU CLIENT

UP Pearson Trx Location 122AC7 Device ID: Device TSN 13 Sales Period ID 31 3844361 02/28/2019 Trx Date 13:54 00 Trx Time Farecard ESN: 08/28/2022 Farecard Valid till Farecard TSN

oad Card / Charger la cart Load Value 11 60 Valeur du chargement Total Card Amount 11 60

montant total de la carle

Total Amount 11.60 Montant Total

UP Express hum Reusen airport to hotel + return

**METROLINX** 

## 28 FEB 2019 D1 MAR 2019 TRIP TO TORONTO ON, CANADA

PREPARED FOR



PAULL TRAVEL 10175 100A Street, Edmonton, AB T5J **0R7** 780-428-6031 DONN A@PAULLTRAVEL.COM

CLARK/PHYLLIS MARIE MS

RESERVATION CODE AIRLINE RESERVATION CODE





DEPARTURE: THURSDAY 28 FEB Please verify flight times prior to de parture

## AIR CANADA AC 0162

Duration. 3hr(s) 44min(s)

Class: Business

Status Confirmed YEG

Departing At:

8:00am

Not Available

Terminal:

EDMONTON INTL AB, CANADA

YYZ TORONTO ON, CANADA

Arriving At: 1:44pm

Terminal: **TERMINAL 1**  Aircraft:

Distance (in Miles): 1675

Stop(s): 0

Meals: Breakfast

Passenger Name

» CLARK/PHYLLIS MARIE MS

Seats

04C / Confirmed

Frequent Flyer#

/AIR CANADA

eTicket Receipt(s)



DEPARTURE: FRIDAY 01 MAR Please verify flight times prior to departure

## AIR CANADA AC 0171

Duration: 4hr(s) 17min(s)

Class Business

Status Confirmed YYZ

TORONTO ON, CANADA

Departing At:

4:20pm Terminal: **TERMINAL 1**  YEG

EDMONTON INTL AB, CANADA

Arriving At: 6:37pm

Terminal: NotAvailable Aircraft:

AIRBUS INDUSTRIE **A320 JET** 

Distance (in Miles): 1675

Stop(s): 0

Meals: Meals

Passenger Name:

» CLARK/PHYLLIS MARIE MS

03A/Confirmed

Frequent Flyer #

AIR CANADA

eTicket Receipt(s)

#### **OOTHER: FRIDAY 01 MAR**

OTHER

Status Confirmed YEG

EDMONTON INTLAB, CANADA

Information:

**BOOKING MANAGEMENT FEE - 50.00** 

## **COTHER: SATURDAY 24 AUG**

OTHER

Status Confirmed

EDMONTON AB, CANADA

Information:

HAVE A SAFE AND PLEASANT TRIP

Notes

..AN ADMINISTRATION FEE WILL BE APPLIED ON ..EACH CHANGE REQUESTED

..PREPARED BY DONNA KRUEGER
...AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA
..INTERNATIONAL 001-303-876-4247
"THERE IS A 35.00 CHARGE PER AFTER HOURS CALL
TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY.
ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE.
IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE
DATE OF THE FIRST FLIGHT.

PAULL TRAVEL 10175 100A Street, Edmonton, AB T5J 0R7 780-428-6031 DONNA@PAULLTRAVEL.COM



**PAULL TRAVEL** 

Agency Address: 10175 100A Street, Edmonton, AB T5J 0R7

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM

## **Electronic Invoice**

## Prepared For:

#### CLARK/PHYLLIS MARIE MS

SALES PERSON
INVOICE NUMBER
INVOICE ISSUE DATE
RECORD LOCATOR
CUSTOMER NUMBER

Client Address
PHYLLIS CLARK

#### DATE: Thu, Feb 28

Flight: AIR CAN	ADA 162		The second secon
From	EDMONTON INTL AB, CANADA	Departs	8:00am
То	TORONTO ON, CANADA	Arrives	1:44pm
		Arrival Terminal	1
Duration	3hr(s) 44min(s)	Class	Business
Туре	7M8	Meal	Breakfast
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 04C	AC - XXXXXXX

## DATE: Fri, Mar 01

Flight: AIR CANAD	A 171		- The state of the
From	TORONTO ON, CANADA	Departs	4:20 pm
То	EDMONTON INTL AB, CANADA	Arrives	6:37pm
Departure Terminal	1		
Duratio n	4hr(s) 17min(s)	Class	Business
Туре	AIRBUS INDUSTRIE A320 JET	Meal	Meals
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03A	AC - XXXXXXX

#### DATE: Fri, Mar 01

Others				
, delated and recommend over some	EDMONTON INTL AB	militar (d. 1966) 1990 (am indicate eldicina)	de Mandré Mahada Alman gaman perfora Mille Mahada se semantanan ani anti-	
	BOOKING MANAGEMENT FEE - 50.00			
	PFE			
		Billed to:	xxxxxxxxxx	CAD * 50.00 000118

CAD \* 2.50

#### DATE: Sat, Aug 24

Others

**EDMONTON AB** 

**HAVE A SAFE AND** PLEASANT TRIP

## Ticket Information

**Ticket Number** 

Passenger Billed to:

**CLARK PHYLLIS MARIE MS** 

XXXXXXXXXXX

CAD

\* 3735.25

V.A.T./G.S.T./H.S.T.

CAD

\* 188.76

Total base fare amount

CAD 3716.00

**Total Taxes** Total V.A.T./G.S.T./H.S.T.

CAD 69.25

CAD 191.26

**Net Credit Card Billing** 

\* CAD 3976.51

Total Amount Due

-----CAD 0.00

#### ITINERARY NOTES:

..AN ADMINISTRATION FEE WILL BE APPLIED ON ..EACH CHANGE REQUESTED

..PREPARED BY DONNA KRUEGER

..AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA

..INTERNATIONAL 001-303-876-4247

..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY. ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE.

IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE

DATE OF THE FIRST FLIGHT.

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

## Simons, Deborah

From:

Simons, Deborah

Sent: To: Tuesday, February 26, 2019 8:29 AM

Simons, Deborah

Subject:

FW: Confirmation for Ms Phyllis Clark

From: Fairmont Hotels & Resorts < RYH@hotelstay.fairmont.com>

Sent: Monday, February 25, 2019 9:26 AM To: Murka, Anne-Marie <murka@mint.ca> Subject: Confirmation for Ms Phyllis Clark



Dear Ms Phyllis Clark,

Thank you for choosing The Fairmont Royal York. While you are here, we hope you will be able to experience all that Toronto has to offer. Below, please find your reservation confirmation number and additional details.



Please Note: The hotel lobby and front desk is currently under renovation until Summer 2019. During this time, Guest Reception has been relocated to the Avenues Level on the floor below, accessible from the main, east and west entrances. Construction on the Lobby Level will be between 8 a.m. and 5 p.m., Monday to Friday. As the transformation unfolds, it's our promise to ensure you continue to have an exceptional stay. Please do not hesitate to contact us directly should you have any questions in advance to your visit.

Best Regards, The Fairmont Royal York

s.19(1)

Confirmation #
First Name
Last Name
Arrival Date
Departure Date
Number Of Nights
Number Of Adults

Room Type to Charge Rate Per Room Per Night Cancellation Policy

Cancellation Date to Avoid Penalty Cancellation Amount

Fairmont Royal York 100 Front Street W Toronto, Ontario

Canada M5J 1E3

Toll Free 1 866 540 4489
Tel +1 416 368 2511
Fax +1 416 368 9040
E-mail royalyorkhotel@fairmont.com

If you want to unsubscribe from marketing mails, then please click here. www.fairmont.com | Privacy Policy

Phyllis Clark Thursday, 28 Feb, 2019

Thursday, 28 Feb, 2019 Friday, 01 Mar, 2019

1 1

Fairmont Gold King NS

CAD 519.00

24 hours prior to arrival before 4PM local hotel

time

Wednesday, 27 Feb, 2019

CAD 609.93 Local Currency

The amount may be subject to taxes, gratuities, resort levy or

other fees



#### Fairmont Gold Studio Suite

Fairmont Gold Studio Suites feature an open concept living and sleeping area and are characterized by a high-end residence-style aesthetic. From the sumptuous furnishings to the art-deco accents, every detail of these suites reveal a story that is timeless, tasteful, and unforgettable. Studio suites include a home theatre and SoniCast for online streaming; marble bathrooms with luxury walk-in shower; a full range of Le Labo bath amenities; and a pillow menu for a customized sleep experience.

Room Size: 417 sq.ft. / 39 sq.m

Bed Type: King bed

**Location:** Floors 13 through 17 **View:** Various cityscapes

Please note, the photos above are representative of the room category. Actual rooms may vary from what is shown.



#### **Fairmont Gold Suite**

Fairmont Gold Suites are larger in size, feature a separate living area and are characterized by a high-end residence-style aesthetic. From the sumptuous furnishings to the art-deco accents, every detail of these suites reveal a story that is timeless, tasteful, and unforgettable. Suites include a home theatre and SoniCast for online streaming; marble bathrooms with luxury walk-in shower; separate soaker tub in select rooms; a full range of Le Labo bath amenities; and a pillow menu for a customized sleep experience.

Room Size: 540 sq.ft. / 50 sq.m

Bed Type: One King or two Double beds

Location: Floors 13 through 18

ew: Various cityscapes

Please note, the photos above are representative of the room category. Actual rooms may vary from what is shown.

#### **Common Amenities**

All Fairmont Gold rooms and suites at Fairmont Royal York offer the following amenities and services:

- Private check-in/check-out on the 18th floor
- Exclusive access to the Fairmont Gold Residents Lounge, offering complimentary breakfast, evening canapes and dessert presentations
- Complimentary WiFi
- Home theatre featuring 55 inch LCD HDTV with StayCast for online streaming
- Aromatherapy experience with Skinjay essential oil shower capsules
- Full range of Le Labo bath amenities, shaving and dentals kits
- · Extra plush bath towels and robes
- Hair dryer
- Refreshment center
- Nespresso machine and kettle
- · Ironing board and iron
- · Windows that open to the outside
- In-room safe
- · In-room business amenities:

- · Computer dataport
- · Telephone with voicemail

#### Amenities on Request

The following amenities may be available in selected Fairmont Gold rooms and suites. Please indicate the request in your online hotel reservation, or ask one of our reservation agents.

- Personal bar area fully stocked upon request
- City Concierge: Design your itinerary with an insider's knowledge and access to the city's best luxury experiences.
- Special Occasion Amenity: We live for birthdays, anniversaries, honeymoons, and special moments – and we will do everything in our power to make it a lifetime memory.

# TOLL FREE ROOM RESERVATIONS 1-800-257-7544 (CANADA & U.S.)

#### More Numbers

Best Rate

Help

Guarantee Travel Agents Contact Us Ovation Rewards

Affiliate Program

Careers

Press Room

Web

Site Index

Accessibility

#### **RECEIVE NEWSLETTERS & OFFERS**

enter email address

Subscribe



Share your stories on FairmontMoments.com

#### A CONCIERGE IN YOUR POCKET

Unlimited access to the world of Fairmont wherever you go.

#### Learn More







© Copyright 2019 AccorHotels, All rights reserved.

Privacy Policy | Terms & Conditions | News



## **ELECTRONIC FUNDS TRANSFER**

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

**PHYLLIS CLARK** 

Telephone Fax Date Vendor account Date of payment

Reference No.

613-993-3500

<u>21/03/20</u>19

22/03/2019 PV142342

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82518 B19-003	13/03/2019	CAD	4,567.11	0.00	4,567.11	THEMIS # 2933 TORONTO
TABCC82518 B19-005	18/03/2019	CAD	5,551.37	0.00	5,551.37	THEMIS # 2938 EAHCE12134
TABBA82611 B19-011	19/03/2019	CAD	2,616.25	0.00	2,616.25	THEMIS # 2943 EAHCE12029 PREPAID
		CAD			12,734.73	MIAMI FLIGHT

	CANCA	-	_			
	14) F (4) F (5) F (7) F	Travel	Expense Form 20	19	OTJ#	:
.20%. g	MANY.		7		TA#	TABCC82518
Claimant	Phyllis Clark				EAHCE #	EAHCE12134
Cost Centre	121 Legal Services (Board)		▼ Cost est	imate paro	vided on TA	\$9,600.00
1					parture Date	
Travel Location	and Reason (attach ar	ny supporting	documents):		Return Date	
		<u> </u>	THE	MIS# (VP:	md Board claims only	2938
B19-005			Curren	y Conver	sion Table	
			1 Unit of		is Worth	of
	ommittee meetings, and Boa	rd	USD		1.25000	CAD
Business dinners.						CAD
Edmonton/Ottawa/E	Menantan					CAD
Editionium Ottawa/E	AIMONIOE					CAD
						CAD
					<del> </del>	CAD
						CAD
T-4-1 T1 E	(1.1.1.4.2.				·	CAD
	penses (inclusive of far					5,551.37
Treham rares (I	Paid using Amex Corpo	orate Billing A	ccount)			0.00
ALLINIC PREVIOUS	siy Claimed by Travell	er (Paid using	Traveller's Amex Card)			0.00
Airfare previous	sly claimed by Travelle	r under this T	A # (ENTER AS POSITIV	E S AMEO	TINTE	
				E & WATO	UNI)	
	/ Returned (ENTER A					
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
				0.00	1.00000	0.00
Amount Owing t	io:	Employee		5.551.37	RCM	0.00
Expense Coding						
	Account	Cost	Center (Select One from dr	on down I	NOT )	To Comp II
HST - Registration	# 10793 5058 RT0001			ob wow III	JOX )	In Canadian \$
740200 - Meals (don		121 Legal Service	es (Board)	. •		366.89
741200 - Meals (fore	ign)		and the state of t	-		133.05
740100 - Hospitality	(domestic)		and the same and the same service of the same and the sam	-		0.00
741100 - Hospitality	(foreign)			-		0.00
740010 - Airfare (do:		121 Legal Service	es (Board)			0.00
741010 - Airfare (for				~		3,227.25
740020 - Rail fare (d	omestic)					0.00
741020 - Rail fare (fo						0.00
740500 - Taxi fare (d		121 Legal Service	es (Board)	•		257.72
741500 - Taxi fare (f			The state of the s			0.00
740700 - Personal car			The state of the s	N.		0.00
741700 - Personal car			The state of the s			0.00
740030 - Car rental (				*		0.00
741030 - Car rental (1		_				0.00
740800 - Parking (do		_	***			0.00
741099 - Other transp				2 🔻		0.00
740400 - Accommod		121 Legal Service	es (Board)	. 💌		1,484.08
741400 - Accommod		_				0.00
741000 - Incidentals		121 Legal Service	es (Board)	V		82.38
741900 - Incidentals		_		x x		0.00
740000 - Travel (dom 741000 - Travel (fore				*		0.00
	rgm)					0.00
			The second secon			
154200 Bennaid Eng						0.00

(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim FOR FINANCE USE ONLY (10001425,63) Variance % -42%

0.00

0.00

154200 - Prepaid Fares

Out of Balance - Discrepancy in Expenses Coded

Updated 07/01/18



## Travel Expense Form 2018

**TABCC82518** 

\*IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Expent Policy #51, (as applicable) and approved in accordance with the Celegation of Authority Policy #41. Approver must have Delegation Authority at the time of stagning. All travel plans must be pre-

authorized using the Authority to Travel and Advance form. As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes 💢 No 🗖 If you indicated "Yes", please check which exception(s) were not pre-approved and require approval: CEO APPROVAL REQUIRED: (Please initial) Travel – Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 28) CFO or CEO APPROVAL REQUIRED: (Please Initial) ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 28) Hospitality - No pre-approval obtained for the following: Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 28) Hospitality - External or Internal hospitality costs exceeding \$5,000 (Annex 28 and 44.1) Hospitality - Alcoholic beverages provided (Policy Section 44.1) Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1) Hospitality - Entertainment provided (Policy Section 44.1) Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event partic i pant (Policy Section 44.1) Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board mermber or other private residence (Policy Sections 44.1and 46.4) Hospitality - Special forms of hospitality (Annex 2B) Hospitality - No pre-approval prior to expenditure (Section 44.7) VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): {Please initial} Travel - Combining personal and business travel (Policy Section 14.3) Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6) Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1) Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3) Travel - Car travel - Leased Vehicles (Policy Section 23.1) o Travel - Expense received over 30 days (Policy Section 33.1) Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 28) Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1) TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please Initial) Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6) Travel – Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no a ciclitional cost to RCM (Policy section 23.3) Travel – Car rental – upgrade to a larger vehicle than the intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3) Travel - Missing original Itemized receipts. Explanation provided (Policy section 33.2) Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2) Missing original itemized receipts. Explanation provided (Policy section 26.2) Other exceptions (travelier has listed and explained on a separate document) Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 2B) By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the and that the claim

The Traveller's Manager confirms that she he has reviewed this expense claim including all the supporting do reasonable, exceptions as nated above are approved (as required), and the claim has been completed in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable). Please note, if exceptions have been pre-approved prior to travel, the Travel's Director can proceed in signing the expense claim. By signing below, the VP or CEO confirms that she/he has reviewed the exceptions as noted above requiring her/his approval and hereby grants it.

