

Murka, Anne-Marie

From: Victor Young <[REDACTED]>
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:/Télec. : 613-990-4665
murka@mint.ca | murka@monnaie.ca
mint.ca | monnaie.ca



Claimant
Cost Centre

Phyllis Clark
121 Legal Services (Board)

Travel Expense Form 2019

OTJ #:

TA #:

EAHCE #

Cost estimate provided on TA

Departure Date

Return Date

THEMIS # (VP and Board claims only)

TACC82518

B19-001

\$9,600.00

24-Jan-19

26-Jan-19

2922

Travel Location and Reason (attach any supporting documents):

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

Total Travel Expenses (inclusive of fares)	5,635.39
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	0.00

Amount Owing to: **Employee** **5,635.39** **RCM** **0.00**

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 (Board)	72.20
741100 - Hospitality (foreign)		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)		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)	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
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00

FOR FINANCE USE ONLY

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

(\$3,964.61)

Variance %

000002

Form updated January 2018



Travel Expense Form 2018

Updated 07/01/18

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 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 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 28)
- ☒ 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 (\$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 28)

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 above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

1. Traveller Name (PRINT NAME) <i>Phyllis Clark</i> Signature of traveller	2. Expense claim prepared by (PRINT NAME) <i>Ammurka</i> Signature	3. Approved by Traveller's Director with signing authority (PRINT NAME) <i>Victor Young - See email</i> Signature of Traveller's Director
Date	Date	Date

The Traveller's Manager confirms that she/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appear 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 Traveller'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) <i>Bob Zintel</i> Signature of VP	5. Reviewed by CFO (CEO claims, Board claims; claims for review prior to CEO approval; other as required) <i>B. Zintel</i> Signature of CFO	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required) Signature of CEO/Chair of Board/Chair of Audit Committee
Date	Date	Date

7. Reviewed by Finance (PRINT NAME)

Date

C. Davies

Feb 19/19



Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST
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Per Diem Country			Canada	
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST
Breakfasts	\$20.25			
Lunches	\$19.85			
Dinners	\$50.00	1	50.00	2.38
Total Meals			50.00	2.38
Incidentals	\$17.30	3	51.90	2.47
Total Expenses			101.90	4.85

USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
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[illegible]

~~341.15~~

1. Variance in Estimate due to 1 day meeting versus 3 day meeting /so less costs; 2. Hospitality Expense \$80 of Jan/23, 2019 exception form attached.



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)

SALES PERSON	70
INVOICE NUMBER	[REDACTED]
INVOICE ISSUE DATE	16 Jan 2019
RECORD LOCATOR	[REDACTED]
CUSTOMER NUMBER	[REDACTED]

Client Address PHYLLIS CLARK [REDACTED]	
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DATE: Tue, Jan 22

Flight: AIR CANADA 358			
From	EDMONTON INTL AB, CANADA	Departs	8:10am
To	OTTAWA ON, CANADA	Arrives	1:54pm
Duration	3hr(s) 44min(s)	Class	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	Breakfast
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 04C	AC - XXXXXXXX [REDACTED]

DATE: Thu, Jan 24

Flight: AIR CANADA 447			
From	OTTAWA ON, CANADA	Departs	10:00am
To	TORONTO ON, CANADA	Arrives	11:12am
		Arrival Terminal	1
Duration	1hr(s) 12min(s)	Class	Business
Type	EMBRAER EMB E90 JET	Meal	Continental Breakfast
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 01D	AC - XXXXXXXX [REDACTED]

DATE: Thu, Jan 24

Flight: AIR CANADA 143			
From	TORONTO ON, CANADA	Departs	12:05pm
To	CALGARY INTL AB, CANADA	Arrives	2:30pm
Departure Terminal	1		

000005

	INDUSTRIE A320 JET		
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXXX

DATE: Thu, Jan 24

Flight: AIR CANADA 8160 Operated by: /AIR CANADA EXPRESS - JAZZ

From	CALGARY INTL AB, CANADA	Departs	8:30pm
To	EDMONTON INTL AB, CANADA	Arrives	9:26pm
Duration	0hr(s) 56min(s)	Class	Economy
Type	DEHAVILLAND DASH 8 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXXX

DATE: Thu, Jan 24

Others			
	EDMONTON INTL AB BOOKING MANAGEMENT FEE - 50.00 PFE		
	Billed to: XXXXXXXXXXXXXXXX		
	V.A.T./G.S.T./H.S.T.		CAD * 50.00 CAD * 2.50

DATE: Mon, Jul 15

Others			
	EDMONTON AB HAVE A SAFE AND PLEASANT TRIP		

Ticket Information

Ticket Number	AC	Passenger	CLARK PHYLLIS MARIE MS		
		Billed to:	XXXXXXXXXXXXX	CAD	* 4041.25
			V.A.T./G.S.T./H.S.T.	CAD	* 204.22
			Total base fare amount	CAD	3990.00
			Total Taxes	CAD	101.25
			Total V.A.T./G.S.T./H.S.T.	CAD	206.72
			Net Credit Card Billing	* CAD	4297.97
			Total Amount 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 001-303-878-4247
..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

000006

Fairmont

CHÂTEAU LAURIER

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 : 0466
Folio # :
Invoice # :
Cashier/Cassier # : 418
Page # : 1 of 1

Reference No.

Ms Phyllis Clark
Canada

Arrival/Arrivée : 01-22-19
Departure/Départ : 01-24-19

Date	Description	Additional Information/Supplémentaire	Charges	Credits
01-22-19	Room Charge		400.00	
01-22-19	Municipal Accommodation Tax (16.00	
01-22-19	Room HST (13%)		54.08	
01-23-19	Room Charge		400.00	
01-23-19	Municipal Accommodation Tax (16.00	
01-23-19	Room HST (13%)		54.08	
01-24-19		XXXXXXXXXXXX		940.16
Total			940.16	940.16
Balance Due/Solde			0.00	

GST Summary / Sommaire

Room/Chambre 0.00
F&B/Restauration 0.00
Other/Autres 0.00
Total 0.00

HST Summary / Sommaire

Room/Chambre 108.16
F&B/Restauration 0.00
Other/Autres 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 90 days. (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 cette note au cas où la compagnie, l'association ou son représentant désigné ne rembourserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après 90 jours. (18,00% par année.)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les Hôtels participants.)

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

TAX

63.25 2.62

#4

GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

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

\$63.25

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

APPROVED

AUTH# 090041 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB
BARREL TAXI
EDMTAXI.COM
GST 1004030

YOU HAVE BEEN SERVED
BY: L12

H.S.T. 895497683

THANK YOU! Please join us for
lunch Monday to Friday
MERCI BEAUCOUP! Ouvert pour
diner du lundi au vendredi!
Time: 13:19 2 CUSTOMERS

SOCIAL
537 SUSSEX DR
OTTAWA ON

CARD *****
CARD TYPE
DATE 2019/01/23
TIME 5507 14:21:24
RECEIPT NUMBER
C85025584-001-190-003-0

PURCHASE
AMOUNT \$67.80
TIP \$12.20
TOTAL

\$80.00

CREDIT
A0000000031010
ED01059F354017E2
8080008000-6800
59EDF6C1D94D343C
8080008000-7800

APPROVED

AUTH# 037341 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

1 CAPPUCCINO \$4.50
1 TEA \$3.50
2 Ahi Tuna \$34.00
2 Soup \$18.00
SUB-TOTAL \$60.00
TAX \$7.80
TOTAL \$67.80

MED JANUARY 23, 2019
CHECK #265578-1
TABLE #204

Social
537 SUSSEX Drive
OTTAWA

hospitality

P. Clark
M. Lemay
January 23/2019
Social Restaurant
* exception attached.

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT
VERIFICATION

BLUE LINE TAXI
(613) 238 1111

TERMINAL ID: 324 353 409
MERCHANT ID: 4325527A
VEHICLE ID: 1718
DRIVER ID: 00051159
TRIP NUMBER: 11243
PASSENGERS: 1
01/22/2019
START: 14:10
END: 14:10
FARE AMOUNT: \$ 34.95