4 Approved by VP (as required) (PRINT NAME)	5. Beviewed by CFO (CEO claims; Soard cigims; claims for review prior to CEO approved; otherse-required)	6.Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CPO	Signature of CEO/Chair of Spard/Chair of Audit Committee
1000 (12.12.12.12.12.12.12.12.12.12.12.12.12.1	03/11/2019	

	Canada - (Exc	ent NWT. N	VT. Vukon)	1	USA - (Excep	4 Allerton	
Page 2	Total Amount	1					
Page 2			Calc		USD	Actual Credit Card	Total CAD
RCM Paid Fares (Air-Domestic)	(incl. HST/GST)	HST/GST	HST/GST		Expens es	CAD Exp.	Equivalent
RCM Paid Fares (Rail-Domestic)		<del>                                      </del>					
RCM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)		-	<del> </del> -		 		
Employee Paid Fares (Air - Domestic)	2 200 45	162.00	<del> </del>				_
Employee Paid Fares (Air-Foreign)	3,390.45	163.20				·	
` '			-				
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)		100.00					
Hotel Accommodations (Domestic)	1,677.00	192.92					
Hotel Accommodations (Foreign)							
Taxis (Domestic)	257.72	<del> </del>					
Taxis (Foreign)							
Mileage (\$0.57km)							
Business Telephone		<u> </u>					
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality							
Others (code manually)							
				į			
						78.4	
Others (total)							
Total Expenses	5,325.17	356.12					- 14
Per Diem Country			Canada				USA
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts \$20.	25			\$20.25			- Equitations
Lunches \$19.	85 2	39.70	1.89	\$19.85			
Dinners \$50.	00 2	100.00	4.76	\$50.00			
Total Meals		139.70	6.65				
Incidentals \$17.	30 5	86.50	4.12	\$17.30			
Total Expenses		226.20	10.77				
Note - Please use the meal allowand	ce calculator tab to	determine 1	the exact No	. of meal all	owances and inc	identals	
Grand Total CAD Expenses			5,551.37		Grand Total USI	Fynamens	
Grand Total HST/GST			366.89			Lapenses	
			200.05				
Notes							
Breakfast was included with the cost of t	he accommodations; B	loard business	dinners were	provied on 4	& 5 March; Board	lunches were provided o	n 5, 6 & 7
March.						1 -550	, ,
İ							

#### Simons, Deborah

From:

Victor Young

Sent:

Friday, March 15, 2019 12:15 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - TABCC82518 - Phyllis Clark - B19-005

Hi Deborah. Sorry...missed this one. Approved without hesitation.

Vic

Sent from my iPhone

On Mar 15, 2019, at 11:27 AM, Simons, Deborah < simons@mint.ca > wrote:

Dear Mr. Young,

Just following up to ask if you have had a chance to review this claim? I sent two claims on the same day and have only received one approval.

Best,

Debby

From: Simons, Deborah

Sent: Tuesday, March 12, 2019 10:46 AM

To: 'Victor Young'

Subject: Seeking approval - travel expense claim - TABCC82518 - Phyllis Clark - B19-005

Dear Mr. Young,

Attached is a travel expense claim for approval. This claim represents the expenses related to Phyllis' attendance at last week's Board and Committee meetings. There is only one exception, the hotel rate which is above city rate limit but within RCM guidelines for Board members. I have attached all of the supporting documentation. If you approve via e-mail, I will add a notation to your signature line, and will attach a copy of your e-mail to the claim.

Best.

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

<image001.jpg>

320 SUSSEX DRIVE | 320, PROM. SUSSEX OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

<B19-005 - Clark - Ottawa Mar. 3-7, 2019.pdf>

## Meal allowance and incidental calculator

Sun your trav		أوي أ	Wed	Thu	Fri	Sat	3 Mar. Sun	Mon  H	9 5 Mar. Tue	196 Mar. Wed	Thu	Fri	Total meal allowances  0 2 2 5 Total meal allowances
your trav	vel dates	here	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	_
		أوي أ								1		1	_
		أوي أ								í	1	1	_
		أوي أ						1		1		1	_
		أوي أ						1		1		1	_
		أوي أ	الرائد ا					<u>'I</u>	1		1	U	_
		أوي أ	الراقة ال										Total meal allowances
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Jun	INION	Tue	44.00	1110		Jak	Odii	IVIOIT	Tue	wed	IIIu		
11/1	100								-		-	-	
													.0
	No.												0
													0
						<u></u>							
								here		Lunc	h		0 2
					incide	incidental allow	incidental allowances in		incidental allowances indicated here	incidental allowances indicated here	incidental allowances indicated here	incidental allowances indicated here	incidental allowances indicated here Lunch

If your travel extends beyond the time period allowed for in the calculator, complete and add multiple sheets to determine total allowances

Incidentals

Note: You may only claim a meal allowance if an actual meal expense was incurred by the traveller You may claim an incidental for each partial or full day of travel

RCM BOARD C	OF DIRECTORS		_					
Claimant:	Phyllis Clark		Dep	arture Date:	3 Mar.19	1	Return Date:	7 Mar.19
Location:	Edmonton/Ottawa/Edmonton							
Purpose:		14,111			7 T	<del></del>		
	Attend Board	d and Comm	ittee meeting	s, and Board	business dinn	ers.		
TRAVEL EXPE	NSE		Amount	•	Meals & Inci	dentals		
Airfare			\$ 3,390.45		Note: Please	use the mea	al allowance	calculator
Baggage Fee	es .				below to det	ermine the e	xact number	of
Change Fees	i				meal allowar	nces and incid	dentals.	
VIA Rail								
Hotel Accomm	nodations		\$ 1,677.00			Rate	# Meals	Total
Mileage (\$.05	85/km)		\$ -		Breakfast	\$20.25	0	\$ -
Parking					Lunches	\$19.85	2	\$ 39.70
Taxis			\$ 257.72	l .	Dinners	\$50.00	2	\$ 100.00
Car Rental					Incidentals	\$17.30	5	\$ 86.50
Gasoline				-				\$ 226.20
Private Accom	nodation (\$50/n	gt)			Total Travel	Expenses		
Other								
	Total Travel	Expenses	\$ 5,325.17			6		
	Total Meal/I	ncidentals	\$ 226.20					
		TOTAL	\$ 5,551.37	•				
				·				
	ce and incident							1
Insert Date →		3 Mar.19	<del> </del>	5 Mar.19		7 Mar.19		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch		1	1					2
Dinner		1			1			2
Incidentals		1	1	1	1	1		5
Per Diem Calc	ulator							
Insert Date →		<u> </u>	I FILE III					
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total

Travel expense reports must comply with the RCM's Corporate Travel, Hospitality, Conference and Event Policy (Policy # 51).

11/03/19

Date:

#### Simons, Deborah

From:

Smith, Cindy

Sent:

Monday, March 11, 2019 8:17 AM

To:

**Delegation of Authority** 

Subject:

Delegation Notice - Jennifer Camelon - Avis de délégation de pouvoirs

## VERSION FRANÇAISE CI-APRÈS.

## **Delegation Notice - Jennifer Camelon**

Please be advised that Jennifer Camelon will be absent from the Mint from March 11-15, 2019 inclusively. During that time, **Bob Zintel** will be Acting Chief Financial Officer and will have full a uthority to act on her behalf.

## Avis de délégation de pouvoirs – Jennifer Camelon

La présente est pour vous aviser que Jennifer Camelon sera absente de la Monnaie du 11 au 15 2019, inclusivement. Pendant cette période, **Bob Zintel** sera chef de la direction financi ère par intérim et, à ce titre, aura tout pouvoir d'agir en son nom.

## Original signed by/Original signé par

Marie Lemay President & CEO/Présidente

## Simons, Deborah

Phyllis Clark <

Sent:

Sunday, March 10, 2019 1:56 PM

To:

Simons, Deborah

Subject:

Re: Travel expense claim - Board meetings

Correct on the listing and I will send the cab receipts on another email.



#### CONFIDENTIALITY WARNING

This communication is intended for the use of the recipient to which it is addressed, and may contain confi dential, personal, and/or privileged information. Contact me immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

On Fri, Mar 8, 2019 at 7:12 AM Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

I hope you had a good trip back to Edmonton. I am close to finalizing your travel expense claim for this week's visit, and wanted to confirm the per diems, in case any changes need to be made:

Sunday, 3 March: Lunch, dinner & incidentals

Monday, 4 March: Lunch & incidentals

Tuesday, 5 March: Incidentals

Wednesday, 6 March: Dinner & incidentals

Thursday, 7 March: Incidentals (dinner provided on flight?)

I will await two more cab receipts (hotel to airport in Ottawa; airport in Edmonton to residence).

Best,

**DEBBY SIMONS** 

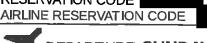
## 03 MAR 2019 → 07 MAR 2019 TRIP TO OTTAWA ON, CANADA

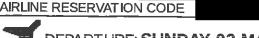
PREPARED FOR **CLARK/PHYLLIS MARIE MS** 



PAULL TRAVEL 10175 100A Street, Edmonton, AB T5J 0R7 780-42 8-6031 DONNA@PAULLTRAVEL.COM

RESERVATION CODE AIRLINE RESERVATION CODE





DEPARTURE: SUNDAY 03 MAR Please verify flight times prior to departure

AIR CANADA AC 0358

Duration: 3hr(s) 44min(s)

Class Business

Status Confirmed YEG

EDMONTON INTL AB. CANADA

Departing At: 8:10am

Terminal: Not Available YOW

OTTAWA ON. CANADA

Arriving At: 1:54pm

Terminal: Not Available Aircraft:

AIRBUS INDUSTRIE **A319 JET** 

Distance (in Miles): 1776

Stop(s): 0

Meals: Breakfast

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats

03C / Confirmed

Frequent Flyer #

/AIR CANADA

eTicket Receipt(s):



# DEPARTURE: THURSDAY 07 MAR Please verify flight times prior to departure

AIR CANADA AC 0363

Duration 4hr(s) 27min(s)

Class Business Status

Confirmed

YOW

OTTAWA ON. CANADA

CANADA

Departing At: 6:55pm

Terminal: **NotAvailable** 

YEG EDMONTON INTL AB,

> Arriving At: 9:22pm

Terminal: **Not Available**  Aircraft:

AIRBUS INDUSTRIE **A319 JET** 

Distance (in Miles): 1776

Stop(s): 0 Meals:

Meals

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats

03C / Confirmed

Frequent Flyer#

/AIR CANADA

eTicket Receipt(s):

**OOTHER: THURSDAY 07 MAR** 

OTHER

Status: Confirmed

EDMONTON INTL AB, CANADA

Information:

**BOOKING MANAGEMENT FEE - 50.00** 

OOTHER: SATURDAY 24 AUG

OTHER

Status: Confirmed

\*

YEA

EDMONTON AB, CANADA

Information:

HAVE A SAFE AND PLEASANT TRIP

Notes

..AN ADMINISTRATION FEE WILL BE APPLIED ON

..EACH CHANGE REQUESTED

..PREPARED BY DONNA KRUEGER

..AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA

..INTERNATIONAL 001-303-876-4247

..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY.

ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE.

IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE

DATE OF THE FIRST FLIGHT.

PAULL TRAVEL 10175 100A Street, Edmonton,AB T5J 0R7 780-428-6031 DONNA@PAULLTRAVEL.COM



**PAULL TRAVEL** 

Agency Address: 10175 100A Street, Edmonton, AE T5J 0R7

Phone: 780-428-6031

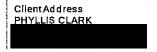
DONNA@PAULLTRAVEL.COM

## **Electronic Invoice**

## Prepared For:

## CLARK/PHYLLIS MARIE MS

SALES PERSON	70
INVOICE NUMBER	
INVOICE ISSUE DATE	25 Feb 2019
RECORD LOCATOR	
CUSTOMER NUMBER	
provide AP object 100 C Think - ABP of AP of Apple for a provide AP object 100 C Think - ABP of APPLE for a provide AP object	The state of the s



#### DATE: Sun, Mar 03

Flight: AIR CAN	ADA 358		
From	EDMONTON INTL AB, CANADA	Departs	8:10am
То	OTTAWAON, CANADA	Arrives	1:54pm
Duration	3hr(s) 44min(s)	Class	Business
Туре	AIRBUS INDUSTRIE A319 JET	Meal	Breakfast
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03C	AC - XXXXXXX

#### DATE: Thu, Mar 07

Flight: AIR CANA	NDA 363		The state of the s
From	OTTAWA ON, CANADA	Departs	6:55pm
То	EDMONTON INTL AB, CANADA	Arrives	9:22pm
Duration	4hr(s) 27min(s)	Class	Business
Туре	AIRBUS INDUSTRIE A319 JET	Meal	Meals
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03C	AC - XXXXXXX

## DATE: Thu, Mar 07

Others		Robert State of State
	EDMONTON INTL AB	gaggaran menanggan pengangan pengangan penganggan
	BOOKING MANAGEMENT FEE - 50.00	
	PFE	000135

Billed to: V.A.T./G.S.T./H.S.T. XXXXXXXXXX

CAD \* 50.00 CAD \* 2.50

DATE: Sat, Aug 24

Others

EDMONTON AB HAVE A SAFE AND PLEASANT TRIP

Ticket Information

**Ticket Number** 

AC

Passenger Billed to: CLARK PHYLLIS MARIE MS

XXXXXXXXXXX

CAD

\* 3177.25

V.A.T./G.S.T./H.S.T.

CAD

\* 160.70

Total base fare amount

CAD 3160.00

To tal Taxes
Total V.A.T./G.S.T./H.S.T.

CAD 67.25

Net Credit Card Billing

CAD 163,20 \* CAD 3390.45

...

------

Total Am ount Due

**CAD 0.00** 

#### **ITINERARY NOTES:**

..AN ADMINISTRATION FEE WILL BE APPLIED ON

..EACH CHANGE REQUESTED

..PREPARED BY DONNA KRUEGER

..AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA

..INTERNATIONAL 001-303-876-4247

..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY.

ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE.

IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE

DATE OF THE FIRST FLIGHT.

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.



**PAULL TRAVEL** 

Agency Address: 10175 100A Street, Edmonton, AES T5J 0R7

Phone: 780-428-6031 DONNA@PAULLTRAVEL.COM

## eTicket Receipt

s.19(1)

# Prepared For CLARK/PHYLLIS MARIE MS

RESERVATION CODE

ISSUE DATE

TICKET NUMBER

INVOICE NUMBER

ISSUING AIRLINE

ISSUING AGENT

ISSUING AGENT LOCATION

25Feb19

AIR CANADA

PAULL TRAVEL/A70

EDMONTON AB

**Itinerary Details** 

CUSTOMER NUMBER
FREQUENT FLYER NUMBER

**IATA NUMBER** 

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
03Mar19	AIR CANADA AC 358	EDMONTON INTL AB, CANADA Time 8:10am	OTTAWA ON, CANADA Time 1:54pm	Airline Reservation Code Class BUSINESS Seat Number 03C Baggage Allowance 2PC Booking Status CONFIRMED Fare Basis D3ZCEF Not Valid After 03MAR
07Mar19	AIR CANADA AC 363	OTTAWA ON, CANADA Time 6:55pm	EDMONTON INTL AB, CANADA Time 9:22pm	Airline Reservation Code Class BUSINESS Seat Number 03C Baggage Allowance 2PC Booking Status CONFIRMED Fare Basis P7CEL Not Valid Before 07MAR Not Valid After 07MAR

#### Allowances

#### Baggage Allowance

YEG to YOW - 2 Pieces AIR CANADA, each piece up to 70 pounds/32 kilograms and up to 62 linear inches/158 linear centimeters

YOW to YEG - 2 Pieces AIR CANADA, each piece up to 70 pounds/32 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

## Payment/Fare Details

Form of Payment	CREDIT CARD - XXXXXXXXXXXX
Endorsement / Restrictions	AC ONLY
Fare Calculation Line	YEA AC YOW Q3.00Q20.0 1947.00AC YEA Q3.00Q20.00 1117.00CAD 3110.00END
Fare	CAD 3110.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA (AIR TRAN SPORTATION TAX)
	CAD 53.00 SQ (AIF - CAN ADA EXCEPT ON/NS/QC/NB/NF/PE)
	CAD 160.70 XT (COMBIN ED  TAXES/FEES/CARRIER-IMPOSED CHARGES)
Total Fare	CAD 3337.95

#### Positive identification required for airport check in

#### Notice:

CARRIAGE AND OTHER SERVICES PROVIDED BY THE CARRIER ARE SUBJECT TO CONDITIONS OF CARRIAGE, WHICH ARE HEREBY INCORPORATED BY REFERENCE. THESE CONDITIONS MAY BE OBTAINED FROM THE ISSUING CARRIER. PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR IT'S PREDECESSOR, THE WARSAW CONVENTION, INCLUDING IT'S AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THERE OF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER. CHECK WITH YOUR CARRIER FOR MORE INFORMATION.

Disclosure: DATA PROTECTION NOTICE: YOUR PERSONAL DATA WILL BE PROCESSED IN ACCORDANCE WITH THE APPLICABLE CARRIER'S PRIVACY POLICY AND, IF YOUR BOOKING IS MADE VIA A RESERVATION SYSTEM PROVIDER ("GDS"), WITH ITS PRIVACY POLICY. THESE ARE AVAILABLE AT http://www.iatatravelcenter.com/privacy OR FROM THE CARRIER OR GDS DIRECTLY. YOU SHOULD READ THIS DOCUMENTATION, WHICH APPLIES TO YOUR BOOKING AND SPECIFIES, FOR EXAMPLE, HOW YOUR PERSONAL DATA IS COLLECTED, STORED, USED, DISCLOSED AND TRANSFERRED.

Important Legal Notices



1 Rideau Street Ottawa, ON, Canada K1N 8S7 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775

Ms Phyllis Clark

Canada

Room/Chambre : 047-8

Folio#

Invoice #

Cashier/Cassier # : 836

Page #

1 of 2

Reference No.

Arrival/Arrivée

: 03-O3-19

Departure/Départ : 03-O7-19

₁Date:	Description	Additional Information/Supp	lémentaire	Charges	Credits
03-03-19	Room Charge			249.00	
03-03-19	Municipal Accommodation Ta	x (		9.96	
03-03-19	Room HST (13%)			33.66	
03-04-19	Room Charge			379.00	
03-04-19	Municipal Accommodation Ta	x (		15.16	
03-04-19	Room HST (13%)			51.24	
03-05-19	Room Charge			400.00	
03-05-19	Municipal Accommodation Ta	x (		16.00	
03-05-19	Room HST (13%)			54.08	
03-06-19	Room Charge			399.00	
03-06-19	Municipal Accommodation Ta	ıx (		15.96	
03-06-19	Room HST (13%)			53.94	
03-0 <b>7</b> -19		XXXXXXXXXXXX	XX/XX		1,677.00

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414 Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not welved and I agree to be hold personally liable in the event that the indicated person, company or association falls to pay for any part of or the full emount of these charges. Overdue belance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivery of The Globe and Mall. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Set.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas ou la compagnie, l'essociation ou son représentant désigné en refuserait le palement, Las comptes en soutfinace cont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'al accepté la livraison du journal The Globs end Meil, Si Javais retusé, j'aurais pu obtenir un crédit à men compte de 1.00% per jour (du Loudia ut Vendredl) et de 2.00% le Semedi. (Dans les hôtels participants.)



1 Rideau Street Ottawa, ON, Canada K1N 8S7 T (613) 241-1414 F (613) 562-7030

G.S.T. / H.S.T Registration #843511775

Ms Phyllis Clark

Canada

F&B/Restauration

Other/Autres

Total

Invoice #

Room/Chambre

: 0478

Folio#

Cashier/Cassier # : 836

Page #

2 of 2

Reference No.

Arrival/Arrivée

: 03**~O**3-19

Departure/Départ : 03-O7-19

*Date	Description	E.J	Additional Information/Supplemental	re Charges	Credits
			Total	1,677.00	1,677.00
			Balance Due/Solde	0.00	
	Summary / Sommaire /Chambre	0.00	HST Summary / Sommaire Room/Chambre 192.92		

0.00

0.00

0.00 Total 192.92

F&B/Restauration

Other/Autres

0.00

0.00

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Mr. Claude Sauvé, General Manager, at Claude.Sauve@fairmont.com. We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

#### Merci d'avoir choisi les Hôtels Fairmont.

Pour donner votre opinion sur votre séjour, veuillez contacter M. Claude Sauvé, Directeur général, à Claude.Sauve@fairmont.com. Nous vous invitons également à partager les souvenirs de votre expérience sur notre forum - www.everyonesanoriginal.com.

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414 Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not welved and I agree to be held personally liable in the event that the indicated person, company or association fails to pay foreny part of or the full amount of these charges. Overdue belance subject to a surcharge at the rate of 1.5% per month after one month. (18.0% per annum! I have accepted delivery of The Globe and Mall. Hed I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas ou le compegnie, l'association ou son représentant décigné en refluerait le peiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% per mois après un mois. (18,00% per amés) J'al accepté le livraison du journel The Globe and Meil, 3! Pavais refusé, j'aurais pu obtenir un crédit à mon compte de 1,005 per jour (du Lundi au Vendredt) et de 2,00\$ le Samedi. (Dans les hôtels participants.)



DIAMOND SEDAN AND TAXI 2628 43 ST EDMONTON. AB T6L 5G1

Merchant ID: 000000004838663 Term ID: 00120808 82390190017

Purchase

CREDIT

XXXXXXXXXXX

AID: A0000000031010 Entry Method: Chip

Batch#: 000310

03/03/19

DG:CN:30

05:43:09

Ref#:000060487614

Inv #: 001258 Appr Code: 026421

Amount: Tip:

60.00

Total:

9.00

\$ 69,00

Customer Copy



CAPITAL TAXI (613) 744 3333

TERMINAL 10: MERCHANT ID: VEHICLE ID : DRIVER 10 :

324-304-184 4326968A 6042 00051138

TRIP NUMBER: PASSENGERS: **208**3

63/83/2019 START: 14:24

END: 14:25

FARE AMOUNT:

\$ 32,57

TIP AMOUNT:

\$ 4.89

SALE :

37.46

SALE :

BALE HACTOR SO

APPROVAL NUMBER

TOTAL :

05056I

\*\*\*\*\*\*PASSENGER COPY\*\*\*\*\*\*

CUSTOMER SERVICE 1-808-443-2812

INOUTRY OTAXITAB. COM



Cab from residence to Edmonton airport

Cab from ottawa airport to hotel



#### BLUE LINE TAXI (613) 238 - 1111

TERMINAL ID:		<b>324</b> -3	301-161
MERCHANT ID:		43	325227A
VEHICLE ID :			1278
DRIVER ID :		00	9051118
TOYIS MIMORIS			vana
TRIP NUMBER: PASSENGERS:			5359
PHOOENGERG.			1
03/04/2019	`~		
START: 19:08	- [	END:	19:08
FARE AMOUNT:		\$	17.05
TIP AMOUNT:			2.56
		- 55	
TOTAL	: \$	19.	61
SALE :			
SHLE :		NCM.	<b>崇</b> 其
approval numbe	R:		05471 I
***PASS	ENGER	COPY*	mm;
CHETOMED	OFFILIA .		
	SERVICE 1-8 NIRY@TAXITA		
11/6	TAXITAB	0.60()	
	IUVTIMO		
Contract of the second		The second second	-

(ab Them hotel to 4 March Board dinner (Starling restamant) \*A No Cab Yare than return to hotel - rude With Someone else. 4

#### BLUE LINE TAXI (613) 238 - 1111

TERMINAL ID: MERCHANT ID: VEHTCLE 10 : DRIVER ID :	324-301-821 4325549A 1341 00052194				
TRIP NUMBER: PASSENGERS:	6529 1				
93-05-2019 START: 17:58	END: 17:59				
TIP AMOUNT:	\$ 4.00				
TOTAL : \$	13.53				
SALE :	****				
approval number 🗄	077731				
***PASSENGER	СОРУжжж				
CUSTOMER SERVICE 1-808-443-2012 INQUIRYWIAXITAB.COM					



TAXITAB



## REGATE ET CRONN TAXT 165 EQUE JEAN-PROULX

GATI EAU, OC J8Z 174



(ab from hokel to 5 March Board dinner (Canadian Museum of History)

Cab from Board dinner back to hotel (5 March)

BLUE LINE TAXI (613) 238 - 1111

PERMINAL 10: PERCHANT ID: VEHICLE ID : DRIVER ID : TRIP HUNDER: 8752 03/07/2019 TART: 15:27 END: 15:28 ARE ANDING IP AHOUNT: TOTAL : ROVAL ARMBER : MPASSENGER COPYMAK CUSTOMER SERVICE 1-889-443-2812



INGUIRYOTAXITAS.COM

TAXITAB

Cab from hokil to Ottawa airport



DIABOND SEDAN AND TAXI 2629 48 ST Ed**er** Onton. Ab Tel 5gl

Herchant ID: 988909894838663 Term ID: 98128989 82386196917

Purchase

CREDIT XXXXXXXXXXXX AID: A00000000031010 Entry Method: Chip

> Batch#: 000311 22:07:57

Ref#: 000027103663

03/07/19

Inv 8: 861265 Appr Code: 832241

Amount: 69.00 Tip: 9.00 Total: 69.88

Customer Copy

Cals from Edmonton Oisport to residence

**Employee** 

Amount Owing to:

FOR FINANCE USE ONLY

Expense Coding Account	Cost Center ( Select One from	n dron down hov	In Canadian \$
	Cost Center ( Select One II on	366.89	
HST - Registration # 10793 5058 RT0001			
740200 - Meals (domestic)	121 Legal Services (Board)	•	133.05
741200 - Meals (foreign)		▼	0.00
740100 - Hospitality (domestic)		<b>V</b>	0.00
741100 - Hospitality (foreign)		<b>*</b>	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	▼	3,227.25
741010 - Airfare (foreign)		•	0.00
740020 - Rail fare (domestic)		▼	0.00
741020 - Rail fare (foreign)		▼	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	▼	257.72
741500 - Taxi fare (foreign)	ENTERED	•	0.00
740700 - Personal car mileage (domestic)	LIVIENCE	▼	0.00
741700 - Personal car mileage (foreign)		•	0.00
740030 - Car rental (domestic)	MAR 2 I) 2019	▼	0.00
741030 - Car rental (foreign)		•	0.00
740800 - Parking (domestic)	MAR 20 2019 AP 422059.	•	0.00
741099 - Other transportation (foreign)		▼	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	▼	1,484.08
741400 - Accommodations (foreign)		•	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	▼	82.38
741900 - Incidentals (foreign)		•	0.00
740000 - Travel (domestic)		▼	0.00
741000 - Travel (foreign)		•	0.00
		▼	
		▼	0.00
154200 - Prepaid Fares			0.00
Out of Balance - Discrepancy in Expenses Co	oded		0.00

(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim

5.551.37

RCM

0.00

(\$4,048.63)

00014529

Variance %

Updated 07/01/18



## **Travel Expense Form 2018**

TA # TABCC82518

\*IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Event Policy #51, (as applicable) and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of signing. All travel plans must be preauthorized using the Authority to Travel and Advance form.

authorized usi	ng the Authority to I ravel ar	nd Advance form.	
As the Travell Yes No	er, please indicate if this cla  If you indicated "Yes", pl	im contains any exceptions requiring approval per the ease check which exception(s) were not pre-approved and	Corporate Travel, Hospitality, Conference & Event Policy #51. require approval:
CEO APPROVA	L REQUIRED: (Please initial) Travel – Exceptions to Corp	orate Travel, Hospitality, Conference & Event Policy #51 (A	Annex 2B)
CFO or CEO AP	Hospitality – No pre-approv Hospitality – Ext Hospitality – Ext Hospitality – Alc Hospitality – Foc Hospitality – Ent Hospitality – Hospitality – Hospitality – Hospitality – Hospitality – Hospitality – Hospitality – Spe	Hospitality Policy #51 (Annex 2B) ral obtained for the following: ernal or internal hospitality exceeding Maximum Cost Per ernal or internal hospitality costs exceeding \$5,000 (Anne: oholic beverages provided (Policy Section 44.1) rd & beverage cost exceeded Maximum Cost Per Person (Fertainment provided (Policy Section 44.1) repitality or entertainment provided to spouse or person ac- spitality paid by the RCM taking place at the residence of a	x 2B and 44.1) Policy Section 44.1)
VP APPROVAL F	Travel - Combining persona Travel - Airfare – Higher lev Travel - Privately owned vel Travel - Hotel – Rate in excr Travel - Car travel – Leased ' Travel – Expense received o Hospitality - External or inte	TRAVELLER IS A VP): (Please initial) I and business travel (Policy Section 14.3) el than permitted by policy (Policy Section 20.6) nicles - Kilometer allowance in excess of the equivalent lov ess of specified or published City Rate Limits (Policy Sectio Vehicles (Policy Section 23.1) ver 30 days (Policy Section 33.1) rnal hospitality up to \$1,500 but less than \$5,000 and witl ge cost not exceeding Maximum Cost Per Person (Policy Se	nin Maximum Cost Per Person (Annex 2B)
TRAVELLER'S DI	section 20.6) Travel – Car rental - upgradi 23.3) Travel – Car rental – upgrad Travel – Missing original iter Travel – Hotel – upgrade to Travel – Hotel – rate in exce (\$145), or published City Rat Missing original Itemized rec Other exceptions (traveller I	to a fare class higher than the Standard Allowable Airfare te to a larger vehicle than the Intermediate/Standard size p te to a larger vehicle than the Intermediate/Standard size t mized receipts. Explanation provided (Policy section 33.2) a level higher than the Standard Guest Room permitted by	, policy, at no additional cost to RCM (Policy section 25.1) ontreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas ded (Policy section 25.2)
A. Trayeller, Na Signature of the Traveller's Na reasonable, exc. 8. Event Policy #	A Hospitality, Conference & Inceptions are complete and active to the complete to the complete to the conference & Inceptions as noted above are applicable). Please note	zerent Policy #51 (as applicable), that all required supporting curate, and that the claim has been completed in accordance of the complete of	3.Approved by Traveller's Director with signing authority (PRINT NAME)  Signature of Traveller's Director  Date  Approved by Traveller's Director  Ling documentation, that the experises claimed appear  Director with the Corporate Travel, Hospitality, Conference  Travel's Director can proceed in signing the expense claim. By
4.Approved by (PRINT NAME)	VP (as required)	5.Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6.Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of V	р	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee
Date		Date 85/11/2019	Date

Chavies

7.Reviewed by Finance (PRINT NAME)

Har 20/19

*** O		Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Except	Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-D	omestic)						1	
RCM Paid Fares (Rail-I	Domestic)							-
RCM Paid Fares (Air-F	8					* 1000 500		<del></del>
RCM Paid Fares (Rail-I	to the same							
Employee Paid Fares (A	(F) (C)	/ 3,390.45	163.20	/		-		
Employee Paid Fares (A	1901-17 F-1-000-9-00-0001-0004-0-#-01	V	V					1 44 14
Employee Paid Fares (R	\$1 <del>55</del> (10.10)							
Employee Paid Fares (R								
Hotel Accommodations		1,677.00	192.92			*		
Hotel Accommodations		1,077.00	V					
Taxis (Domestic)	(I of eigh)	257.72						
The same of the sa		231.12	18.13					
Taxis (Foreign)							+	
Mileage (\$0.57km)								
Business Telephone								
Parking								
Car Rental (Domestic)								
Car Rental/Gas (Foreign								
Personal Accommodation	ons							
Hospitality								
Others (code manually)								
								-1000-
Others (total)								
Total Expenses		5,325.17	356.12					
Per Diem Country				Canada				USA
		No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates		allowances	allowance	GST/HST	•	allowances	allowance	Equivalent
Breakfasts	\$20.25				\$20.25			-1
Lunches -	\$19.85	2	39.70	1.89	\$19.85			
Dinners —	\$50.00	/ 2	100.00	4.76	\$50.00		+	
Total Meals		V	✓ 139.70	6.65	423,00			
Incidentals	\$17.30	5	86.50	4.12	\$17.30			-
Total Expenses	41,120		226.20	10.77	ψ17.50			
Note - Please use the r	neal allowance c	alculator tab to		-	of meal all	owances and in	cidentals	
Grand Total CAD Expe	nese			5 551 27		Crand Tatal US	ED Evnances	
Grand Total CAD Expe	11303			5,551.37		Grand Total US	D Expenses	
Granu Total HS1/GS1				366.89	385.02			
Notes								
Breakfast was included w	ith the cost of the a	ccommodations: B	oard business	dinners were	provied on 4 &	& 5 March: Board	l lunches were provided	on 5, 6 & 7
March.		, –		, T		, 20410	proriada	, /

### Simons, Deborah

From:

Victor Young

Sent:

Friday, March 15, 2019 12:15 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - TABCC82518 - Phyllis Clark - B19-005

Hi Deborah. Sorry...missed this one. Approved without hesitation.