TIP AMOUNT: \$ 5.24

TOTAL: \$ 40.19

SALI: AAA
APPROVAL NUMBER: 010461

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB

BLUELINE

ZONE 1

Cabin/Cabine
Y

Flight/Vol

AC 8160
EDMONTON-YEG

Seat/Place

02D AISLE/COULOIR

Remarks/Observations

 **AIR CANADA**

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

BLUE LINE TAXI
(613) 238 1111

TERMINAL ID: 324 301 087
MERCHANT ID: 4325165A
VEHICLE ID: 1205
DRIVER ID: 00055959
TRIP NUMBER: 11215
PASSENGERS: 1
01/24/2019
START: 08:57
END: 08:58

FARE AMOUNT: \$ 35.77

TIP AMOUNT: \$ 7.15

TOTAL: \$ 42.92

SALI: AAA
APPROVAL NUMBER: 025991

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB

BLUELINE

ZONE 1

Cabin/Cabine
J

Flight/Vol

AC 447
TORONTO

Seat/Place

01D AISLE/COULOIR

Remarks/Observations

 **AIR CANADA**

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

DIAMOND SEDAN AND TAXI
2628 13 ST
EDMONTON, AB T6L 5G1

Merchant ID: 00000004838653
Term ID: 08128885
02380190017

Purchase

CREDIT

XXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

01/22/19

Batch#: 000336

06:53:48

Ref#: 000099892251

Inv #: 000513 Appr Code: 028111

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

ZONE 1

Cabin/Cabine
J

Flight/Vol

AC 145
CALGARY

Seat/Place

01D AISLE/COULOIR

Remarks/Observations

 **AIR CANADA**

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE



EXCEPTION TO HOSPITALITY – APPROVAL FORM

TO: *B. Zentel Acting*
~~Jennifer Camelon~~, 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.

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
Acting

EXCEPTION APPROVED BY CFO & VP Finance & Administration:

SIGNATURE OF CFO & VP Finance & Administration:

DATE:

02/04/2019

B. Zentel

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised October 1, 2018

Claimant: Phyllis Clark **Departure Date:** 22-Jan **Return Date:** 24-Jan

Location: Edmonton - Ottawa - Edmonton

Purpose: To attend meetings with RCM Management.

TRAVEL EXPENSE

	Amount
Airfare	\$ 4,297.97
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 940.16
Mileage (\$.0585/km)	\$ -
Parking	
Taxis	\$ 215.36
Car Rental	
Gasoline	
Private Accommodation (\$50/ngt)	
Other	\$ 80.00
Total Travel Expenses	\$ 5,533.49
Total Meal/Incidentals	\$ 101.90
TOTAL	\$ 5,635.39

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	0	\$ -
Dinners	\$50.00	1	\$ 50.00
Incidentals	\$17.30	3	\$ 51.90
			\$ 101.90

Total Travel Expenses

Note:

Other Expenses: Hospitality lunch, January 23
Social Restaurant, \$80, introductory meeting with Marie Lemay.

Meal allowance and incidental calculator

Insert Date →

			22-Jan	23-Jan	24-Jan		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast							0
Lunch							0
Dinner				1			1
Incidentals				1	1	1	3

Per Diem Calculator

Insert Date →

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

Claimant Signature: *See attached email*

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 <[REDACTED]>
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:/Télec. : 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

Fax
E-mail murka@mint.ca

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

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



Travel Expense Form 2019

OTJ #:

TA #:

TACC82518

EAHCE #

Claimant

Phyllis Clark

Cost Centre

121 Legal Services (Board)

Cost estimate provided on TA

\$9,600.00

Departure Date

24-Jan-19

Return Date

26-Jan-19

Travel Location and Reason (attach any supporting documents):

THEMIS # (VP and Board claims only)

2922

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

Total Travel Expenses (inclusive of fares)					5,635.39
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	0.00
Amount Owning to:		Employee	5,635.39	RCM	0.00

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 (Board)	72.20
741100 - Hospitality (foreign)		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)		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)	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
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00

FOR FINANCE USE ONLY

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

(\$3,964.61)

Variance %

000015

Form updated January 2018



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 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 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 2B)
- ☐ 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 (\$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 above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

1. Traveller Name (PRINT NAME) <i>Phyllis Clark</i> Signature of traveller	2. Expense claim prepared by (PRINT NAME) <i>Ammurka</i> Signature	3. Approved by Traveller's Director with signing authority (PRINT NAME) Signature of Traveller's Director
Date	Date	Date

The Traveller's Manager confirms that she/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appear 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.

4. Approved by VP (as required) (PRINT NAME) <i>BOB ZINTA</i> Signature of VP	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required) <i>B Zinta</i> Signature of CFO	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required) Signature of CEO/Chair of Board/Chair of Audit Committee
Date	Date	Date
7. Reviewed by Finance (PRINT NAME)		Date



Per Diem Country				Canada
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST
Breakfasts	\$20.25			
Lunches	\$19.85			
Dinners	\$50.00	1	50.00	2.38
Total Meals			50.00	2.38
Incidentals	\$17.30	3	51.90	2.47
Total Expenses			101.90	4.85

		USA
No. of meal allowances	Total USD allowance	Total CAD Equivalent

341.15

1. Variance in Estimate due to 1 day meeting versus 3 day meeting /so less costs; 2. Hospitality Expense \$80 of Jan/23, 2019 exception form attached.

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised October 1, 2018

Claimant: Phyllis Clark **Departure Date:** 22-Jan **Return Date:** 24-Jan

Location: Edmonton - Ottawa - Edmonton

Purpose: To attend meetings with RCM Management.

TRAVEL EXPENSE

	Amount
Airfare	\$ 4,297.97
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 940.16
Mileage (\$.0585/km)	\$ -
Parking	
Taxis	\$ 215.36
Car Rental	
Gasoline	
Private Accommodation (\$50/ngt)	
Other	\$ 80.00
Total Travel Expenses	\$ 5,533.49
Total Meal/Incidentals	\$ 101.90
TOTAL	\$ 5,635.39

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	0	\$ -
Dinners	\$50.00	1	\$ 50.00
Incidentals	\$17.30	3	\$ 51.90
			\$ 101.90

Total Travel Expenses

Note:

Other Expenses: Hospitality lunch, January 23
Social Restaurant, \$80, introductory meeting with Marie Lemay.

Meal allowance and incidental calculator

Insert Date →

			22-Jan	23-Jan	24-Jan		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast							0
Lunch							0
Dinner				1			1
Incidentals				1	1	1	3

Per Diem Calculator

Insert Date →

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

Claimant Signature: *see attached email*

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 <[REDACTED]>
Sent: Thursday, January 31, 2019 7:57 AM
To: Murka, Anne-Marie
Subject: Re: Approval Req'd: Travel Report B19-001

s.19(1)

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:/Télec. : 613-990-4665
murka@mint.ca | murka@monnaie.ca
mint.ca | monnaie.ca

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

#4

Tax
63.25 2.62

GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

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

\$63.25

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

APPROVED

AUTH# 090041 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB
BARREL TAXI
EDMTAXI.COM
GST 1004030

YOU HAVE BEEN SERVED
BY : L1Z

H.S.T. 895497683

THANK YOU! Please join us for
Lunch Monday to Friday
MERCI BEAUCOUP! Ouvert pour
diner du lundi au vendredi
Time: 13:19 2 CUSTOMERS

1 CAPPUCCINO \$4.50
1 TEA \$3.50
2 Ah! Tuna \$34.00
2 Soup \$18.00
SUB-TOTAL \$60.00
TAX \$7.80
TOTAL \$67.80

WED JANUARY 23, 2019
CHECK #265578-1
TABLE #204

Social
537 Sussex Drive
OTTAWA

SOCIAL
537 SUSSEX DR
OTTAWA ON
CARD
CARD TYPE
DATE 2019/01/23
TIME 5507 14:21:24
RECEIPT NUMBER
C85025584-001-190-003-0
PURCHASE
AMOUNT \$67.80
TIP \$12.20
TOTAL \$80.00

CREDIT
A0000000031010
ED01059F354017E2
8080008000-6800
59EDF6C1D94D343C
8080008000-7800

APPROVED

AUTH# 037341 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

hospitality
P. Clark
M. Lemay
January 23/2019
Social Restaurant
* exception attached.

s.19(1)

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT
VERIFICATION

BLUE LINE TAXI
(613) 238 - 1111

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

Merchant ID: 000000004838663
Term ID: 08128885
82380190017

Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000336

01/22/19

06:53:48

Ref#: 000099892251

Inv #: 000513 Appr Code: 028111

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

Customer Copy

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324 363 409
MERCHANT ID: 4325527A
VEHICLE ID: 1318
DRIVER ID: 00051159