Vic

Sent from my iPhone

On Mar 15, 2019, at 11:27 AM, Simons, Deborah < simons@mint.ca > wrote:

Dear Mr. Young,

Just following up to ask if you have had a chance to review this claim? I sent two claims on the same day and have only received one approval.

Best,

Debby

From: Simons, Deborah

Sent: Tuesday, March 12, 2019 10:46 AM

To: 'Victor Young' <

Subject: Seeking approval - travel expense claim - TABCC82518 - Phyllis Clark - B19-005

Dear Mr. Young,

Attached is a travel expense claim for approval. This claim represents the expenses related to Phyllis' attendance at last week's Board and Committee meetings. There is only one exception, the hotel rate which is above city rate limit but within RCM guidelines for Board members. I have attached all of the supporting documentation. If you approve via e-mail, I will add a notation to your signature line, and will attach a copy of your e-mail to the claim.

Best,

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

<image001.jpg>

320 SUSSEX DRIVE | 320, PROM. SUSSEX OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

<B19-005 - Clark - Ottawa Mar. 3-7, 2019.pdf>

Claimant:	Phyllis Clark	Departure D	ate: 3 Mar.19	Return Date: 7 Mar.19
Location:	Edmonton/Ottawa/Edm	onton		
Purpose:				
	Attend Board and Comn	nittee meetings, and Bo	oard business dinners.	
TRAVEL EXPEN	ISE	Amount	Meals & Incident	als

TRAVEL EXPENSE	Amount
Airfare	\$ 3,390.45
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 1,677.00
Mileage (\$.0585/km)	\$ -
Parking	
Taxis	\$ 257.72
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	
Total Travel Evnen	\$ 5 3 2 5 1 7

Note: Please use the meal allowance calculator below to determine the exact number of meal allowances and incidentals.

	Rate	# Meals	Total
Breakfast	\$20.25	0	\$ -
Lunches	\$19.85	2	\$ 39.70
Dinners	\$50.00	2	\$ 100.00
Incidentals	\$17.30	5	\$ 86.50
			\$ 226.20

**Total Travel Expenses** 

Total Travel Expenses

\$ 5,325.17

**Total Meal/Incidentals** 

\$ 226.20

TOTAL \$5,551.37

#### Meal allowance and incidental calculator

Insert Date →		3 Mar.19	4 Mar.19	5 Mar.19	6 Mar.19	7 Mar.19		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch		1	1					2
Dinner		1			1			2
Incidentals		1	1	1	1	1		5

#### Per Diem Calculator

Insert Date $ ightarrow$	91600							
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Ī								0

Date: 11/03/19

Travel expense reports must comply with the RCM's Corporate Travel, Hospitality, Conference and Event Policy (Policy # 51).

#### Simons, Deborah

From:

Smith, Cindy

Sent:

Monday, March 11, 2019 8:17 AM

To:

Delegation of Authority

Subject:

Delegation Notice - Jennifer Camelon - Avis de délégation de pouvoirs

### VERSION FRANÇAISE CI-APRÈS.

### **Delegation Notice - Jennifer Camelon**

Please be advised that Jennifer Camelon will be absent from the Mint from March 11-15, 2019 inclusively. During that time, **Bob Zintel** will be Acting Chief Financial Officer and will have full authority to act on her behalf.

### Avis de délégation de pouvoirs - Jennifer Camelon

La présente est pour vous aviser que Jennifer Camelon sera absente de la Monnaie du 11 au 15 2019, inclusivement. Pendant cette période, **Bob Zintel** sera chef de la direction financière par intérim et, à ce titre, aura tout pouvoir d'agir en son nom.

### Original signed by/Original signé par

Marie Lemay President & CEO/Présidente

Simons, Deborah		
From: Sent: To: Subject:	Phyllis Clark Sunday, March 10, 2019 1:56 PM Simons, Deborah Re: Travel expense claim - Board meetings	s.19(1)
Correct on the listing and	I will send the cab receipts on another email.	
Phyllis Clark Phone: Email:		
information. Contact me immedi	for the use of the recipient to which it is addressed, and may contained in the intended recipient of this communication, in received in error, or subsequent reply, should be deleted or destr	and do not copy, distribute, or take action
On Fri, Mar 8, 2019 at 7:	12 AM Simons, Deborah < simons@mint.ca > wro	te:
Dear Phyllis,		
	rip back to Edmonton. I am close to finalizing your firm the per diems, in case any changes need to be	•
Sunday, 3 March: Lunch	h, dinner & incidentals	
Monday, 4 March: Lunc	ch & incidentals	
Tuesday, 5 March: Incid	lentals	
Wednesday, 6 March: D	Dinner & incidentals	
Thursday, 7 March: Inci	identals (dinner provided on flight?)	
I will await two more ca	ab receipts (hotel to airport in Ottawa; airport in Ec	dmonton to residence).

**DEBBY SIMONS** 

Best,

### Meal allowance and incidental calculator

	Enter	your trav	el dates	here											
									3 Mar.19	4 Mar.19	5 Mar.1	96 Mar.1	97 Mar.	19	Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	7
Breakfast					PART OF					See See Se	-	I FA			0
Lunch						1			1	1		100			2
Dinner			g GARGE				1 223		1				1		2
Incidentals									1	1			1	1	5
			_	1										'	3
	Enter	vour trav	el dates	here											
	Lintor	your truv	or dates	Tiore				9 999							Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total modification
Breakfast										10000					0
Lunch															0
Dinner					The latest										0
Incidentals															ő
moradinaid						A CONTRACTOR									U
						Please	enter the	e total m	eal and			Break	cfast		0
									eal and	ere		Breal Lunc			0

Incidentals

If your travel extends beyond the time period allowed for in the calculator, complete and add multiple sheets to determine total allowances

Note: You may only claim a meal allowance if an actual meal expense was incurred by the traveller You may claim an incidental for each partial or full day of travel

### 03 MAR 2019 ▶ 07 MAR 2019 TRIP TO OTTAWA ON, CANADA

PREPARED FOR

### CLARK/PHYLLIS MARIE MS



PAULL TRAVEL 10175 100A Street, Edmonton, AB T5J 0R7

780-428-6031 DONNA@PAULLTRAVEL.COM

RESERVATION CODE AIRLINE RESERVATION CODE



DEPARTURE: SUNDAY 03 MAR Please verify flight times prior to departure

### AIR CANADA AC 0358

Duration: 3hr(s) 44min(s)

Class: Business

Status: Confirmed

YEG EDMONTON INTL AB,

CANADA

Departing At: 8:10am

Terminal: **NotAvailable** 

YOW OTTAWA ON. CANADA

Arriving At: 1:54pm

Terminal: **Not Available**  Aircraft:

AIRBUS INDUSTRIE **A319 JET** 

Distance (in Miles): 1776

Stop(s): 0

Meals: Breakfast

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

03C / Confirmed

Frequent Flyer #:

/AIR CANADA

eTicket Receipt(s):



DEPARTURE: THURSDAY 07 MAR Please verify flight times prior to departure

### AIR CANADA AC 0363

Duration: 4hr(s) 27min(s)

Class: Business

Status: Confirmed

YOW OTTAWA ON.

CANADA

Departing At: 6:55pm

Terminal: **Not Available**  YEG

EDMONTON INTL AB, CANADA

> Arriving At: 9:22pm

Terminal: Not Available Aircraft:

AIRBUS INDUSTRIE A319 JET

Distance (in Miles): 1776

Stop(s): 0

Meals: Meals

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

03C / Confirmed

Frequent Flyer #:

AIR CANADA

eTicket Receipt(s):

#### OOTHER: THURSDAY 07 MAR

#### OTHER

Status: Confirmed

EDMONTON INTL AB, CANADA

Information:

BOOKING MANAGEMENT FEE - 50.00

### OOTHER: SATURDAY 24 AUG

#### OTHER

Status: Confirmed

......

YEA

EDMONTON AB, CANADA

Information:

HAVE A SAFE AND PLEASANT TRIP

#### Notes

..AN ADMINISTRATION FEE WILL BE APPLIED ON ..EACH CHANGE REQUESTED

...PREPARED BY DONNA KRUEGER
...AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA
...INTERNATIONAL 001-303-876-4247
...THERE IS A 35.00 CHARGE PER AFTER HOURS CALL
TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY.
ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE.
IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE
DATE OF THE FIRST FLIGHT.

PAULL TRAVEL 10175 100A Street, Edmonton,AB T5J 0R7 780-428-6031 DONNA@PAULLTRAVEL.COM



PAULL TRAVEL

Agency Address: 10175 100A Street, Edmonton, AB T5J 0R7

Phone: 780-428-6031 DONNA@PAULLTRAVEL.COM

#### Electronic Invoice

### Prepared For:

### CLARK/PHYLLIS MARIE MS

SALES PERSON 70
INVOICE NUMBER
INVOICE ISSUE DATE 25 Feb 2019
RECORD LOCATOR
CUSTOMER NUMBER

Client Address PHYLLIS CLARK

#### DATE: Sun, Mar 03

Flight: AIR CANADA 358 From **EDMONTON INTL** Departs 8:10am AB, CANADA To OTTAWA ON. Arrives 1:54pm CANADA Duration 3hr(s) 44min(s) Class Business Туре **AIRBUS** Meal Breakfast INDUSTRIE A319 **JET** Stop(s) Non Stop Seat(s) Details CLARK/PHYLLIS Seat(s) - 03C AC - XXXXXXX MARIE MS

#### DATE: Thu, Mar 07

Flight: AIR CAN	ADA 363		
From	OTTAWA ON, CANADA	Departs	6:55pm
То	EDMONTON INTL AB, CANADA	Arrives	9:22pm
Duration Type	4hr(s) 27min(s) AIRBUS INDUSTRIE A319 JET	Class Meal	Business Meals
Stop(s) Seat(s) Details	Non Stop CLARK/PHYLLIS MARIE MS	Seat(s) - 03C	AC - XXXXXXX

#### DATE: Thu, Mar 07

Others		
	EDMONTON INTL AB BOOKING MANAGEMENT FEE - 50.00 PFE	

Billed to: V.A.T./G.S.T./H.S.T.



CAD \* 50.00 CAD \* 2.50

#### DATE: Sat, Aug 24

Others

EDMONTON AB HAVE A SAFE AND PLEASANT TRIP

#### Ticket Information

**Ticket Number** 

AC

Passenger

CLARK PHYLLIS MARIE MS

Billed to: XXXXXXXXXXX

CAD

\* 3177.25

V.A.T./G.S.T./H.S.T.

CAD

\* 160.70

Total base fare amount

CAD 3160.00

**Total Taxes** 

CAD 67.25

Total V.A.T./G.S.T./H.S.T.

CAD 163.20

Net Credit Card Billing

\* CAD 3390.45

Total Amount Due

CAD 0.00

#### ITINERARY NOTES:

..AN ADMINISTRATION FEE WILL BE APPLIED ON

..EACH CHANGE REQUESTED

..PREPARED BY DONNA KRUEGER

..AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA

..INTERNATIONAL 001-303-876-4247

..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY.

ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE.

IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE

DATE OF THE FIRST FLIGHT.

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.



1 Rideau Street Ottawa, ON, Canada K1N 8S7 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775 Room/Chambre : 0478

Folio#

Invoice #

Cashier/Cassier # : 836

Page #

: 1 of 2

Reference No.

Arrival/Arrivée

: 03-03-19

Canada

Ms Phyllis Clark

Departure/Départ : 03-07-19

Date	Description	Additional Information/Su	upplémentaire	Charges	Credits
03-03-19	Room Charge			249.00	
03-03-19	Municipal Accommodation Tax	((		9.96	
03-03-19	Room HST (13%)			33.66	
03-04-19	Room Charge			379.00	
03-04-19	Municipal Accommodation Tax	((		15.16	
03-04-19	Room HST (13%)			51.24	
03-05-19	Room Charge			400.00	
03-05-19	Municipal Accommodation Tax	((		16.00	
03-05-19	Room HST (13%)			54.08	
03-06-19	Room Charge			399.00	
03-06-19	Municipal Accommodation Tax	((		15.96	
03-06-19	Room HST (13%)			53.94	
03-07-19		XXXXXXXXXXX	XX/XX		1,677.00

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414 Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de catte note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si Javais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Loudia au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)



1 Rideau Street Ottawa, ON, Canada K1N 8S7 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775 Room/Chambre

: 0478

Folio#

Invoice #

Cashier/Cassier # : 836

Page #

: 2 of 2

Reference No.

Ms Phyllis Clark

Canada

Arrival/Arrivée

: 03-03-19

Departure/Départ : 03-07-19

te Description		Addition	al Information/Supplémentaire	Charges	Credits
		_	Total	1,677.00	1,677.00
			Balance Due/Solde	0.00	
GST Summary / Sommaire		HST Summary /	Sommaire		
Room/Chambre	0.00	Room/Chambre	192.92		
F&B/Restauration	0.00	F&B/Restauration	0.00		
Other/Autres	0.00	Other/Autres	0.00		
Total	0.00	Total	192.92		

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Mr. Claude Sauvé, General Manager, at Claude Sauve@fairmont.com. We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

#### Merci d'avoir choisi les Hôtels Fairmont.

Pour donner votre opinion sur votre séjour, veuillez contacter M. Claude Sauvé, Directeur général, à Claude.Sauve@fairmont.com. Nous vous invitons également à partager les souvenirs de votre expérience sur notre forum - www.everyonesanoriginal.com.

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414 Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.0% per amount.) I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si Javais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendrédi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)



DIAMOND SEDAN AND TAXI 2628 43 ST EDMONTON, AB T6L 5G1

Merchant ID: 000000004838663 Term ID: 08128888 82380190017

### Purchase

CREDIT

AID: A0000000031010 Entry Method: Chip

3

03/03/19

Batch#: 000310

05:43:09

Ref#:000060487614

Inv #: 001258 Appr Code: 02642I

Amount:

60.00

Tip:

9.00

Total:

\$ 69.00

Customer Copy



#### CAPITAL TAXI (613) 744 - 3333

TERMINI III 324-304-184 MERCHANI ID. 4326968A VEHICLE TO : 6042 DRIVER ID : 00051138 IRIP NUMBER. 2083 PASSENGERS 6370372019 SIAR1: 14:24 END: 14:25 FARE AMOUNT: \$ 32.57 ITP AMOUNT: 4.89 TOTAL : 37.46 SALE : APPROVAL NUMBER : 050501 \*\*\*PASSENGER COPY\*\*\* CUSTOMER SERVICE 1-800-443-2812



INOUIRY@IAXITAB.COM IAXITAB

Cab Arom residence to Edmonton airport

Cab from cetawa airport to hotel



#### BLUE LINE TAXI (613) 236 - 1111

324 301 161 TERMINAL ID: MERCHANT 10: 4325227A VEHICLE 10 : DRIVER ID UUU51118 5359 IRTH NUMBER: PASSENGLRS: 03/04/2019 START: 19:08 END: 19:08 FARE AMOUNT: \$ 17.05 TIP AMOUNT: 2.56 TOTAL : 19.61 APPROVAL NUMBER : \*\*\*PASSENGER COPY\*\*\* CUSTOMER SERVICE 1-800-443-2812 INQUIRY@1AX11AB.COM TAXITAB

(a) Throm hotel to 4 March Board dinner (Starling restaurant) \* No Cab Yare then return to hotel - rude With Someone else. 4

#### BLUE LINE TAXI (613) 238 - 1111

TERMINAL ID: 324-301-821 MERCHANT ID: 4325549A VEHICLE 10 . 1341 DRIVER ID : 00052194 TRIP NUMBER: 6529 PASSENGERS: 103-05-2019 START: 17:58 END: 17:59 FARE AMOUNT: 9.53 HP AMOUNT: 4.00 TOTAL : 13.53 SALE : APPROVAL NUMBER : Ø7773I

INQUIRY@TAXITAB.COM TAXITAB

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812



(5)

REGAL ET CROWN TAXI

GATINEAU, QC J8Z 1T4 (819)777-5231

TERM ID: BL170877 EMPLOYEE ID: 7 CLERK NAME:7

3ATCH#: 767 SHIFT#: 003

Sale 1NV#: 000000003

Chip SEQH: 767001001003 CREDIT

Application Label: AID:A0000000031010 TVR:80 80 00 80 00 TSI:78 00

: \$

7.05

Total:CAD\$

8.18

APPROVED 020991

05-Mar -19

20:44:03

CUSTOMER COPY

Cab Grom hotel to 5 March Board dinner (Canadian Museum of History)

Cats Aram Board dinner back to hotel (5 March) 6

BLUE L.INE TAXI (613) 238 - 1111

TERMINAL ID:	324-383-896
MERCHANT ID:	4327289A
VEHICLE ID:	1356
ORIVER ID:	68666833
TRIP NUMBER:	8752
PASSENGERS:	1

83-87-2019 START: 15:27 END: 15:28

ARE AMOUNT: \$ 35.60

IP AMOUNT: \$ 5.34

TOTAL : \$ 40.94

APPROVAL NUMBER : 0458
WHIMPASSENGER COPYMIM

CUSTOMER SERVICE 1-889-443-2812 INSULIRYSTAXI FAB. COM TAXITAB



Cab from hokel to Ottawa airport



DIAMOND SEDAN AND TAXI 2628 43 ST EDHONTON, AB TGL 6G1

Merchant ID: 0000000004838663 Term ID: 00120889 02300190017

### Purchase

CREDIT XXXXXXXXXX

AID: A0000000031010 Entry Method: Chip

03/07/19 Batch#: 000311 22:07:57

Ref#: 000027103663

Inv #: 001265 Appr Code: 03224I

Amount: \$ 60.00 Tip: \$ 9.00 Total: \$ 69.06

Customer Copy

Cals hum Edmanten Oisport to residence

#### Thellend, Talia

From: Simons, Deborah
Sent: May 16, 2019 2:27 PM

To: Phyllis Clark s.19(1)

**Cc:** Simons, Deborah

**Subject:** <u>Travel expense claims - Toronto and Winnipeg</u>

**Attachments:** \_\_08292381\_4.pdf

#### Dear Phyllis,

I am pleased to advise that you will receive an electronic transfer of funds in the amount of \$4,343.70 tomorrow, 17 May. This amount represents your expenses related to your travel to Toronto to attend the Equality coin launch (\$3,784.84) and your airfare to attend this week's Board meetings in Winnipeg (\$558.86). A copy of the EFT notification is attached.

Best,

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca



#### Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

### **ELECTRONIC FUNDS TRANSFER**

**PHYLLIS CLARK** 

Telephone Fax

Date Vendor account Date of payment

Reference No.

15/05/2019 17/05/2019 PV144061

613-993-3500

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82727 B19-019	08/05/2019	CAD	558.86	0.00	558.86	THEMIS # 2965 EAHCE12189 PREPAID MAY WINNIPEG FLIGHT
TABBG82792	08/05/2019	CAD	3,784.84	0.00	3,784.84	THEMIS # 2964 TORONTO COIN LAUNCH
		CAD		_	4,343.70	



### **ELECTRONIC FUNDS TRANSFER**

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

**PHYLLIS CLARK** 

Telephone Fax Date Vendor account Date of payment Reference No.

613-993-3500 15/05/2019

17/05/2019 PV144061

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82727 B19-019	08/05/2019	CAD	558,86	0.00	558.86	THEMIS # 2965 EAHCE12189 PREPAID MAY
TABBG82792	08/05/2019	CAD	3,784.84	0.00	3,784.84	WINNIPEG FLIGHT THEMIS # 2964 TORONTO COIN LAUNCH
		CAD		0	4,343.70	



## **Travel Expense Form 2019**

**OTJ#:** TA #: TABBG82792 EAHCE #

Clair	nant
Cost	Centre

Phyllis Clark		
121 Legal Servio	es (Board)	Ψ

Cost estimate provided on TA \$4,688.76 Hospitality estimate parovided on TA

Departure Date Return Date

22-Арт-19

23-Apr-19

Travel Location and Reason

(attach supporting documents): THEMIS # ( P and Board claim

( Province of the contract of	I HEAVILO 1	P and Board claims only)	2964
B19-015	Currency Co	nv ersion Table	
To attend the Equality coin launch.	1 Unit of	is Worth	of
Edmonton/Toronto/Edmonton	USD		CAD
* AVELARE AND ENDENGED			CAD
* AIRFARE AND EXPENSES			CAD
			CAD

						CAD
Total Travel Expense	s (inclusive of far	es)	· · · · · · · · · · · · · · · · · · ·	_		3,784,84
Prepaid Fares (Paid v						0.00
Airfare Previously Cl	aimed by Travell	ler (Paid using Trave	ller's Amex Card)			0.00
Airfare previously cla	imed by Travelle	er under this TA # (E	NTER AS POSITIVE \$ A	MO	UNT)	
Cash Advanced / Reti	ırned (ENTER A	AS POSITIVE \$ AM	OUNT)	12.		
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
			(	0.0.0	1.00000	0.00
Amount Owing to:		Employee	3,784	1.84	RCM	0.00

<del></del>	The state of the s	0.0
Expense Coding		
Account	Cost Center ( Select One from drop down box )	In Canadian S
HST - Registration # 10793 5058 RT0001		196.88
740200 - Meals (domestic)	121 Legal Services (Board)	106.05
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	3,047.75
741010 - Airfare (foreign)		0,00
740020 - Rail fare (domestic)	· V	0.00
741020 - Rail fare (foreign)	· · · · · · · · · · · · · · · · · · ·	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	148.00
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)	_	0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)	<b>.</b>	0.00
741099 - Other transportation (foreign)	•	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	253,21
741400 - Accommodations (foreign)	<b>▼</b>	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	
741900 - Incidentals (foreign)		32.95 0.00
740000 - Baggage & Travel (domestic)	. 🔻	0.00
741000 - Baggage & Travel (foreign)		0.00
		0.00
<del></del>	•	
	<b>V</b>	0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Co	ded	0.00
	orable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(0.00)
(201	=	
(Feynrahla)/	Variance % Unfavorable Variance: Estimate on Hospitality versus actual expense claim	
(ravorable)		
	Hospitality Variance %	000 166 Updated 18/03/19



7.Reviewed by Finance (PRINT NAME)

## **Travel Expense Form 2019**



"IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Strant Policy #51, (as applicable) and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of straning. All travel plans must be preauthorized using the Authority to Travel and Advance form.

	claim contains any exceptions requiring approval per the Corporate Travel, Hospita II 234, Conference & Event Policy #51. please check which exception(s) were not pre-approved and require approval:
CEO APPROVAL REQUIRED; (Please initial)  Li Travel – Exceptions to Co	porate Travel, Hospitality, Conference & Event Policy #51 (Annex 28)
Hospitality - No pre-appi Hospitality - E Hospitality - E Hospitality - E Hospitality - E Hospitality - E Hospitality - E Hospitality - E Hospitality - E (Policy Section	Initial) of Hospitality Policy #51 (Annex 2B) oval obtained for the following: external or Internal hospitality exceeding Maximum Cost Per Person (Annex 2B) external or Internal hospitality exceeding \$5,000 (Annex 2B and 44.1) locholic beverages provided (Policy Section 44.1) ood & beverage cost exceeded (Maximum Cost Per Person (Policy Section 44.1) intertainment provided (Policy Section 44.1) ospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1) inspitality paid by the RCM taking place at the residence of an RCM employee, Board mainber or other private residence is 44.1 and 46.4) pedal forms of hospitality (Annex 2B)
P APPROVAL REQUIRED (CEO APPROVAL  Travel - Combining perso  Travel - Airfare – Higher  Travel - Privately owned  Travel - Hotel – Rate in e  Travel - Car travel – Lease  Hospitality - External or in	if TRAVELLER IS A VP): (Please initial) nal and business travel (Policy Section 14.3) evel than permitted by policy (Policy Section 20.6) evel than permitted by policy (Policy Section 20.6) evelicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1) scess of specified or published City Rate Limits (Policy Section 25.2 and 25.3) d Vehicles (Policy Section 23.1) lover 30 days (Policy Section 33.1) termal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 28) rage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)
section 20.6)  Travel – Car rental – upgr 23.3)  Travel – Car rental – upgr 23.3)  Travel – Car rental – upgr 23.3  Travel – Hotel – upgrade  Travel – Hotel – upgrade  Travel – Hotel – rate in er (\$1.45), or published City  Missing original itermized  Other exceptions (travelle Hospitality – External or lity signing below, the Traveller confirms the orporate Travel, Hospitality, Conference	RED: (Please Initial)  e to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy and to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section and to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3) to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.2) to RCM (Policy section 25.2) to RCM (Policy section 25.2) to RCM (Policy section 25.2) to RCM (Policy section 25.2) to RCM (Policy section 25.2) to RCM (Policy section 25.2) to RCM (Policy section 25.2) to RCM (Policy section 25.2) to RCM (Policy section 25.2) to RCM (Policy section 25.2) to RCM (Policy section 25.2) to RCM (Policy section 25.2) to RCM (Policy section 25.2) to RCM (Policy section 25.2) to RCM (Policy section 25.2) to RCM (Policy section 25.2) t
Heraveller Name (PRINT RANGE) /C My Li Man Signature of traveller Myllis Uan Darke Molos 19	2.Expense claim, preparied by Simon 3.Approved by Traveller's Director with signing authority (PRINT NAME) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
easonable, exceptions as noted above an Event Policy #51 (as applicable).Please	/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appear approved (as required), and the claim has been completed in accordance with the Corporate Travel, Hospitality, Conference note, if exceptions have been pre-approved prior to travel, the Travel's Director con proceed in signing the expense claim. By It she/he has reviewed the exceptions as noted above requiring her/his approval and hereby grants it.
4 Approved by VP (as required) (PRINT NAME)	5.Reviewed by CFO (CEO claims; Board claims; daims for review prior to CEO approval; other as required)  6.Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CEO/Chair of Board/Chair of Audit  Committee  May 6/2069  Signature of CEO/Chair of Board/Chair of Audit  Committee
Date	Date May 6/ W/ Depte Upproval grant

000167

		Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Ex cept	Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
		(incl. HST/GST)	HST/GST	HST/GST		Expens es	CAD Exp.	Equivalent
RCM Paid Fares (Ai	r-Domestic)							
RCM Paid Fares (Ra	iil-Domestic)							
RCM Paid Fares (Ai	r-Foreign)							
RCM Paid Fares (Ra	il-Foreign)							
Employee Paid Fares	-	3,204.76	157.01					
Employee Paid Fares	s (Air- Foreign)							
Employee Paid Fares	s (Rail- Domestic)							
Employee Paid Fares	(Rail - Foreign)						<del>  </del>	
Hotel Accommodatio	ns (Domestic)	286.13	32.92					
Hotel Accommodatio	ns (Foreign)							
Taxis (Domestic)		148.00						
Taxis (Foreign)								
Mileage (\$0.55km)		· .						
Business Telephone								
Parking				·				
Car Rental (Domestic	e)							
Car Rental/Gas (Fore	eign)							
Personal Accommoda	itions							
Hospitality								
Baggage (Domestic)								
Baggage (Foreign)				·				
Others (code manuali	(y)							
Others (total)								
Total Expenses		3,638.89	189.93	Ĩ				
Per Diem Country				Canada				USA
		No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rate	S	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts	\$20.50	1	20.50	0.98	\$20.50			~quitalent
Lunches	\$20.10	2	40.20	1.91	\$20.10			<u> </u>
Dinners	\$50.65	1	50.65	2.41	\$50.65			
Total Meals			111.35	5.30				
Incidentals	\$17.30	2	34.60	1.65	\$17.30			
Total Expenses			145.95	6.95				
Note - Please use the	e meal allowance c	alculator tab to	determine f	he exact No.	of meal all	wances and in a	dontala	
				_				
Grand Total CAD Exp	_		į	3,784.84		Grand Total USD	Expenses	
Grand Total HST/GS	Т			196.88				
Notes for Expen	1565							
No cab fares to be clain		rom the coin launch	venue.					

#### Simons, Deborah

From:

Victor Young <

Sent:

Tuesday, May 07, 2019 2:29 PM

To:

Simons, Deborah

Cc:

Simons, Deborah; Lemay, Marie

Subject:

Re: Seeking approval - travel expense claim - Phyllis Clark - B19-015

Hi Deborah...approved.

Vic

From: Simons, Deborah <simons@mint.ca>

Sent: May 7, 2019 3:31 PM

To: Victor Young

Subject: Seeking approval - travel expense claim - Phyllis Clark - B19-015

Dear Mr. Young,

Attached is a travel expense claim for approval. This represents the expenses related to Phyllis' recent travel to Toronto to attend our Equality coin launch (airfare and expenses). There are no exceptions, and I have included all of the supporting documentation. If you approve via e-mail, I will add a notation to your signa ture line and will attach a copy of your e-mail to the claim.

Best,

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ





320 SUSSEX DRIVE | 320, PROM. SUSSEX OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

#### Meal allowance and incidental calculator

If your travel extends beyond the time period allowed for in the calculator, complete and add multiple sheets to determine total allowances

These calculators are now all linked - please only place a '1' in each applicable box Type the date name and numbers in the CANADA box ONLY

Note: You may only claim a meal allowance if an actual meal expense was incurred by the traveller You may claim an incidental for each partial or full day of travel

## Please set your 'print area' around the calculators you want to print.

Numbers only			22 Apr	23 Apr.											Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast				1									1010		100
Lunch			1	1											
Dinner			1												
Incidentals		11 1,	1	1											

	Enter your travel dates here for the					US	NON.I			TH:	H: 43556				
			22 Apr.	23 Apr.											Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															0
Lunch						and the second s									0
Dinner															0
Incidentals															0

Helli Boallo G	- DIRECTORS		٦					_			
Claimant:	Phyllis Clark		Dep	arture Date	22-Apr	+	Return Date	:	23-Apr		
Location:	Toronto										
Purpose:	To attend th	ne Equality co	oin launch.								
TRAVEL EXPEN	SE		Amount		Meals & Incid	dentais					
Airfare			\$ 3,204.76		Note: Please	use the mea	al allowance	calc	ulator		
Baggage Fees					below to determine the exact number of						
Change Fees					meal allowan	ces and i ncio	lentals.				
VIA Rail											
Hotel Accommo	odations		\$ 286.13			Rate	# Meals	$\Box$	Total		
Mileage (\$.057,	/km)		\$ -		Breakfast	\$20.50	1	\$	20.50		
Parking					Lunches	\$20. 10	2	\$	40.20		
Taxis			\$ 148.00		Dinners	\$50.65	1	\$	50.65		
Car Rental					Incidentals	\$17.30	2	\$	34.60		
Gasoline						-		\$	145.95		
Private Accomo	dation (\$50/r	ıgt)			Total Travel E	xpenses					
Other											
	<b>Total Travel</b>	Expenses	\$ 3,638.89								
	Total Meal/	incidentals	\$ 145.95								
		TOTAL	\$ 3,784.84								
Meal allowance	and incident	al calculator	,								
Insert Date $\rightarrow$			22 Apr.	23 Apr.							
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	9	Total		
Breakfast				1					1		
Lunch			1	1					2		
Dinner			1						1		
Incidentals			1	1					2		
Per Diem Calcu	lator										
Insert Date $\rightarrow$											
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	L.	Total		
	A . 1		1						0		
Claimant Signat	cure: NUN	1/2 Sil	nons of	ar .	Date: $\ell$	16/05/1	9				

Travel expense reports must comply with the RCM's Corporate Travel, Hospitality, Conference and Event Policy (Policy # 51).

**PAULL TRAVEL** 10175 100A Street, Edmonton, AB T5J 0R7 780-428-6031 INFO@PAULLTRAVEL.COM

eInvoice

s.19(1)

Add to Calendar

Itinerary & Documents

A Message from your Travel Arranger

Paull Travel after hours number 1800 757 7676 in North America, International 001 303 876 4247 Please note there is a 35.00 charge per after hours call.