TRIP NUMBER: 11243
PASSENGERS: 1

01/22/2019
START: 14:10 END: 14:10

FARE AMOUNT: \$ 39.95

TIP AMOUNT: \$ 5.24

TOTAL: \$ 40.19

SALE: ***

APPROVAL NUMBER: 010461

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB

BLUELINE

TERMINAL ID: 324 301 087
MERCHANT ID: 4325165A
VEHICLE ID: 1205
DRIVER ID: 00055959

TRIP NUMBER: 11215
PASSENGERS: 1

01/24/2019
START: 08:57 END: 08:58

FARE AMOUNT: \$ 35.77

TIP AMOUNT: \$ 7.15

TOTAL: \$ 42.92

SALE: ***

APPROVAL NUMBER: 025981

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB

BLUELINE

ZONE 1

Cabin/Cabine
Y

Flight/Vol

AC 8160
EDMONTON-YEG

Seat/Place

02D AISLE/COULOIR

Remarks/Observations

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

ZONE 1

Cabin/Cabine
J

Flight/Vol

AC 447
TORONTO

Seat/Place

01D AISLE/COULOIR

Remarks/Observations

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

ZONE 1

Cabin/Cabine
J

Flight/Vol

AC 145
CALGARY

Seat/Place

01D AISLE/COULOIR

Remarks/Observations

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

s.19(1)

TAX

1. 40.19 4.02
2. 42.92 4.12
3. 69.00 2.86
\$152.11 \$11.00

Fairmont

CHÂTEAU LAURIER

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 : 0466
Folio # :
Invoice # :
Cashier/Cassier # : 418
Page # : 1 of 1

s.19(1)

Ms Phyllis Clark
Canada

Reference No.

Arrival/Arrivée : 01-22-19
Departure/Départ : 01-24-19

Date	Description	Additional Information/Supplémentaire	Charges	Credits
01-22-19	Room Charge		400.00	
01-22-19	Municipal Accommodation Tax (16.00	
01-22-19	Room HST (13%)		54.08	
01-23-19	Room Charge		400.00	
01-23-19	Municipal Accommodation Tax (16.00	
01-23-19	Room HST (13%)		54.08	
01-24-19		XXXXXXXXXXXX		940.16
Total			940.16	940.16
Balance Due/Solde			0.00	

GST Summary / Sommaire		HST Summary / Sommaire	
Room/Chambre	0.00	Room/Chambre	108.16
F&B/Restauration	0.00	F&B/Restauration	0.00
Other/Autres	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 cette note au cas où 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 j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

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

000022



PAULL TRAVEL

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

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM

s.19(1)

Electronic Invoice

Prepared For:

CLARK/PHYLLIS MARIE MS

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

Client Address PHYLLIS CLARK [REDACTED]	
---	--

DATE: Tue, Jan 22

Flight: AIR CANADA 358			
From	EDMONTON INTL AB, CANADA	Departs	8:10am
To	OTTAWA ON, CANADA	Arrives	1:54pm
Duration	3hr(s) 44min(s)	Class	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	Breakfast
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 04C	AC - XXXXXXXX [REDACTED]

DATE: Thu, Jan 24

Flight: AIR CANADA 447			
From	OTTAWA ON, CANADA	Departs	10:00am
To	TORONTO ON, CANADA	Arrives	11:12am
		Arrival Terminal	1
Duration	1hr(s) 12min(s)	Class	Business
Type	EMBRAER EMB E90 JET	Meal	Continental Breakfast
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 01D	AC - XXXXXXXX [REDACTED]

DATE: Thu, Jan 24

Flight: AIR CANADA 143			
From	TORONTO ON, CANADA	Departs	12:05pm
To	CALGARY INTL AB, CANADA	Arrives	2:30pm
Departure Terminal	1		

000023

	INDUSTRIE A320		
	JET		
Stop(s)	Non Stop		s.19(1)
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXXX

DATE: Thu, Jan 24

Flight: AIR CANADA 8160 Operated by: /AIR CANADA EXPRESS - JAZZ

From	CALGARY INTL AB, CANADA	Departs	8:30pm
To	EDMONTON INTL AB, CANADA	Arrives	9:26pm
Duration	0hr(s) 56min(s)	Class	Economy
Type	DEHAVILLAND DASH 8 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXXX

DATE: Thu, Jan 24

Others

EDMONTON INTL
AB
BOOKING
MANAGEMENT
FEE - 50.00
PFE

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

CAD * 50.00
CAD * 2.50

DATE: Mon, Jul 15

Others

EDMONTON AB
HAVE A SAFE AND
PLEASANT TRIP

Ticket Information

Ticket Number	AC	Passenger	CLARK PHYLLIS MARIE MS	
		Billed to:	XXXXXXXXXXXX	
			V.A.T./G.S.T./H.S.T.	CAD * 4041.25
				CAD * 204.22
			Total base fare amount	CAD 3990.00
			Total Taxes	CAD 101.25
			Total V.A.T./G.S.T./H.S.T.	CAD 206.72
			Net Credit Card Billing	* CAD 4297.97
			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

000024



EXCEPTION TO HOSPITALITY – APPROVAL FORM

TO: *B. Zintel Acting,*
Jennifer Camelon, 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.

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:

02/04/2019

B. Zintel

Simons, Deborah

From: Phyllis Clark <[REDACTED]>
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 separate 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.

Phyllis Clark

Phone: [REDACTED] Email: [REDACTED]

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

s.19(1)

From: Victor Young <[REDACTED]>
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 Pirease 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.

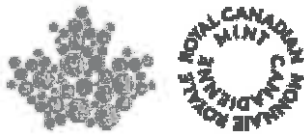
Best,

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



Royal Canadian Mint / Monnaie royale canadienne
320 Sussex Drive
OTTAWA, ON
K1A 0G8
Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

PHYLLIS CLARK

Fax
E-mail simons@mint.ca

Telephone 613-993-3500
Fax
Date 21/03/2019
Vendor account [REDACTED]
Date of payment 22/03/2019
Reference No. PV142342

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 MIAMI FLIGHT
		CAD			12,734.73	



Travel Expense Form 2019

OTJ #:

TA #: TABCC82518

Claimant

Phyllis Clark

Cost Centre

121 Legal Services (Board)

EAHCE #

Cost estimate provided on TA \$9,600.00

Departure Date

16-Feb-19

Return Date

19-Feb-19

Travel Location and Reason (attach any supporting documents):

THEMIS # (WP and Board claims only)

2933

B19-003 Attend meetings with RCM Management. Edmonton/Toronto/Ottawa/Edmonton	Currency Conversion Table		
	1 Unit of	is Worth	of
	USD	1.25000	CAD
			CAD
			CAD
			CAD
			CAD
			CAD
			CAD
			CAD

Total Travel Expenses (inclusive of fares) 4,567.11

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	0.00

Amount Owning to: Employee 4,567.11 RCM 0.00

Expense Coding		
Account	Cost Center (Select One 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)		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)		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)	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
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00

FOR FINANCE USE ONLY

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

(\$5,032.89)

Variance %

000029 -52%

Form updated January 2018



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 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 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 2B)
- ☐ 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 (\$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 above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

Hotel above city rate limit but within RCM guidelines for Board members

1. Traveller Name (PRINT NAME) Phyllis Clark	2. Expense claim prepared by (PRINT NAME) Debby Simons	3. Approved by Traveller's Director with signing authority (PRINT NAME) Victor Young
Signature of traveller <i>Phyllis Clark</i>	Signature <i>Debby Simons</i>	Signature of Traveller's Director <i>Victor Young</i>
Date 07/03/19	Date 07/03/19	Date 12/03/19

The Traveller's Manager confirms that she/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appear 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 Traveller'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. Reviewed by CFO (CEO claims; Board claims; claims for reimbursement 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 CFO <i>Paula</i>	Signature of CEO/Chair of Board/Chair of Audit Committee
Date	Date Mar 8/2019	Date

7. Reviewed by Finance (PRINT NAME)

Date

000030

Form updated January 2018



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289.12

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 travel dates here

	17 Feb.	18 Feb.	19 Feb.												Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch			1	1											2
Dinner		1	1												2
Incidentals		1	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	
Breakfast															0
Lunch															0
Dinner															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

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised October 1, 2018

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
Total Meal/Incidentals	\$ 191.60
TOTAL	\$ 4,567.11

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

Meal allowance and incidental calculator

Insert Date →	17 Feb.	18 Feb.	19 Feb.				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast							0
Lunch			1	1			2
Dinner		1	1				2
Incidentals		1	1	1			3

Per Diem Calculator

Insert Date →	17 Feb.	18 Feb.	19 Feb.				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
		1	1	1			3

Claimant Signature: Phyllis Clark

Date: 07/03/19

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



10175 - 100 A Street
Edmonton, AB T5J 0R7
(780) 428-6031 fax (780) 425-5193
Email: info@paultravel.com

Receipt No.