Sales Person: Invoice Number: 70

Invoice Issue Date:

1 5 Apr 2019

Record Locator:

AIR CANADA AC 160

Monday, 22 April

From:

**EDMONTON INTL AB, CANADA** 

7:00am

To:

TORONTO ON, CANADA

12:40pm

Arrival Terminal: 1

Class:

**Breakfast** 

Meal:

Type:

AIRBUS INDUSTRIE A320 JET

Duration:

3hr(s) 40min(s)

Stop(s): Non Stop

**CLARK/PHYLLIS MARIE MS** 

Seat(s): 04D AC - XXXXXXX

AIR CANADA AC 171

Tuesday, 23 April

TORONTO ON, CANADA From:

4:20pm

Departure Terminal: 1

To:

EDMONTON INTL AB, CANADA

6:25pm

Class:

Meal:

Meals Type:

C

AIRBUS INDUSTRIE A320 JET

Duration:

4hr(s) 5min(s)

Stop(s):

Non Stop

**CLARK/PHYLLIS MARIE MS** 

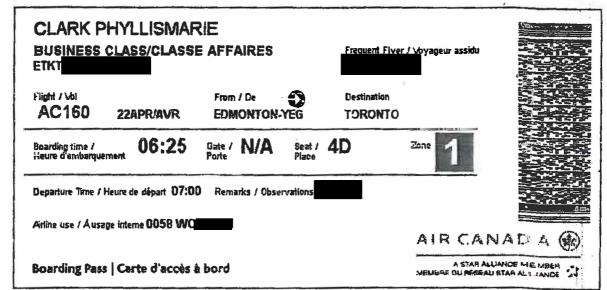
Seat(s): 03C AC - XXXXXXX

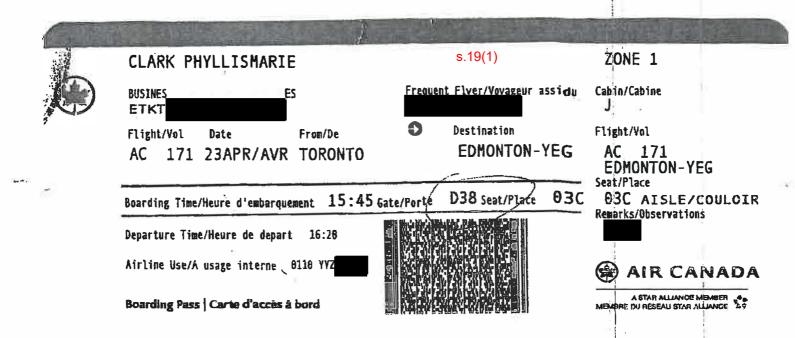
000172

2

OTHERS EDMONTON INTL AB		Tuesc∜ay, 23 April 2019				
BOOKING MANAGEM	ENT FEE - 50.00	1	s.1	19(1)		
PFE				( )		
	Billed to	xxxxxxxxxx	C	AD * 50.00		
V.A.T.	/G.S.T./H.S.T.			CAD * 2.50		
OTHERS EDMONTON AB HAVE A SAFE AND PI	FASANT TRIP	Saturday	7. 12 Oc	ctober 201		
HAVE A SAFE AND FL						
Ticket Information Ticket AC	Passenger:	CLARK PHYLLIS MARIE				
Ticket Information	Passenger:	MS		* 2000 00		
Ticket Information Ticket AC	la weak koon of a dialogo and special	MS	CAD CAD			
Ticket Information Ticket AC Number: Total base fare amount:	Passenger:	MS XXXXXXXXXXX		* 3000.29 * 152.0°		
Ticket Information Ticket AC Number:  Total base fare amount: Total Taxes:	Passenger: Billed to:	MS XXXXXXXXXXX	CAD			
Ticket Information Ticket AC Number:  Total base fare amount: Total Taxes: Total V.A.T./G.S.T./H.S.T.:	Passenger: Billed to:	MS  XXXXXXXXXXXXX  V.A.T./G.S.T./H.S.T.	CAD CAD CAD CAD	* 152.0° 2981.00		
Ticket Information Ticket AC Number:  Total base fare amount: Total Taxes:	Passenger: Billed to:	MS  XXXXXXXXXXXXX  V.A.T./G.S.T./H.S.T.	CAD CAD CAD	* 152.0° 2981.00 69.25		

If you no longer Wish to receive these emells please control doma@paulitraval.com





000174



04-23-19

Phyllis Clark Folio No. Room No. : A/R Number Arrival 04-22-19 **Group Code** Departure : 04-23-19 Company Conf. No. : Membership No: PC Rate Code: IKME3 Invoice No. Page No. 1 of 1 Cashier No. User ID HST# : 855206975

Date	De	scription		Charges	Credits
04-22-19	*Accommodation		<del></del>	243,47	
04-22-19	Municipal Accommodation Tax			9.74	
04-22-19	HST 13% on Rooms			31.65	
04-22-19	HST on MAT			1 27	
04-23-19	xxxxxxxxx	<b>•</b>			286.13
Thank you to	Total	286.13	286.13		
www.lhg.co	om/reviews. We look forward to welcoming you l	back soon.	Balance	0.00	CAD
				0.00	CAD CAD CAD
	val Code 04271I	HST 13% on Rooms		1	CAD
Approval	Amount 286.13			1	CAD
		HST on MAT		•	CAP
					CAD
			13	0.00	CAD

if you have any questions, please contact the accounting department at (416) 324-5869 or fax (416) 324-5895

Guest Signature: \_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

InterContinental Toronto Yorkville
220 Bloor Street West
Toronto, Ontario, Canada M5S 1T8
Telephone: (416) 980-5200 Fax (416) 960-8269

DIAMOND SEDAN AND TAXI 2628 48 ST EDMONTON. AB T&L S&1

Merchant ID: 000000004835663 Term ID: 02033198 02380186017

Purchase

Entry Method: Chip

84/22/19

Batch#: 600142 05:58:41

Refa: 000085008985

Inv #: 000513 Appr Code: 073491

Anount: \$ 60.00 Tip: \$ 9.00 Total: \$ 69.00

Custones Conv

Cab your residence to Edmonton airport DIANOND SEDAN AND TA XI 2528 48 ST EDHONTON, AB TEL 561

Merchant ID: 00000000483 663 Term ID: 02638190 82380196017

Purchase

)

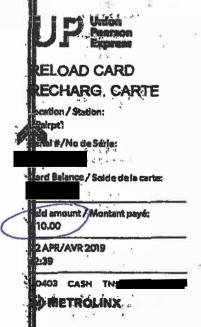
Batch# : 000143 19:00:37

Ref#: 800059384163

Inv #: 980525 Appr Code: 93194

Amount: \$ 60.00 Tip: \$ 9.00 Total: \$ 69.00

Cab Gustoner Conv Edmonton airport to residence



hum Torento airport to hotel

### Simons, Deborah

From:

Phyllis Clark <

Sent:

Thursday, May 02, 2019 10:57 AM

To: Subject: Simons, Deborah Expenses for LGBTQ

Attachments:

190502 Expenses LBGTQ.pdf

Here are the expenses. Plane, hotel, cab to and from my house plus the UP cost to go in and out of Toronto. I used that instead of a cab to get into the city.

On the 22nd, I had lunch and dinner and on the 23rd, breakfast and lunch.

Is that all you need? Please let me know if you need more,.

Thank you for doing this fo me.

+ I have my flights to Winnipeg - I will send you that info.

Phyllis Clark		
Phone:	Email:	

#### **CONFIDENTIALITY WARNING**

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and/or privileged information. Contact me immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

### Simons, Deborah

From:

InterContinental Reservations <Reservations@InterContine intal.com>

Sent:

Tuesday, April 16, 2019 10:28 AM

To:

Simons, Deborah

Subject:

Your Reservation Confirmation #

at InterContineratal Hotels.

Thank you for booking with InterContinental Hotels.

View with Images 🗥



# Reservation Confirmed.

Reservations | Locations | Customer Care | Ambassador



InterContinental Hotels Toronto Yorkville 220 Bloor Street West Toronto, ON M5S 1T8

Hotel Front Desk: 1-416-9605200

Guest Name: Phyllis Clark

Check In:

Check Out:

Rooms: Adults:

22 Apr 2019 - 23 Apr 2019 03:00 PM

MODIFY RESERVATION

**CUSTOMER CARE** 

DOWNLOAD THE IHG® APP

GROUND TRANSPORTATION

**CANCEL RESERVATION** 

UPGRADE RESERVATION

Your confirmation number is:

12:00 PM

Select your preferences before your stay.

#### 1 King Superior

Rate Type: YOUR RATE by IHG® Rewards Club BONUS POINTS:

1,000 Bonus Points for Every Night

Number of Rooms: 1

Room Rate Per Night:

Mon 22 Apr 2019 - Tue 23 Apr 2019

\$243.47 (CAD)

**Total Taxes:** 

\$42.66 (CAD)

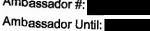
**Estimated Total Price:** 

\$286.13 (CAD)\*

(I) INTERCONTINENTAL. AMBASSADOR

Name: Phyllis Clark Ambassador Status:

Ambassador #:



View all the latest member related offers from

InterContinental® Ambassador.

Learn More

**Estimated Earnings:** 

VIEW MORE RESERVATION DETAILS

### 22 APR 2019 23 APR 2019 TRIP TO TORONTO ON, CANADA

PREPARED FOR **CLARK/PHYLLIS MARIE MS** 



PAULL TRAVEL 10175 100A Street, Edmonton, AB T5J 0R7 780-4.28-6031 DONN ~@PAULLTRAVEL.COM

RESERVATION CODE AIRLINE RESERVATION CODE



DEPARTURE: MONDAY 22 APR Please verify flight times prior to departure

### AIR CANADA AC 0160

Duration 3hr(s) 40min(s)

Class: Business

Status: Confirmed

YEG EDMONTON INTL AB, CANADA

Departing At: 7:00am

Terminal: **NotAvailable** 

YYZ TORONTO ON. CANADA

Arriving At: 12:40pm

Terminal: **TERMINAL 1** 

Aircraft: AIRBUS INDUSTRIE A320 JET

Distance (in Miles): 1675

Stop(s): 0

Meals: Breakfast

Passenger Name

» CLARK/PHYLLIS MARIE MS

Seats

04D / Confirmed

Frequent Fiver #

/AIR CANADA

eTicket Receipt(s)



### DEPARTURE: TUESDAY 23 APR Please verify flight times prior to departure

### AIR CANADA AC 0171

Duration 4hr(s) 5min(s)

Class Business

Status Confirmed YYZ

TORONTO ON,

CANADA

4:20pm

Terminal:

YEG

EDMONTON INTL AB,

Departing At:

TERMINAL 1

CANADA

Arriving At: 6:25pm

Terminal: Not Available Aircraft:

AIRBUS INDUSTRIE A320 JET

Distance (in Miles): 1675

Stop(s): 0

Meals: Meals

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

03C / Confirmed

Frequent Flyer #:

/AIR CANADA

eTicket Receipt(s)

#### OOTHER: TUESDAY 23 APR

OTHER

Status: Confirmed

EDMONTON INTLAB, CANADA

Information:

BOOKING MANAGEMENT FEE - 50.00

### OOTHER: SATURDAY 12 OCT

OTHER

Status Confirmed

EDMONTON AB, CANADA

HAVE A SAFE AND PLEASANT TRIP

#### Notes

..AN ADMINISTRATION FEE WILL BE APPLIED ON ..EACH CHANGE REQUESTED

...PREPARED BY DONNA KRUEGER
...AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA
...INTERNATIONAL 001-303-876-4247
...THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

PAULL TRAVEL 10175 100A Street, Edmonton,AB T5J 0R7 780-428-6031 DONNA@PAULLTRAVEL.COM



**PAULL TRAVEL** 

Agency Address: 10175 100A Street, Edmonton,AS T5J 0R7

70

15 Apr 2019

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM

#### Electronic Invoice

#### Prepared For:

#### CLARK/PHYLLIS MARIE MS

SALES PERSON

**INVOICE NUMBER** 

INVOICE ISSUE DATE RECORD LOCATOR

**CUSTOMER NUMBER** 

Client Address PHYLLIS CLARK

#### DATE: Mon, Apr 22

Flight: AIR CANADA 160

**EDMONTON INTL** From

AB, CANADA

To TORONTO ON,

CANADA

**Arrival Terminal** 

3hr(s) 40 min(s) AIRBUS

INDUSTRIE A320

**JET** 

Stop(s)

Duration

Type

To

Non Stop Seat(s) Details CLARK/PHYLLIS

MARIE MS

Seat(s) - 04D

Departs

Arrives

Class

Meal

Seat(s) - 03C

Departs

Arrives

Class

Meal

AC - XXXXXXX

7:00am

12:40pm

**Business** 

Breakfast

4:20 pm

6:25pm

**Business** 

AC - XXXXXXX

Meals

1

#### DATE: Tue, Apr 23

Flight: AIR CANADA 171

From TORONTO ON,

CANADA

**EDMONTON INTL** 

AB, CANADA

Departure Terminal

Duration 4hr(s) 5min(s)

Type **AIRBUS** 

**INDUSTRIE A320** 

JET

Stop(s) Non Stop

Seat(s) Details **CLARK/PHYLLIS** 

MARIE MS

#### DATE: Tue, Apr 23

#### Others

**EDMONTON INTL** 

AB

**BOOKING** MANAGEMENT FEE - 50.00

PFE

Billed to:

V.A.T./G.S.T./H.S.T.

XXXXXXXXXXX

CAD \* 50.00 CAD \* 2.50

DATE: Sat, Oct 12

Others

EDMONTON AB HAVE A SAFE AND PLEASANT TRIP

#### Ticket Information

**Ticket Number** 

AC

Passenger Billed to: CLARK PHYLLIS MARIE MS

V.A.T./G.S.T./H.S.T.

CAD \*3000.25 CAD \*152.01

Total base fare amount

nt CAD 2981.00

T otal Taxes

CAD 69.25 CAD 154.51

Total V.A.T./G. S.T./H.S.T. Net Credit C ard Billing

\* CAD 3204.76

Total Annount Due

CAD 0.00

#### IT INERARY NOTES:

..AN ADMINISTRATION FEE WILL BE APPLIED ON

..EACH CHANGE REQUESTED

..PREPARED BY DONNA KRUEGER

..AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA

..INTERNATIONAL 001-303-876-4247

..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.



**PAULL TRAVEL** 

Agency Address: 10175 100A Street, Edmonton,A ➡ T5J 0R7

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM

## eTicket Receipt

## Prepared For CLARK/PHYLLIS MARIE MS

RESERVATION CODE

ISSUE DATE

TICKET NUMBER

INVOICE NUMBER

**ISSUING AIRLINE** 

ISSUING AGENT

ISSUING AGENT LOCATION

IATA NUMBER

**CUSTOMER NUMBER** 

FREQUENT FLYER NUMBER



\_\_\_\_\_

AIR CANADA

PAULL TRAVEL/A70

**EDMONTON AB** 



## **Itinerary Details**

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
22Apr19	AIR CANADA AC 160	EDMONTON INTL AB, CANADA  Time 7:00am	TORONTO ON, CANADA  Time 12:40pm Terminal TERMINAL 1	Airline Reservation Code Class BUSINESS Seat Number 04D Baggage Allowance 2PC Booking Status CONFIRMED Fare Basis D3ZCEF Not Valid After 22APR
23Apr19	AIR CANADA AC 171	TORONTO ON, CANADA  Time 4:20pm Terminal TERMINAL 1	EDMONTON INTL AB, CANADA Time 6:25pm	Airline Reservation Code Class BUSINESS Seat Number 03C Baggage Allowance 2PC Booking Status CONFIRMED Fare Basis ZU3ZCEL Not Valid Before 23APR Not Valid After 23APR

#### **Allowances**

#### Baggage Allowance

YEG to YYZ - 2 Pieces AIR CANADA, each piece up to 70 pounds/32 kilograms and up to 62 linear inches/158 linear centimeters

YYZ to YEG - 2 Pieces AIR CANADA, each piece up to 70 pounds/32 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

## Payment/Fare Details

Form of Payment	CREDIT CARD - X XXXXXXXXXXX
Endorsement / Restrictions	AC ONLY
Fare Calculation Line	YEA AC YTO Q3.00Q20.0C 1810.00AC YEA Q3.00Q20.00 1075.00CAD 2931.00END
Fare	CAD 2931.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA (AIR TRAINSPORTATION TAX)
	CAD 55.00 SQ (AIF - CAN ADA EXCEPT ON/NS/QC/NB/NF/PE)
	CAD 152.01 XT (COMBINIED  TAXES/FEES/CARRIER-IMPOSED CHARGES)
Total Fare	CAD 3152,26

#### Positive identification required for airport check in

#### Notice:

CARRIAGE AND OTHER SERVICES PROVIDED BY THE CARRIER ARE SUBJECT TO CONDITIONS OF CARRIAGE, WHICH ARE HEREBY INCORPORATED BY REFERENCE. THESE CONDITIONS MAY BE OBTAINED FROM THE ISSUING CARRIER. PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THERE OF WITHIN A COUNTRY, FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER. CHECK WITH YOUR CARRIER FOR MORE INFORMATION.