329115

Customize...

Receipt

Customer

Name Phyllis Clark

Address

City

Phone

Province

PC

Date

2/6/2019

Order No.

Rep

Crystal

FOB

Qty	Description	Unit Price	TOTAL
17-Feb	Travel for Phyllis Clark		
	Flight Edmonton-Ottawa Air Canada	\$3,010.00	\$3,010.00
	GST/HST on ticket	\$155.71	\$155.71
	Paul Travel Fee	\$50.00	\$50.00
	GST/HST on fee	\$2.50	\$2.50

Payment Details

☐ Cash☒ Check☒ Credit Card

Name

CC #

Expires

SubTotal

\$3,660.00

GST

\$158.21

Less paid

\$3,243.21

TOTAL

\$0.00

Official Receipt

Our Goal: "To go above and beyond"

Invoice without travel to Toronto

PREPARED FOR



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

RESERVATION CODE [REDACTED]
 AIRLINE RESERVATION CODE [REDACTED] (AC)

Travel Arranger Priority Comments

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

AIR CANADA

Duration
 3hr(s) 44min(s)

Class
 Business

Status
 Confirmed

Passenger Name	Seats	Frequent Flyer #	eTicket Receipt(s)
» CLARK/PHYLLIS MARIE MS	02D / Confirmed	[REDACTED] / AIR CANADA	[REDACTED]

SUNDAY 17 FEB Please verify flight times prior to departure

Duration
 1hr(s) 1min(s)

Class
 Business

Status
 Confirmed

Passenger Name	Seats	Frequent Flyer #	eTicket Receipt(s)
» CLARK/PHYLLIS MARIE MS	02D / Confirmed	[REDACTED] / AIR CANADA	[REDACTED]


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,
CANADA

 Departing At:
6:55pm

 Terminal:
Not Available

 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:
02D / Confirmed

 Frequent Flyer #:
[REDACTED] / AIR CANADA

 eTicket Receipt(s):
[REDACTED]

OTHER: TUESDAY 19 FEB
OTHER

 Status:
Confirmed

YEG
EDMONTON INTL AB, CANADA

 Information:
BOOKING MANAGEMENT FEE - 50.00

OTHER: 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-----
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

000037



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

Notes

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, CANADA	Arrives	12:44pm
Duration	3hr(s) 44min(s)	Arrival Terminal	1
Type	AIRBUS INDUSTRIE A319 JET	Class	Business
Stop(s)	Non Stop	Meal	Breakfast
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXXX

DATE: Sun, Feb 17
Flight: AIR CANADA 474

From	TORONTO ON, CANADA	Departs	4:40pm
To	OTTAWA ON, CANADA	Arrives	5:41pm
Departure Terminal	1		
Duration	1hr(s) 1min(s)	Class	Business
Type	EMBRAER EMB E90 JET	Meal	Snack
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXXX

DATE: Tue, Feb 19
Flight: AIR CANADA 363

From	OTTAWA ON, CANADA	Departs	6:55pm
To	EDMONTON INTL	Arrives	9:22pm

000038

AB, CANADA

s.19(1)

Duration	4hr(s) 27min(s)	Class	Business
Type	AIRBUS INDUSTRIE A319 JET	Meal	Meals
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XX XXXX [REDACTED]

DATE: Tue, Feb 19

Others

EDMONTON INTL
AB
BOOKING
MANAGEMENT
FEE - 50.00
PFE

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

CAD * 50.00
CAD * 2.50

DATE: Mon, Aug 05

Others

EDMONTON AB
HAVE A SAFE AND
PLEASANT TRIP

Ticket Information

Ticket Number	AC [REDACTED]	Passenger	CLARK PHYLLIS MARIE MS	
		Billed to:	[REDACTED]XXXXXXXXXX[REDACTED]	
			V.A.T./G.S.T./H.S.T.	
			CAD	* 3977.25
			CAD	* 202.70
		Total base fare amount		CAD 3935.00
		Total Taxes		CAD 92.25
		Total V.A.T./G.S.T./H.S.T.		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
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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
trade to Toronto*

000039

**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	[REDACTED]
ISSUE DATE	06Feb19
TICKET NUMBER	[REDACTED]
INVOICE NUMBER	[REDACTED]
ISSUING AIRLINE	AIR CANADA
ISSUING AGENT	PAULL TRAVEL/A57
ISSUING AGENT LOCATION	EDMONTON AB
IATA NUMBER	[REDACTED]
CUSTOMER NUMBER	[REDACTED]
FREQUENT FLYER NUMBER	AC [REDACTED]

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 [REDACTED] 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 [REDACTED] 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 [REDACTED] 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

000040

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 CARD FORM 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 - [REDACTED]: XXXXXXXXXXXX [REDACTED]
Endorsement / Restrictions	AC ONLY
Fare Calculation Line	YEAAC 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

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Important Legal Notices

s.19(1)

①

DIAMOND SEDAN AND TAXI
2620 43 ST
EDMONTON, AB T6L 6E1

Merchant ID: 000000004030663
Term ID: 00120093
02300190017

Purchase

CREDIT
XXXXXXXXXXXX
AID: A0000000031010
Entry Method: Chip

Batch#: 000016
02/16/19 06:02:32

Ref#: 000005057563
Inv #: 001290 Appr Code: 021691
Amount: \$ 60.00
Tip: \$ 9.00
Total: \$ 69.00

*Cab from residence
to airport*
Customer Copy

②

DIAMOND SEDAN AND TAXI
2620 43 ST
EDMONTON, AB T6L 6E1

Merchant ID: 000000004030663
Term ID: 00120093
02300190017

Purchase

CREDIT
XXXXXXXXXXXX
AID: A0000000031010
Entry Method: Chip

Batch#: 000402
02/19/19 22:02:15

Ref#: 000006131555
Inv #: 000990 Appr Code: 025761
Amount: \$ 60.00
Tip: \$ 9.00
Total: \$ 69.00

*Cab from airport
to residence*
Customer Copy

④

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-302-970
MERCHANT ID: 43256330
VEHICLE ID: 1035
DRIVER ID: 00055751
TRIP NUMBER: 10363
PASSENGERS: 1
02-19-2019
START: 16:37
END: 16:38

FARE AMOUNT: \$ 35.93

TIP AMOUNT: \$ 5.39

TOTAL: \$ 41.32

SALE: [REDACTED]
APPROVAL NUMBER: 027:31

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



*Cab from hotel
to Ottawa
airport*

③

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-301-970
MERCHANT ID: 43256330
VEHICLE ID: 1035
DRIVER ID: 00055751

TRIP NUMBER: 10363
PASSENGERS: 1

02/17/2019
START: 10:13
END: 10:14

FARE AMOUNT: \$ 32.89

TIP AMOUNT: \$ 4.93

TOTAL: \$ 37.82

SALE: [REDACTED]
APPROVAL NUMBER: 024691

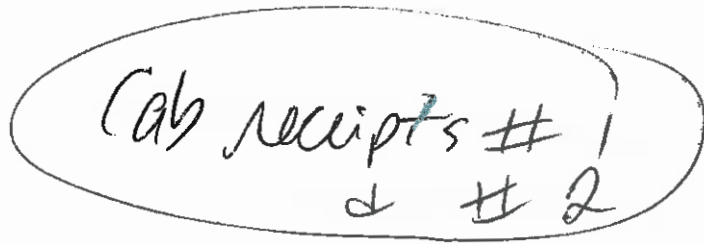
PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



*Cab from Ottawa airport
to hotel*

000043



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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 down to use it online or watch the video demonstration (/sites/helpsme.com/files/html/cad-sales-tax-video-popup.html).**

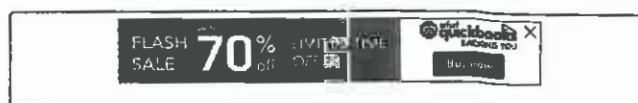
Please [contact us \(/contact\)](/contact) if you have questions about using this software or if you have suggestions about how we can improve it.