Disclosure: DATA PROTECTION NOTICE: YOUR PERSONAL DATA WILL BE PROCESSED IN ACCORDANCE WITH THE APPLICABLE CARRIER'S PRIVACY POLICY AND, IF YOUR BOOKING IS MADE VIA A RESERVATION SYSTEM PROVIDER ("GDS"), WITH ITS PRIVACY POLICY, THESE ARE AVAILABLE AT http://www.iatatravelcenter.com/privacy OR FROM THE CARRIER OR GDS DIRECTLY. YOU SHOULD READ THIS DOCUMENTATION, WHICH APPLIES TO YOUR BOOKING AND SPECIFIES, FOR EXAMPLE, HOW YOUR PERSONAL DATA IS COLLECTED, STORED, USED, DISCLOSED AND TRANSFERRED.

## Simons, Deborah

From:

Victor Young <

Sent:

Tuesday, May 07, 2019 2:29 PM

To:

Simons, Deborah

Cc:

Simons, Deborah; Lemay, Marie

Subject:

Re: Seeking approval - travel expense claim - Phyllis Clark - B19-015

Hi Deborah...approved.

Vic

From: Simons, Deborah <simons@mint.ca>

Sent: May 7, 2019 3:31 PM

To: Victor Young

Subject: Seeking approval - travel expense claim = Phyllis Clark - B19-015

Dear Mr. Young,

Attached is a travel expense claim for approval. This represents the expenses related to Phyllis' recent travel to Toronto to attend our Equality coin launch (airfare and expenses). There are no exceptions, and I have included all of the supporting documentation. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ





320 SUSSEX DRIVE | 320, PROM. SUSSEX OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca



## Travel Expense Form 2019

<b>OTJ</b> #:	
TA #:	TABBG8279
EAHCE #	

Claimant Cost Centre Phyllis Clark

121 Legal Services (Board)

Cost estimate provided on TA \$4,688.76

Hospitality estimate provided on TA

Departure Date
Return Date

22-Apr-19 23-Apr-19

CAD

(attach supporting documents):

**Travel Location and Reason** 

To attend the Equality coin launch.
Edmonton/Toronto/Edmonton

\* AIRFARE AND EXPENSES

THENT	D IT (VP and Board claims only)	29041
Currency	Conversion Table	
1 Unit of	is Worth	of
USD		CAD
		CAD
		CAD

THEMIC# ...

Total Travel Expenses (inclusive of fares) 3,784.84 Prepaid Fares (Paid using Amex Corporate Billing Account) 0.00 Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card) 0.00 Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMOUNT) Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT) Currency Advanced Returned Outstanding FX to CAD CAD Equivalent 0.00 1,00000 0.00Amount Owing to: Employee 3,784.84 **RCM** 0.00

Account	Cost Center ( Select One from	m drop down boy )	In Canadian \$
HST - Registration # 10793 5058 RT0001	Cost Center ( Delete One II )	m drop down box)	
740200 - Meals (domestic)	121 Legal Services (Board)	7	196.88
741200 - Meals (foreign)		▼	106.05
740100 - Hospitality (domestic)		-	0.00
741100 - Hospitality (foreign)			0.00
740010 - Airfare (domestic)	121 Legal Services (Board)		0.00
741010 - Airfare (foreign)			3,047.75
740020 - Rail fare (domestic)		<b>—</b>	0.00
741020 - Rail fare (foreign)			0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	-	0.00
741500 - Taxi fare (foreign)			148.00
740700 - Personal car mileage (domestic)			0.00
741700 - Personal car mileage (foreign)			0.00
740030 - Car rental (domestic)		_	
741030 - Car rental (foreign)		<b>V</b>	0.00
740800 - Parking (domestic)			0.00
741099 - Other transportation (foreign)			0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	▼:	253.21
41400 - Accommodations (foreign)		▼	0.00
40900 - Incidentals (domestic)	121 Legal Services (Board)	▼	32.95
41900 - Incidentals (foreign)			0.00
40000 - Baggage & Travel (domestic)	ENTERED	•	0.00
41000 - Baggage & Travel (foreign)			0.00
	MAY 1 4 2019	•	0.00
<u> </u>	MAI   4 2015	▼	0.00
	1000000		0.00
	AP 427/31		0.00
54200 - Prepaid Fares			0.00
ot of Balance - Discrepancy in Expenses Cod	ed		(0.00)
	rable)/Unfavorable Variance: Estimate on T	A versus actual expense claim	(\$903.92)
	,	Variance %	-19%
MAY - 8 2019 (Favorable)/U	nfavorable Variance: Estimate on Hospitali		\$0.00
	The state of the s	Hospitality Variance %	#DIV/0!

Updated 18/03/19 000186 203.26

141-69



## **Travel Expense Form 2019**

TA # TABBG82792

\*IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Event Policy #51, (as applicable) and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of signing. All travel plans must be preauthorized using the Authority to Travel and Advance form.

As the Traveller, pleas Yes D No 🚾 If yo	e indicate if this claim contains any exceptions requiring approval per the u indicated "Yes", please check which exception(s) were not pre-approved and	Corporate Travel, Hospitality, Conference & Event Policy #5 require approval:
CEO APPROVAL REQUIP	tED: (Please initial) - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (A	nnex 28)
CFO or CEO APPROVAL	REQUIRED: (Please initial)	
	slity – Exceptions to Hospitality Policy #51 (Annex 2B)	
	ality - No pre-approval obtained for the following:	
	Hospitality – External or Internal hospitality exceeding Maximum Cost Per I	Person (Annex 28)
0	Hospitality External or Internal hospitality costs exceeding \$5,000 (Annex	2B and 44.1)
	Hospitality – Alcoholic beverages provided (Policy Section 44.1)	
	, , , , , , , , , , , , , , , , , , , ,	olicy Section 44.1)
	the state of the s	
2	the state of the state of the state of the state of the state of the	n RCM employee, Board member or other private residence
_	(Policy Sections 44.1and 46.4)	,
	Hospitality – No pre-approval prior to expenditure (Section 44.7)	
	D (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial)	
	Combining personal and business travel (Policy Section 14.3)	
	Airfare – Higher level than permitted by policy (Policy Section 20.6)  Privately owned vehicles - Kilometer allowance in excess of the equivalent low	cost competions amount and a contract to the contract of the c
☐ Travel -	Hotel – Rate in excess of specified or published City Rate Limits (Policy Section	rest practical commercial carrier rare (Policy Section 22.1)
	Car travel – Leased Vehicles (Policy Section 23.1)	, 23.2 dild 23.3)
	Expense received over 30 days (Policy Section 33.1)	
☐ Hospita	lity - External or Internal hospitality up to \$1,500 but less than \$5,000 and with	in Maximum Cost Per Person (Annex 28)
☐ Hospita	lity - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Se	ction 44.1)
	APPROVAL REQUIRED: (Please initial)	
☐ Travel -	- Airfare — upgrade to a fare class higher than the Standard Allowable Airfare	Class permitted by policy, at no additional cost to RCM (Polic
section □ Travel-		
23.3)	- Car rental - upgrade to a larger vehicle than the intermediate/Standard size p	ermitted by policy, at no additional cost to RCM (Policy sectio
	Car rental – upgrade to a larger vehicle than the intermediate/Standard size to	accommodate 3 or more employees (Policy section 23.3)
☐ Travel -	Missing original itemized receipts. Explanation provided (Policy section 33.2)	
☐ Travel -	· Hotel – upgrade to a level higher than the Standard Guest Room permitted by	policy, at no additional cost to RCM (Policy section 25.1)
☐ Travel -	Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Mo	intreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vega
(\$145),	or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 26.2)	ded (Policy section 25.2)
	eceptions (traveller has listed and explained on a separate document)	
	lity - External or internal hospitality up to \$1,500 and within Standard Cost Per	Person (Annex 2B)
Corporate Travel, Hospit	ivelier confirms that this expense claim contains only eligible allowances and le ality, Conference & Event Policy #51 (as applicable), that all required supportin are complete and accurate, and that the claim has been completed in accordan	g documentation is contained in this expense claim, that the
Δ	1	
1 Traveller Name (PRII	T NAME) // 2. Expense claim prepared by	3.Approved by Traveller's Director with signing authority
17441112	( ( CONTRAME) / FUNCTION	(PRINT NAME)
oppia Liv	nons Willy Jimms	
Signature of traveller	Signature	Signature of Traveller's Director
	11. 1.	adjustment of the state of the
n Mulus	00105/19	
Date M	Date	Date
COT	05-11-4	distribution of the court of the story of make the second of the
The Traveller's Manager	confirms that she/he has reviewed this expense claim including all the supporti	ng documentation, that the expenses claimed appear
reasonable, exceptions a	s noted above are approved (as required), and the daim has been completed in	accordance with the Corporate Travel, Hospitality, Conference
& Event Policy #51 (as ap	plicable). Please note, if exceptions have been pre-approved prior to travel, the	Travel's Director can proceed in signing the expense claim, By

signing below, the VP or CEO confirms that she/he has reviewed the exceptions as noted above requiring her/his approval and hereby grants it.

4 Approved by VP (as required)	S.Reviewed by CFO (CEO claims; Board claims; claims	6.Approved by CEO & President/Chair of BOD/Chair of
(PRINT NAME)	for review prior to CEO approval; other as required)	Audit Committee (as required)
	Quelo	Keline refer to the attacher
Signature of VP	Signature of 2FO	Signature of CEO/Chair of Soard/Chair of Audit
		Committee
	May 6/2019	I-mail approval from
Date	Date	Date
		Victor Young 07/05/19
7 Reviewed by Finance (PRINT NAME)		Date

Hay 194/19

willia (CA		Canada - (Exce	ept NWT. N	······································	1	USA - (Excep	f Alaska)	<del>-</del>
Page 2		Total Amount	Actual	Calc	1	USD		
I uge 2		(incl. HST/GST)	1	HST/GST		]	Actual Credit Card	Total CAD
RCM Paid Fares (Air	-Domestic)	(EEC. 1151/051)	1131/031	H51/G51	1	Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Rai	<b>-</b> ′	<del></del>	<del> </del>	1	1		<del> </del>	
RCM Paid Fares (Air	,			1	-		<del>-</del>	
RCM Paid Fares (Rai			-		-	<u> </u>		
Employee Paid Fares		3,204.76	157.01	/	-	<u> </u>		
Employee Paid Fares		3,204.76	157.01		1			
Employee Paid Fares								
Employee Paid Fares								<del>_</del>
Hotel Accommodation		286.13	32,92		ļ			
Hotel Accommodation		200.13	32,92	/				
Taxis (Domestic)	is (Loreign)	/ 148.00	1 20					
Taxis (Foreign)		148.00	6.38	<u> </u>			<del> </del>	
Mileage (\$0.55km)				<del> </del>			<del> </del>	
		<u> </u>					ļ	
Business Telephone							ļ	
Parking								
Car Rental (Domestic)								<u> </u>
Car Rental/Gas (Forei								
Personal Accommodat	tions							
Hospitality								
Baggage (Domestic)								
Baggage (Foreign)		,						
Others (code manually	y)							
					ĺ			
Others (total)								
Total Expenses		3,638.89	189.93					
Per Diem Country	r			Canada				USA
		No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	S	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts .	\$20.50	1	20.50	0.98	\$20.50			
Lunches	\$20.10	_ 2	40.20	1.91	\$20.10			
Dinners	\$50.65	1	50.65	2.41	\$50.65			
Total Meals			V 111.35	5.30				
Incidentals	\$17.30	2	34.60	1.65	\$17.30			
Total Expenses			145.95	6.95				
Note - Please use the	meal allowance ca	alculator tab to o	determine t	he exact No.	of meal allo	wances and in	cidentals	
Grand Total CAD Exp			ı	3,784.84		Grand Total US	_	···
Grand Total HST/GST			ŀ	196.88	,	STARU TOTAL US	D Expenses	
			I	**************************************	303.36			
Notes for Expen								
No cab fares to be claim	ed for travel to and fr	om the coin launch	venue.					

#### Meal allowance and incidental calculator

If your travel extends beyond the time period allowed for in the calculator, complete and add multiple sheets to determine total allowances

These calculators are now all linked - please only place a '1' in each applicable box Type the date name and numbers in the CANADA box ONLY

Note: You may only claim a meal allowance if an actual meal expense was incurred by the traveller You may claim an incidental for each partial or full day of travel

# Please set your 'print area' around the calculators you want to print.

	Enter	your tra	vel dates	here fo	r	CAN	ADA			MON	TH:	Apr-1	9		
Numbers only			22 Apr	23 Apr								T			Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast				1		1			7						1
Lunch			1	1									+-		2
Dinner	100.00		1										-		
Incidentals			1	1											2

Enter	your tra	ivel dates	here fo	r the	US				MON	TH:	4355	6		
			23 Apr.					11/1					T	Total
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
														0
	1 11.				1						1			- 0
					1						+	-	+	
1				-	1					-				
	=71.07		22 Apr.	22 Apr. 23 Apr.	Enter your travel dates here for the    22 Apr.   23 Apr.     Sat   Sun   Mon   Tue   Wed	22 Apr. 23 Apr.	22 Apr   23 Apr	22 Apr. 23 Apr.	22 Apr. 23 Apr.	22 Apr. 23 Apr.	22 Apr. 23 Apr.	22 Apr. 23 Apr.	22 Apr. 23 Apr.	22 Apr 23 Apr

Claimant:	Phyllis Clark		Dep	earture Date	: 22-Apr	i	Return Date:		23-Apr
Location:	Toronto								
Purpose:									
i dipose.	To attend th	e Equality co	in launch.						
TRAVEL EXPEN	SE		Amount		Meals & Incid	lentals			
Airfare			\$ 3,204.76		Note: Please	use the mea	ıl allowance	calcı	ulator
Baggage Fees					below to dete	ermine the e	xact number	of	
Change Fees					meal allowand	ces and incid	lentals.		
VIA Rail						_			
Hotel Accommo	odations		\$ 286.13			Rate	# Meals		Total
Mileage (\$.057,	/km)		\$ -		Breakfast	\$20.50	1	\$	20.50
Parking					Lunches	\$20.10	2	\$	40.20
Taxis			\$ 148.00		Dinners	\$50.65	1	\$	50.65
Car Rental			,,		Incidentals	\$17.30	2	\$	34.60
Gasoline								\$	145.95
Private Accomo	dation (\$50/n	gt)			Total Travel Ex	xpenses			
Other									
	<b>Total Travel</b>	Expenses	\$ 3,638.89						
	Total Meal/I		\$ 145.95						
		TOTAL	\$ 3,784.84						
Meal allowance	and incident	al calculator							
Insert Date $\rightarrow$			22 Apr.	23 Apr.					
	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Total
Breakfast				1					1
Lunch			1	1					2
Dinner			1						1
Incidentals			1	1					2
Per Diem Calcul	ator								
Insert Date →									
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	7	<b>Total</b>
									0
Claimant Signat	ure: Wush Physi	y Lin	rons of	9	Date:	610511	19		
Travel expense rep	orts must compl	y with the RCM	's Corporate Tra	ıvel, Hospitalit	y, Conference and	d Event Policy (	Policy # 51).		

# PAULL TRAVEL 10175 100A Street, Edmonton,AB T5J 0R7 780-428-6031 INFO@PAULLTRAVEL.COM

## elnvoice

s.19(1)

Add to Calendar

**timerary & Documents** 

A Message from your Travel Arranger

Paull Travel after hours number 1800 757 7676 in North America, International 001 303 876 4247. Please note there is a 35.00 charge per after hours call.

Sales Person: Invoice Number:

70

Invoice Issue Date: Record Locator: 15 Apr 2019

AIR CANADA AÇ 160

ADA AC 160 Monday, 22 April
EDMONTON INTL AB, CANADA

From: EDMON 7:00am

To: TORONTO ON, CANADA

12:40pm

Arrival Terminal: 1

Class: C

Meal: Breakfast

Type: AIRBUS INDUSTRIE A320 JET

Duration:

3hr(s) 40min(s)

Stop(s): Non Stop

**CLARK/PHYLLIS MARIE MS** 

Seat(s): 04D AC - XXXXXXX

AIR CANADA AC 171

Tuesday, 23 April

From: TORONTO ON, CANADA

4:20pm Departure Terminal: 1

To:

EDMONTON INTL AB, CANADA

6:25pm

Class:

С

Meal: Meals

Type:

AIRBUS INDUSTRIE A320 JET

Duration: Stop(s): 4hr(s) 5min(s) Non Stop

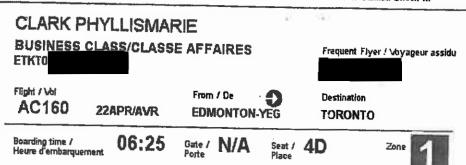
**CLARK/PHYLLIS MARIE MS** 

Seat(s): 03C

AC - XXXXXXX

OTHERS EDMONTON INTL AB	Tuesda	y, 23 April 2019
BOOKING MANAGEMENT FEE - 50.00		s.19(1)
PFE		
Billed to	(XXXXXXXXXX	CAD * 50.00
V.A.T./G.S.T./H.S.T.		CAD * 2.50
OTHERS EDMONTON AB HAVE A SAFE AND PLEASANT TRIP	Saturday, 12	2 October 2019
Ticket Information Ticket AC Passenger: Number:	CLARK PHYLLIS MARIE	
Ticket AC Passenger:	MS	
Ticket AC Passenger: Number:	KXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	D 2981.00 D 69.25 D 154.51

If you no longer wish to receive these emails please contact, donna@paulitravel.com.