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 (before tax)
Province of Sale: <input type="text" value="Alberta"/> <input type="checkbox"/>	
Invoice Total (with taxes \$): <input type="text" value="60.00"/>	
<input type="button" value="Calculate"/>	
GST (\$): <input type="text" value="2.86"/>	5%
PST (\$): <input type="text" value="0.00"/>	0%
Invoice Subtotal (without taxes \$): <input type="text" value="57.14"/>	
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

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cab receipt # 4

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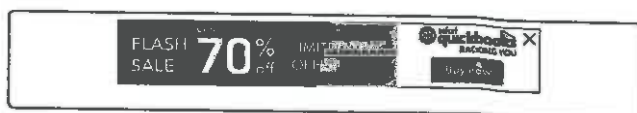
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- Free for personal and commercial use

Sales Tax Calculator - Canada

Find Invoice Total	Find Subtotal (before tax)
Province of Sale: <input type="text" value="Ontario"/> <input checked="" type="checkbox"/>	
Invoice Total (with taxes \$):	<input type="text" value="35.93"/>
<input type="button" value="Calculate"/>	
HST (\$):	<input type="text" value="4.13"/> 13%
Invoice Subtotal (without taxes \$):	<input type="text" value="31.80"/>
HELPSME.COM	

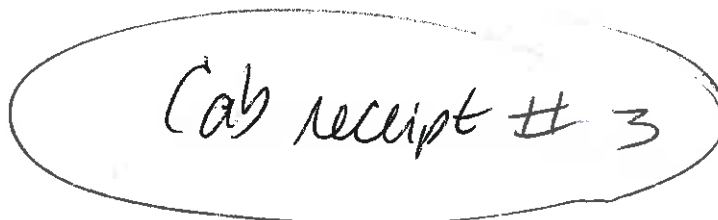


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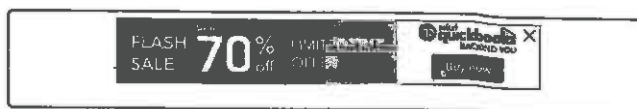
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Features:

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- 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 (before tax)
Province of Sale: <input type="text" value="Ontario"/> <input checked="" type="checkbox"/>	
Invoice Total (with taxes \$):	<input type="text" value="32.89"/>
Calculate	
HST (\$):	<input type="text" value="3.78"/> 13%
Invoice Subtotal (without taxes \$):	<input type="text" value="29.11"/>
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

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000046

 AIR CANADAGATE SEAT
70 2D

EDMONTON-YEG

TORONTO

YEG



YYZ

FLIGHT
AC160DATE
16 FEBBOARDING
06:25ZONE
1
PHYLLISMARIE CLARKCABIN
Business

this pass has expired

 AIR CANADA

GATE SEAT
D31 2D

TORONTO

YYZ



OTTAWA

YOW

FLIGHT
AC474

DATE
17 FEB

BOARDING
16:10

ZONE
1


PHYLLISMARIE CLARK

CABIN
Business

this pass has expired

s.19(1)

000048

 AIR CANADA

GATE SEAT
17 2D

OTTAWA

EDMONTON-YEG

YOW



YEG

FLIGHT
AC363

DATE
19 FEB

BOARDING
18:20

ZONE
1


PHYLLISMARIE CLARK

CABIN
Business

this pass has expired

s.19(1)

000049

Fairmont

CHÂTEAU LAURIER

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 : 0483
Folio # :
invoice # :
Cashier/Cassier # : 2264 75
Page # : 1 of 1

Reference No.

Ms Phyllis Clark
Canada

Arrival/Arrivée : 02-17-19
Departure/Départ : 02-19-19

Date	Description	Additional Information/Supplémentaire	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	
Total			940.16	0.00
Balance Due/Solde			940.16	

GST Summary / Sommaire

Room/Chambre 0.00
F&B/Restauration 0.00
Other/Autres 0.00
Total 0.00

HST Summary / Sommaire

Room/Chambre 108.16
F&B/Restauration 0.00
Other/Autres 0.00
Total 108.16

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To provide feedback about your stay, please contact Mr. Claude Sauvé, General Manager, at Claude.Sauve@fairmont.com.
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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.
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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 cette note au cas où la compagnie, l'association ou son représentant désigné en refusent 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 j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Pour les Hôtels participants.)

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OPTIONS DE DÉPART SIMPLIFIÉ

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

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)

483

Chambre | Room

☐ J'autorise l'utilisation de ma carte de crédit pour payer le montant total de mon compte. | I authorize my entire account to 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

Simons, Deborah

From: Victor Young [REDACTED]
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 Pleaase 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 [REDACTED]
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 (69.00 x2); 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 separate 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.

Phyllis Clark

Phone: [REDACTED] Email: [REDACTED]

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Travel Expense Form 2019

OTJ #:

Blanket TA #:

TABCC82518

B19-003

Claimant

Phyllis Clark

Cost Centre

121 Legal Services (Board)

EAHCE #

Cost estimate provided on TA

\$9,600.00

Departure Date

16-Feb-19

Return Date

19-Feb-19

Travel Location and Reason (attach any supporting documents):

THEMIS # (VP and Board claims only)

2933

B19-003 Attend meetings with RCM Management. Edmonton/Toronto/Ottawa/Edmonton	Currency Conversion Table		
	1 Unit of	is Worth	of
	USD	1.25000	CAD
			CAD
			CAD
			CAD
			CAD
			CAD
			CAD
			CAD

RECEIVED

MAR 13 2019

Total Travel Expenses (inclusive of fares)	4,567.11
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	0.00

Amount Owine to: Employee 4,567.11 RCM 0.00

Expense Coding

Account	Cost Center (Select One 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)		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)		0.00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	203.54
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)	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
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00

ENTERED

MAR 20 2019

AP402004

FOR FINANCE USE ONLY

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

(\$5,032.89)

Variance %

000054%



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 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 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 2B)
- ☐ 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 (\$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 above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

Hotel above city rate limit but within RCM guidelines for Board members

1. Traveller Name (PRINT NAME) Phyllis Clark	2. Expense claim prepared by (PRINT NAME) Rebby Simons	3. Approved by Traveller's Director with signing authority (PRINT NAME) Victor Young
Signature of traveller <i>Phyllis Clark</i>	Signature <i>Rebby Simons</i>	Signature of Traveller's Director <i>Victor Young</i>
Date 07/03/19	Date 07/03/19	Date 12/03/19

The Traveller's Manager confirms that she/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appear 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.

4. Approved by VP (as required) (PRINT NAME) Signature of VP Date	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required) <i>Paula</i> Signature of CFO Mar 8/2019 Date	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required) Signature of CEO/Chair of Board/Chair of Audit Committee Date
---	--	--

7. Reviewed by Finance (PRINT NAME) <i>Andrews</i>	Date Mar 20/19
---	--------------------------



Per Diem Country			Canada	
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST
Breakfasts	\$20.25			
Lunches	\$19.85	2	39.70	1.89
Dinners	\$50.00	2	100.00	4.76
Total Meals			139.70	6.65
Incidentals	\$17.30	3	51.90	2.47
Total Expenses			191.60	9.12

[illegible]

289.12

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 travel dates here

		17 Feb.	18 Feb.	19 Feb.											Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch				1	1										2
Dinner			1	1											2
Incidentals			1	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	
Breakfast															0
Lunch															0
Dinner															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

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised October 1, 2018

Claimant: Departure Date: Return Date:

Location:

Purpose:

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 Accommodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ 4,375.51
Total Meal/Incidentals	\$ 191.60
TOTAL	\$ 4,567.11

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

Meal allowance and incidental calculator

Insert Date →

	17 Feb.	18 Feb.	19 Feb.				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast							0
Lunch			1	1			2
Dinner		1	1				2
Incidentals		1	1	1			3

Per Diem Calculator

Insert Date →

	17 Feb.	18 Feb.	19 Feb.				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
		1	1	1			3

Claimant Signature: Phyllis Clark

Date: 07/03/19

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



10175 - 100 A Street
Edmonton, AB T5J 0R7
(780) 428-6031 fax (780) 425-5193
Email: info@paultravel.com

Receipt No. 329115

Customize...

Receipt

Customer

Name Phyllis Clark

Address

City

Phone

Province

Date 2/6/2019

Order No.

Rep

FOB

Crystal

Qty	Description	Unit Price	TOTAL
17-Feb	Travel for Phyllis Clark		
	Flight Edmonton-Ottawa Air Canada	\$3,010.00	\$3,010.00
	GST/HST on ticket	\$155.71	\$155.71
	Paul Travel Fee	\$50.00	\$50.00
	GST/HST on fee	\$2.50	\$2.50
		SubTotal	\$3,060.00
		GST	\$158.21
		Less paid	\$3,218.21
		TOTAL	\$0.00

Payment Details

☐ Cash

☒ Check

☐ Credit Card

Name

CC #

Expires

Official Receipt

Our Goal: "To go above and beyond"

Invoice without travel to Toronto

16 FEB 2019 ▶ 19 FEB 2019 TRIP TO **OTTAWA ON, CANADA**PREPARED FOR
CLARK/PHYLLIS MARIE MSPAULL TRAVEL
10175 100A Street, Edmonton, AB T5J
0R7
780-428-6031
CRYSTAL@PAULLTRAVEL.COMRESERVATION CODE [REDACTED]
AIRLINE RESERVATION CODE [REDACTED] (AC)**Travel Arranger Priority Comments**
ELECTRONIC TICKET. PLEASE PRESENT PHOTO I.D. AT CHECKIN
FILE NUMBER - [REDACTED]**DEPARTURE: SATURDAY 16 FEB** Please verify flight times prior to departure

AIR CANADA AC 0160 Duration: 3hr(s) 44min(s) Class: Business Status: Confirmed	YEG EDMONTON INTL AB, CANADA	YYZ TORONTO ON, CANADA	Aircraft: AIRBUS INDUSTRIE A319 JET Distance (in Miles): 1675 Stop(s): 0 Meals: Breakfast
	Departing At: 7:00am Terminal: Not Available	Arriving At: 12:44pm Terminal: TERMINAL 1	

Passenger Name:	Seats:	Frequent Flyer #:	eTicket Receipt(s):
» CLARK/PHYLLIS MARIE MS	02D / Confirmed	[REDACTED] AIR CANADA	[REDACTED]

**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	Aircraft: EMBRAER EMB E90 JET Distance (in Miles): 226 Stop(s): 0 Meals: Snack
	Departing At: 4:40pm Terminal: TERMINAL 1	Arriving At: 5:41pm Terminal: Not Available	

Passenger Name:	Seats:	Frequent Flyer #:	eTicket Receipt(s):
» CLARK/PHYLLIS MARIE MS	02D / Confirmed	[REDACTED] / AIR CANADA	[REDACTED]


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

 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:

02D / Confirmed

Frequent Flyer #:

[REDACTED] / AIR CANADA

eTicket Receipt(s):

[REDACTED]

OTHER: TUESDAY 19 FEB
OTHER

 Status:
Confirmed

YEG
EDMONTON INTL AB, CANADA

 Information:
BOOKING MANAGEMENT FEE - 50.00

OTHER: 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-----
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

000062



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	[REDACTED]
INVOICE ISSUE DATE	06 Feb 2019
RECORD LOCATOR	[REDACTED]
CUSTOMER NUMBER	[REDACTED]

Client Address
 PHYLLIS CLARK
 [REDACTED]

Notes
 ELECTRONIC TICKET. PLEASE PRESENT PHOTO I.D. AT CHECKIN
 FILE NUMBER - [REDACTED]

DATE: Sat, Feb 16

Flight: AIR CANADA 160

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

DATE: Sun, Feb 17

Flight: AIR CANADA 474

From	TORONTO ON, CANADA	Departs	4:40pm
To	OTTAWA ON, CANADA	Arrives	5:41pm
Departure Terminal	1		
Duration	1hr(s) 1min(s)	Class	Business
Type	EMBRAER EMB E90 JET	Meal	Snack
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXXX [REDACTED]

DATE: Tue, Feb 19

Flight: AIR CANADA 363

From	OTTAWA ON, CANADA	Departs	6:55pm
To	EDMONTON INTL	Arrives	9:22pm

s.19(1)

	AB, CANADA		
Duration	4hr(s) 27min(s)	Class	Business
Type	AIRBUS INDUSTRIE A319 JET	Meal	Meals
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXXX [REDACTED]

DATE: Tue, Feb 19

Others			
	EDMONTON INTL AB BOOKING MANAGEMENT FEE - 50.00 PFE		
	Billed to: [REDACTED]XXXXXXXXXXXX[REDACTED]		CAD * 50.00
	V.A.T./G.S.T./H.S.T.		CAD * 2.50

DATE: Mon, Aug 05

Others	
	EDMONTON AB HAVE A SAFE AND PLEASANT TRIP

Ticket Information

Ticket Number	AC [REDACTED]	Passenger	CLARK PHYLLIS MARIE MS		
		Billed to:	[REDACTED]XXXXXXXXXXXX[REDACTED]	CAD	* 3977.25
			V.A.T./G.S.T./H.S.T.	CAD	* 202.70
				Total base fare amount	CAD 3935.00
				Total Taxes	CAD 92.25
				Total V.A.T./G.S.T./H.S.T.	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
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 CLASS OF SERVICE.
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 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
 travel to Toronto*

000064



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	[REDACTED]
ISSUE DATE	06Feb19
TICKET NUMBER	[REDACTED]
INVOICE NUMBER	[REDACTED]
ISSUING AIRLINE	AIR CANADA
ISSUING AGENT	PAULL TRAVEL/A57
ISSUING AGENT LOCATION	EDMONTON AB
IATA NUMBER	[REDACTED]
CUSTOMER NUMBER	[REDACTED]
FREQUENT FLYER NUMBER	AC [REDACTED]

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 [REDACTED] 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 [REDACTED] 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 [REDACTED] 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 CARD FORM 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 - [REDACTED] : XXXXXXXXXXXXX [REDACTED]
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/FEEES/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 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.

[Important Legal Notices](#)

s.19(1)

DIAMOND SEDAN AND TAXI
2628 43 ST
EDMONTON, AB T6L 6G1

Merchant ID: 000000004830663
Term ID: 00120009
02300190017

Purchase

CREDIT

XXXXXX

AID: A0000 010

Entry Method: Chip

Batch#: 000016

02/16/19

06:02:32

Ref#: 000005057563

Inv #: 001290 Appr Code: 021691

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

*Cab from residence
to airport*

Customer Copy

DIAMOND SEDAN AND TAXI
2628 43 ST
EDMONTON, AB T6L 6G1

Merchant ID: 000000004830663
Term ID: 00120009
02300190017

Purchase

CREDIT

XXXXXX

AID: A00000 010

Entry Method: Chip

Batch#: 000402

02/19/19

22:02:15

Ref#: 000006131555

Inv #: 000990 Appr Code: 025761

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

*Cab from airport
to residence*

Customer Copy

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-301-970
MERCHANT ID: 4325833A
VEHICLE ID: 1035
DRIVER ID: 00055751

TRIP NUMBER: 10363
PASSENGERS: 1

02/17/2019
START: 13:13

END: 18:14

FARE AMOUNT: \$ 32.89

TIP AMOUNT: \$ 4.93

TOTAL: \$ 37.82

SALE:
APPROVAL NUMBER: 024591

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB

BLUELINE

*Cab from Ottawa airport
to hotel*

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-332-153
MERCHANT ID: 4325344A
VEHICLE ID: 1491
DRIVER ID: 00455198

TRIP NUMBER: 11456
PASSENGERS: 1

02/19/2019
START: 16:37

END: 16:38

FARE AMOUNT: \$ 35.93

TIP AMOUNT: \$ 5.39

TOTAL: \$ 41.32

SALE:
APPROVAL NUMBER: 027131

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB

BLUELINE

*Cab from hotel
to Ottawa
airport*

000068



GATE SEAT
70 2D

EDMONTON-YEG

TORONTO

YEG



YYZ

FLIGHT
AC160

DATE
16 FEB

BOARDING
06:25

ZONE
1

[REDACTED]
PHYLLISMARIE CLARK

CABIN
Business



this pass has expired



19(1)

000069



AIR CANADA

GATE SEAT
D31 2D

TORONTO

YYZ



OTTAWA

YOW

FLIGHT
AC474

DATE
17 FEB

BOARDING
16:10

ZONE
1

[REDACTED]
PHYLLISMARIE CLARK

CABIN
Business



this pass has expired



s.19(1)

000070



GATE SEAT
17 2D

OTTAWA

EDMONTON-YEG

YOW



YEG

FLIGHT
AC363

DATE
19 FEB

BOARDING
18:20

ZONE
1

[REDACTED]
PHYLLISMARIE CLARK

CABIN
Business



this pass has expired

s.19(1)

000071

Fairmont CHÂTEAU LAURIER

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 : 0483
Folio # :
Invoice # :
Cashier/Cassier # : 226475
Page # : 1 of 1

Reference No.