Departure Time / Heurz de départ 07:00 Remarks / Observations

Airline use / Ausage interne 0058 WC

Boarding Pass | Carte d'accès à bord

AIR CANADA

A STAR ALLIANCE MEMBER MEMBER DU RESEAU STAR ALLIANCE



#### CLARK PHYLLISMARIE

BUSINESS CLASS/CLASSE AFFAIRES **ETKT0** 

Flight/Vol

Date

From/De

AC 171 23APR/AVR TORONTO Frequent Flver/Vovageur assidu

Destination

EDMONTON-YEG

Boarding Time/Heure d'embarquement 15:45 Gate/Porté

Departure Time/Heure de depart 16:28

Airline Use/A usage interne 0110 YYZ

Boarding Pass | Carte d'accès à bord



ZONE 1

Cabin/Cabine

Flight/Vol

AC 171 EDMONTON-YEG

Seat/Place

03C

03C AISLE/COULOIR Remarks/Observations

AIR CANADA

A STAR ALLIANCE MEMBER MEMBER DU RESEAU STAR ALLIANCE SA



04-23-19

Phyllis Clark Folio No. Room No. : 841 A/R Number Arrival 04-22-19 Group Code Departure : 04-23-19 Company Conf. No. Membership No: Rate Code: IKME3 Invoice No. Page No. 1 of 1 Cashier No. 856206975 User ID HST#

Date			Description	1	Charges	Credits
04-22-19	*Accommo	odation			243.47	
04-22-19	Municipal /	Accommodation Tax			9.74	
04-22-19	HST 13% (	on Rooms			31.65	
04-22-19	HST on MA	AT			1.27	
04-23-19		XXXXX	0000000			286.13
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here-www.ihg.com/reviews. We look forward to welcoming you back soon.  Balance			Total	286.13	286.13	
			Balance	0.00	CAD	
	oval Code I Amount	<b>04271</b> 1 286.13	HST 13% on Rooms HST on MAT		0.00 0.00 0.00 31.65 0.00 1.27	CAD CAD CAD CAD CAD CAD

If you have any questions, please contact the accounting department at (416) 324-5869 or fax (416) 324-5895

Guest Signature:	

I have received the goods and / or services in the amount shown heron. I agree that my liablity for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

InterContinental Toronto Yorkville 220 Bloor Street West Toronto, Onterio, Canada M5S 1T8 Telephone: (416) 960-5200 Fax (416) 960-8269 DIAMOND SEDAN AND TAXI 2628 43 ST EDMCHTON. AB TEL 561

Merchant ID: 080000084838663 Term ID: 02033190 02389190017

Purchase

CREDIT XXXXXXXXXXXX

AID: A80000000031010 Entry Method: Chip

04/22/19

Batch#: 000142

05:58:41

Ref#:000085808985

Inv #: 000513 Appr Code: 073491

Amount: Tip: 9.00

Total: 65.00 DIAHOND SEDAN AND TAXI 2628 43 ST EDMONTON. AB TGL 561

Merchant ID: 868698664838663 Term ID: 82833198 82388198817

Purchase

CREDIT

P. Print

XXXXXXXXXX

AID: 40000000031910 Entry Method: Haved

> Batch#: 000143 19:00:37

84/23/19

Ref#:000059384163

Inv #: 000525 Appr Code: 831041

Amount: 50.00 lip: 9.00 Total: 69.00

Cab from residence to Edmonton airport



RELOAD CARD RECHARG. CARTE

cation / Station:

sirpt)

al #/No de Série:

ard Ralance / Solde de la carte:

aid amount / Montant payé: 10.00

2 APR/AVR 2019

2:39

0403 CASH TN:

METROLINX

000195

## Simons, Deborah

From: Sent: Phyllis Clark <

Jeni

Thursday, May 02, 2019 10:57 AM

To: Subject:

Simons, Deborah Expenses for LGBTQ

Attachments:

190502 Expenses LBGTQ.pdf

Here are the expenses. Plane, hotel, cab to and from my house plus the UP cost to go in and out of Toronto. I used that instead of a cab to get into the city.

On the 22nd, I had lunch and dinner and on the 23rd, breakfast and lunch.

Is that all you need? Please let me know if you need more,.

Thank you for doing this fo me.

+ I have my flights to Winnipeg - I will send you that info.

Phyllis (	Clark		
Phone:	E	mail:	

#### CONFIDENTIALITY WARNING

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and/or privileged information. Contact me immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

#### Simons, Deborah

From:

InterContinental Reservations < Reservations@InterContinental.com>

Sent:

Tuesday, April 16, 2019 10:28 AM

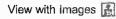
To:

Simons, Deborah

Subject:

Your Reservation Confirmation # **TENNION** at InterContinental Hotels.

Thank you for booking with InterContinental Hotels.





## Reservation Confirmed.

Reservations | Locations | Customer Care | Ambassador



InterContinental Hotels Toronto Yorkville 220 Bloor Street West

Toronto, ON M5S 1T8

Hotel Front Desk: 1-416-9605200

Guest Name: Phyllis Clark

Check In:

03:00 PM

Check Out:

Rooms: Adults:

22 Apr 2019 - 23 Apr 2019

1

12:00 PM



**MODIFY RESERVATION** 

**CUSTOMER CARE** 

DOWNLOAD THE IHG® APP

**GROUND TRANSPORTATION** 

**CANCEL RESERVATION** 

**UPGRADE RESERVATION** 

Your confirmation number is:

Select your preferences before your stay.

#### 1 King Superior

Rate Type: YOUR RATE by IHG® Rewards Club BONUS POINTS:

1,000 Bonus Points for Every Night

Number of Rooms: 1

**Room Rate Per Night:** 

Mon 22 Apr 2019 - Tue 23 Apr 2019

\$243.47 (CAD)

**Total Taxes:** 

\$42.66 (CAD)

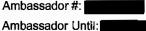
**Estimated Total Price:** 

\$286.13 (CAD)\*

INTERCONTINENTAL. **AMBASSADOR** 

Name: Phyllis Clark Ambassador Status:

Ambassador #:



View all the latest member related offers from InterContinental® Ambassador.

Learn More

**Estimated Earnings:** 

VIEW MORE RESERVATION DETAILS

## 22 APR 2019 23 APR 2019 TRIP TO TORONTO ON, CANADA

PREPARED FOR CLARK/PHYLLIS MARIE MS



PAULL TRAVEL 10175 100A Street, Edmonton, AB T5J 0R7 780-428-6031

DONNA@PAULLTRAVEL.COM

RESERVATION CODE
AIRLINE RESERVATION CODE





DEPARTURE: MONDAY 22 APR Please verify flight times prior to departure

#### AIR CANADA AC 0160

Duration; 3hr(s) 40min(s)

Class Business

Status Confirmed

YEG EDMONTON INTL AB, CANADA

Departing At: 7:00am

Terminal; Not Available YYZ
TORONTO ON,
CANADA

Arriving At: 12:40pm

Terminal: TERMINAL 1 Aircraft:

AIRBUS INDUSTRIE A320 JET

Distance (in Miles): 1675

Stop(s): 0

Meals: Breakfast

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats

04D/Confirmed

Frequent Flyer#:

AIR CANADA

eTicket Receipt(s)



DEPARTURE: TUESDAY 23 APR Please verify flight times prior to departure

#### AIR CANADA AC 0171

Duration 4hr(s) 5min(s)

Class: Business

Status Confirmed YYZ TORONTO ON, CANADA YEG EDMONTON INTL AB, CANADA

Departing At: 4:20pm

Terminal: TERMINAL 1 CANADA

Arriving At: 6:25pm

Terminal: NotAvailable Aircraft:

AIRBUS INDUSTRIE A320 JET

Distance (in Miles): 1675

Stop(s): 0

Meals: Meals

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seais

03C / Confirmed

Frequent Flyer #

AIR CANADA

eTicket Receipt(s).

#### OOTHER: TUESDAY 23 APR

#### OTHER

Status: Confirmed YEG

EDMONTON INTL AB, CANADA

Information:

**BOOKING MANAGEMENT FEE - 50.00** 

#### OTHER: SATURDAY 12 OCT

#### OTHER

Status: Confirmed

YEA

EDMONTON AB, CANADA

Information:

HAVE A SAFE AND PLEASANT TRIP

#### Notes

..AN ADMINISTRATION FEE WILL BE APPLIED ON ...EACH CHANGE REQUESTED

PAULL TRAVEL 10175 100A Street, Edmonton,AB T5J 0R7 780-428-6031 DONNA@PAULLTRAVEL.COM

ŧ



PAULL TRAVEL

Agency Address: 10175 100A Street, Edmonton, AB T5J 0R7

Phone: 780-428-6031 DONNA@PAULLTRAVEL.COM

#### Electronic Invoice

#### Prepared For:

#### CLARK/PHYLLIS MARIE MS

SALES PERSON 70
INVOICE NUMBER
INVOICE ISSUE DATE 15 Apr 2019
RECORD LOCATOR
CUSTOMER NUMBER

Client Address PHYLLIS CLARK

#### DATE: Mon, Apr 22

Flight: AIR CANADA 160 From **EDMONTON INTL** Departs 7:00am AB, CANADA Τo TORONTO ON. Arrives 12:40pm CANADA Arrival Terminal 1 Duration 3hr(s) 40min(s) Class Business Туре **AIRBUS** Meal Breakfast **INDUSTRIE A320** JET Stop(s) Non Stop Seat(s) Details CLARK/PHYLLIS Seat(s) - 04D AC - XXXXXXX MARIE MS

#### DATE: Tue, Apr 23

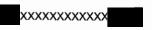
OA 171		
TORONTO ON, CANADA	Departs	4:20 pm
EDMONTON INTL AB, CANADA	Arrives	6:25pm
1		
4hr(s) 5min(s)	Class	Business
AIRBUS INDUSTRIE A320 JET	Meal	Meals
Non Stop		
CLARK/PHYLLIS MARIE MS	Seat(s) - 03C	AC - XXXXXXX
	TORONTO ON, CANADA EDMONTON INTL AB, CANADA 1 4hr(s) 5min(s) AIRBUS INDUSTRIE A320 JET Non Stop CLARK/PHYLLIS	TORONTO ON, CANADA  EDMONTON INTL AB, CANADA  1  4hr(s) 5min(s) AIRBUS INDUSTRIE A320 JET Non Stop CLARK/PHYLLIS  Departs  Arrives Arrives Meal Meal Stop Seat(s) - 03C

#### DATE: Tue, Apr 23

Others	- Sendon - MacEning Colors (management daily CE - 2000000年 Mel 1984 2000000年 Mel 1984 2000000年 Mel 1984 20000000 Mel 1984 20000000 Mel 1984 20000000 Mel 1984 200000000 Mel 1984 2000000000000000000000000000000000000
Support and the state of the st	EDMONTON INTL
THE STATE OF THE S	AB BOOKING MANAGEMENT
V.Y. Employee	FEE - 50.00

PFE

Billed to: V.A.T./G.S.T./H.S.T.



CAD \* 50.00 CAD \* 2.50

DATE: Sat, Oct 12

Others

EDMONTON AB HAVE A SAFE AND PLEASANT TRIP

**Ticket Information** 

**Ticket Number** 

AC

Passenger Billed to:

CLARK PHYLLIS MARIE MS

V.A.T./G.S.T./H.S.T.

CAD

\* 3000.25

.A.1./G.S.1./n.3.1.

CAD

\* 152.01

Total base fare amount Total Taxes

CAD 2981.00

Total V.A.T./G.S.T./H.S.T.

CAD 69.25 CAD 154.51

Net Credit Card Billing

\* CAD 3204.76

-----

Total Amount Due

CAD 0.00

ITINERARY NOTES:

..AN ADMINISTRATION FEE WILL BE APPLIED ON

..EACH CHANGE REQUESTED

..PREPARED BY DONNA KRUEGER

"AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA

..INTERNATIONAL 001-303-876-4247

..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

#### Thellend, Talia

From: Simons, Deborah
Sent: April 16, 2019 8:57 AM

**To:** 'Phyllis Clark'

**Subject:** RE: elnvoice, April 22 for MS PHYLLIS MARIE CLARK **Attachments:** Briefing Book Document - Equality Coin Unveiling.pdf

#### Dear Phyllis,

Thank you for this. I am pleased to confirm that the event is taking place at The 519 (Ballroom), 519 Church Street in Toronto, from 09:30 to noon. I have attached a briefing book that contains event details, bios, and other helpful information. Do you have a preference with regards to the hotel? Marie and other staff are staying at the Sheraton Centre Toronto Hotel, but you may stay elsewhere if you prefer another location. As soon as I know how you wish to proceed with regards to the hotel I will prepare a Travel Authority document for approval.

Best,

#### Debby

From: Phyllis Clark

Sent: Monday, April 15, 2019 7:36 PM

To: Simons, Deborah

Subject: Fwd: elnvoice, April 22 for MS PHYLLIS MARIE CLARK

I have booked to Toronto and Simon knows.

Could you please get me a hotel that night.

Were you able to find the time for the meeting?

# Thanks. Phyllis Clark Phone: Email

#### CONFIDENTIALITY WARNING

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and/or privileged information. Contact me immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

	Forwarded	message	
--	-----------	---------	--

From: **DONNA** < <u>donna@paulltravel.com</u>> Date: Mon, Apr 15, 2019 at 2:07 PM

Subject: eInvoice, April 22 for MS PHYLLIS MARIE CLARK

To:

#### PAULL TRAVEL 10175 100A Street, Edmonton,AB T5J 0R7 780-428-6031

INFO@PAULLTRAVEL.COM

## elnvoice

s.19(1)

Monday, 22 April

Tuesday, 23 April

4hr(s) 5min(s)

Non Stop

3hr(s) 40min(s)

Non Stop

#### Add to Calendar Itinerary & Documents

#### A Message from your Travel Arranger

Paull Travel after hours number 1800 757 7676 in North America, International 001 303 876 4247. Please note there is a 35.00 charge per after hours call.

Sales Person: Invoice Number: 70

Invoice Issue Date: 15 Apr 2019 Record Locator:

Duration:

Duration:

Stop(s):

Stop(s):

AIR CANADA AC 160

From: EDMONTON INTL AB, CANADA

7:00am

To: TORONTO ON, CANADA

12:40pm

Arrival Terminal: 1

Class: C
Meal: Breakfast
Type: AIRBUS INDUSTRIE A320 JET

**CLARK/PHYLLIS MARIE MS** 

Seat(s): 04D AC - XXXXXXX

**AIR CANADA AC 171** 

From: TORONTO ON, CANADA

4:20pm

Departure Terminal: 1

To: EDMONTON INTL AB, CANADA

6:25pm

Class: C Meal: Meals

Type: AIRBUS INDUSTRIE A320 JET

**CLARK/PHYLLIS MARIE MS** 

Seat(s): 03C AC - XXXXXXX

OTHERS

Tuesday, 23 April 2019

EDMONTON INTL AB

BOOKING MANAGEMENT FEE - 50.00

PFE

Billed to



CAD \* 50.00

V.A.T./G.S.T./H.S.T. CAD \* 2.50 **OTHERS** Saturday, 12 October 2019 **EDMONTON AB** HAVE A SAFE AND PLEASANT TRIP s.19(1)**Ticket Information** Ticket AC Passenger: CLARK PHYLLIS MARIE Number: Billed to: XXXXXXXXXXXX CAD \* 3000.25 V.A.T./G.S.T./H.S.T. CAD \* 152.01 Total base fare amount: 2981.00 CAD CAD 69.25 **Total Taxes:** Total V.A.T./G.S.T./H.S.T.: CAD 154.51 **Net Credit Card Billing:** CAD 3204.76 TOTAL AMOUNT DUE: CAD 0.00

If you no longer wish to receive these emails please contact: <a href="mailto:donna@paulltravel.com">donna@paulltravel.com</a>.



## Unveiling of the 2019 \$1 Equality Commemorative Circulation Coin

April 23, 2019

The 519 Community Centre 519 Church St Toronto ON