Ms Phyllis Clark
Canada

Arrival/Arrivée : 02-17-19
Departure/Départ : 02-19-19

Date	Description	Additional Information/Supplémentaire	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	
Total			940.16	0.00
Balance Due/Solde			940.16	

GST Summary / Sommaire

Room/Chambre	0.00
F&B/Restauration	0.00
Other/Autres	0.00
Total	0.00

HST Summary / Sommaire

Room/Chambre	108.16
F&B/Restauration	0.00
Other/Autres	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 cette note au cas où 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 j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

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

000072



#FAIRMONTMOMENTS

OPTIONS DE DÉPART SIMPLIFIÉ

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

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

483

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

Chambre | Room

☐ 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

613-993-3500

Fax

Date

14/03/2019

Vendor account

Date of payment

15/03/2019

Reference No.

PV142048

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABBO82646 B19-004	13/03/2019	CAD	4,880.59	0.00	4,880.59	THEMIS # 2937 TORONTO MINISTER OF FINANCE MEETING
		CAD			<hr/> 4,880.59	



Travel Expense Form 2019

Claimant
Cost Centre

Phyllis Clark

121 Legal Services (Board)

OTJ #:

TA #:

TABB082646

EAHCE #

Cost estimate provided on TA

\$5,878.91

Departure Date

28-Feb-19

Return Date

1-Mar-19

Travel Location and Reason (attach any supporting documents):

THEMIS # (VFP and Board claims only)

2937

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

Total Travel Expenses (inclusive of fares)					4,880.59
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	0.00
Amount Owine to:		Employee	4,880.59	RCM	0.00

Expense Coding		
Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		268.31
740200 - Meals (domestic)	121 Legal Services (Board)	104.71
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	3,785.25
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)	149.60
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)	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
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		(0.00)

FOR FINANCE USE ONLY

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

000075

(\$998.32)

Variance %

-17%

Form updated January 2019



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 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 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 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 2B)
- ☐ 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 (\$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 above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

Hotel was above city rate limit but within RCM guidelines for Board members

1. Traveller Name (PRINT NAME) Debby Simons	2. Expense claim submitted by (PRINT NAME) Debby Simons	3. Approved by Traveller's Director with signing authority (PRINT NAME) Victor Young
Signature of Traveller <i>Debby Simons</i>	Signature <i>Debby Simons</i>	Signature of Traveller's Director <i>Victor Young</i>
Date 08/03/19	Date 08/03/19	Date 11/03/19

The Traveller's Manager confirms that she/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appear 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 Traveller'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) Phyllis	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required) Phyllis	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required) Phyllis
Signature of VP <i>Phyllis</i>	Signature of CFO <i>Phyllis</i>	Signature of CEO/Chair of Board/Chair of Audit Committee <i>Phyllis</i>
Date 08/03/19	Date 08/03/19	Date 11/03/19
7. Reviewed by Finance (PRINT NAME) Phyllis		Date 08/03/19

000076



Per Diem Country			Canada	
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST
Breakfasts	\$20.25	1	20.25	0.96
Lunches	\$19.85	2	39.70	1.89
Dinners	\$50.00	1	50.00	2.38
Total Meals			109.95	5.24
Incidentals	\$17.30	2	34.60	1.65
Total Expenses			144.55	6.88

		USA
	No. of meal allowances	Total USD allowance
		Total CAD Equivalent
5		
5		
0		
0		

268.31

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).

Simons, Deborah

From: Victor Young <[REDACTED]>
Sent: Monday, March 11, 2019 10:59 AM
To: Simons, Deborah
Subject: Re: Seeking approval - travel expense claim - TABBO82646 - Phyllis Clark - B19-004

Approved.

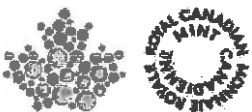
From: Simons, Deborah <simons@mint.ca>
Sent: March 11, 2019 12:15 PM
To: 'Victor Young'
Subject: Seeking approval - travel expense claim - TABBO82646 - Phyllis Clark - B19-004

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 travel dates here															Total meal allowances
					28 Feb.	1 Mar.									
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast							1								1
Lunch							1	1							2
Dinner							1								1
Incidentals							1	1							2

Enter your travel dates here															Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

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

Breakfast	1
Lunch	2
Dinner	1
Incidentals	2

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

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised October 1, 2018

Claimant: Phyllis Clark Departure Date: 28/02/19 Return Date: 3-Jan

Location: Edmonton/Toronto/Edmonton

Purpose: To attend a meeting with the Minister of Finance.

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 →						28 Feb.19	1 Mar.19	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast							1	1
Lunch						1	1	2
Dinner						1		1
Incidentals						1	1	2

Per Diem Calculator

Insert Date →								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
								0

Claimant Signature: Phyllis Clark

Date: 08/03/19

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

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised October 1, 2018

Claimant: Phyllis Clark Departure Date: 28/02/19 Return Date: _____
 Location: Edmonton/Toronto/Edmonton
 Purpose: To attend a meeting with the Minister of Finance.

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 Accommodation (\$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 calc below to determine the exact number of meal allowances and incidentals.

	Rate	# Meals
Breakfast	\$20.25	1
Lunches	\$19.85	2
Dinners	\$50.00	1
Incidentals	\$17.30	2

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →

	Sat	Sun	Mon	Tue	Wed	28 Feb.19	1 Mar.19
						Thu	Fri
Breakfast							1
Lunch						1	1
Dinner						1	
Incidentals						1	1

Per Diem Calculator

Insert Date →

Sat	Sun	Mon	Tue	Wed	Thu	Fri

Claimant Signature: Phyllis Clark

Date: March 10, 2019

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

28 FEB 2019 ▶ 01 MAR 2019 TRIP TO **TORONTO ON, CANADA**PREPARED FOR
CLARK/PHYLLIS MARIE MSPAULL TRAVEL
10175 100A Street, Edmonton, AB T5J
0R7
780-428-6031
DONNA@PAULLTRAVEL.COMRESERVATION CODE [REDACTED]
AIRLINE RESERVATION CODE [REDACTED] (AC)**DEPARTURE: THURSDAY 28 FEB** Please verify flight times prior to departure**AIR CANADA**
AC 0162Duration:
3hr(s) 44min(s)Class
BusinessStatus
Confirmed**YEG**
EDMONTON INTL AB,
CANADA**YYZ**
TORONTO ON,
CANADADeparting At:
8:00amTerminal:
Not AvailableArriving At:
1:44pmTerminal:
TERMINAL 1Aircraft:
Air

Distance (in Miles): 1675

Stop(s): 0

Meals:
Breakfast

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

04C / Confirmed

Frequent Flyer #:

[REDACTED] AIR CANADA

eTicket Receipt(s):

[REDACTED]

**DEPARTURE: FRIDAY 01 MAR** Please verify flight times prior to departure**AIR CANADA**
AC 0171Duration:
4hr(s) 17min(s)Class
BusinessStatus
Confirmed**YYZ**
TORONTO ON,
CANADA**YEG**
EDMONTON INTL AB,
CANADADeparting At:
4:20pmTerminal:
TERMINAL 1Arriving At:
6:37pmTerminal:
Not AvailableAircraft:
AIRBUS INDUSTRIE
A320 JET

Distance (in Miles): 1675

Stop(s): 0

Meals:
Meals

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

03A / Confirmed

Frequent Flyer #:

[REDACTED] AIR CANADA

eTicket Receipt(s):

[REDACTED]

OTHER: FRIDAY 01 MAR**OTHER**Status:
Confirmed**YEG**
EDMONTON INTL AB, CANADAInformation:
BOOKING MANAGEMENT FEE - 50.00**OTHER: SATURDAY 24 AUG****OTHER**Status:
Confirmed**YEA**
EDMONTON AB, CANADAInformation:
HAVE A SAFE AND PLEASANT TRIP

Notes

000082

..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	[REDACTED]
INVOICE ISSUE DATE	25 Feb 2019
RECORD LOCATOR	[REDACTED]
CUSTOMER NUMBER	[REDACTED]

Client Address
 PHYLLIS CLARK
 [REDACTED]

DATE: Thu, Feb 28

Flight: AIR CANADA 162

From	EDMONTON INTL AB, CANADA	Departs	8:00am
To	TORONTO ON, CANADA	Arrives	1:44pm
		Arrival Terminal	1
Duration	3hr(s) 44min(s)	Class	Business
Type	7M8	Meal	Breakfast
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 04C	AC - XXXXXXXX [REDACTED]

DATE: Fri, Mar 01

Flight: AIR CANADA 171

From	TORONTO ON, CANADA	Departs	4:20pm
To	EDMONTON INTL AB, CANADA	Arrives	6:37pm
Departure Terminal	1		
Duration	4hr(s) 17min(s)	Class	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	Meals
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03A	AC - XXXXXXXX [REDACTED]

DATE: Fri, Mar 01

Others

EDMONTON INTL
 AB
 BOOKING
 MANAGEMENT
 FEE - 50.00
 PFE

Billed to:

XXXXXXXXXXXX [REDACTED]

CAD000000

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 [REDACTED]	Passenger	CLARK PHYLLIS MARIE MS		
		Billed to:	[REDACTED]XXXXXXXXXXXX[REDACTED]	CAD	* 3735.25
			V.A.T./G.S.T./H.S.T.	CAD	* 188.76
			Total base fare amount	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.

AIR CANADA

58 40

EDMONTON-YEG

TORONTO

YEG



YYZ

FLIGHT
AC162

DATE
28 FEB

BOARDING
07:25

ZONE
1

s.19(1)

[REDACTED]
PHYLLISMARIE CLARK

CABIN
Business

TORONTO

YYZ

EDMONTON-YEG

YEG



FLIGHT
AC171

DATE
1 MAR

BOARDING
15:45

ZONE
1

s.19(1)



PHYLLISMARIE CLARK

CABIN
Business



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

Room : 16104
Folio # :
Cashier # : 8663
Page # : 1 of 1

Ms Phyllis Clark
Canada

Invoice No.

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 Accommodation Tax -		20.76	
02-28-19	HST 13% on MAT		2.70	
03-01-19		Room# 16104 : XXXXXXXXXXXXXX	36.00	
03-01-19		XXXXXX		645.93
Total			645.93	645.93
Balance Due			0.00	

GST Summary

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

HST Summary

Room : 67.47
F&B : 3.58
Other : 2.70
Total : 73.75

Personal

Room 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](https://www.tripadvisor.com).

Personal = 36.00
Room = 609.93
645.93

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from :
United States or 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. (15.00% per annum.)

* Destination Marketing Program Fee

000088

Thank you for choosing to stay with Fairmont Hotels & Resorts

s.19(1)

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

Merchant ID: 000000004838663
Term ID: 02033190
02380190017

Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

02/28/19

Batch#: 000129

06:45:14

Ref#: 000096772251

Inv #: 000462 Appr Code: 064231

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

Merchant Copy
NO SIGNATURE REQUIRED

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

Merchant ID: 000000004838663
Term ID: 00120093
02380190017

Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

03/01/19

Batch#: 000406

19:11:56

Ref#: 000006490679

Inv #: 001005 Appr Code: 067271

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

Customer Copy

Cab from residence
to Edmonton
airport

Cab from Edmonton
airport to
residence

**CUSTOMER
RECEIPT
REÇU
DU CLIENT**

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

Load Card / Charger la carte

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

**Total Amount 11.60
Montant Total**



UP Express from Pearson airport
to hotel & return

28 FEB 2019 ▶ 01 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 [REDACTED]
 AIRLINE RESERVATION CODE [REDACTED] (AC)


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

 YYZ
 TORONTO ON,
 CANADA

 Departing At:
 8:00am

 Arriving At:
 1:44pm

 Terminal:
 Not Available

 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 #
 [REDACTED] / AIR CANADA

 eTicket Receipt(s):
 [REDACTED]


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

 YEG
 EDMONTON INTL AB,
 CANADA

 Departing At:
 4:20pm

 Arriving At:
 6:37pm

 Terminal:
 TERMINAL 1

 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 #
 [REDACTED] / AIR CANADA

 eTicket Receipt(s):
 [REDACTED]

OTHER: FRIDAY 01 MAR

OTHER

 Status:
 Confirmed

 YEG
 EDMONTON INTL AB, CANADA

 Information:
 BOOKING MANAGEMENT FEE - 50.00

OTHER: SATURDAY 24 AUG

OTHER

 Status:
 Confirmed

 YEA
 EDMONTON AB, CANADA

 Information:
 HAVE A SAFE AND PLEASANT TRIP

Notes

000091

..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	[REDACTED]
INVOICE ISSUE DATE	25 Feb 2019
RECORD LOCATOR	[REDACTED]
CUSTOMER NUMBER	[REDACTED]

Client Address
PHYLLIS CLARK
[REDACTED]**DATE: Thu, Feb 28****Flight: AIR CANADA 162**

From	EDMONTON INTL AB, CANADA	Departs	8:00am
To	TORONTO ON, CANADA	Arrives	1:44pm
Duration	3hr(s) 44min(s)	Arrival Terminal	1
Type	7M8	Class	Business
Stop(s)	Non Stop	Meal	Breakfast
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 04C	AC - XXXXXXXX [REDACTED]

DATE: Fri, Mar 01**Flight: AIR CANADA 171**

From	TORONTO ON, CANADA	Departs	4:20pm
To	EDMONTON INTL AB, CANADA	Arrives	6:37pm
Departure Terminal	1		
Duration	4hr(s) 17min(s)	Class	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	Meals
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03A	AC - XXXXXXXX [REDACTED]

DATE: Fri, Mar 01**Others**

EDMONTON INTL AB BOOKING MANAGEMENT FEE - 50.00 PFE	Billed to: [REDACTED]XXXXXXXXXXXX[REDACTED]	000093 CAD * 50.00
--	---	-----------------------

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:	XXXXXXXXXXXX	
				V.A.T./G.S.T./H.S.T.	CAD * 3735.25
					CAD * 188.76
				Total base fare amount	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
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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

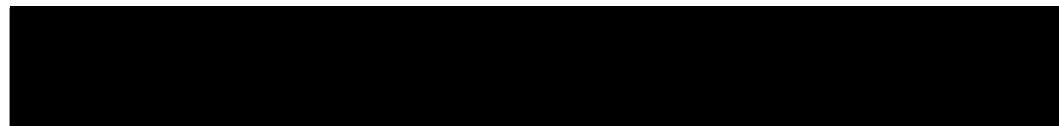
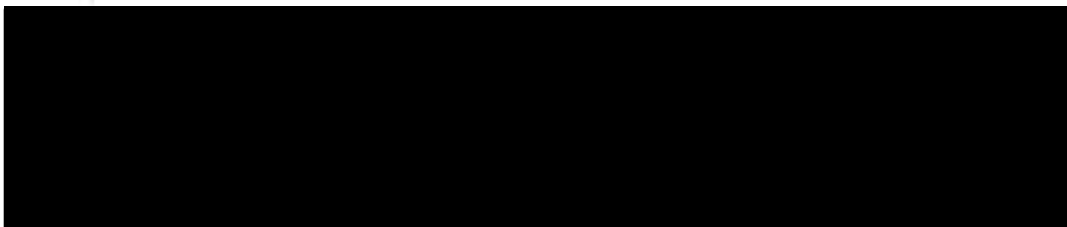
From: Simons, Deborah
Sent: Tuesday, February 26, 2019 8:29 AM
To: Simons, Deborah
Subject: FW: Confirmation for Ms Phyllis Clark

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 #	[REDACTED]
First Name	Phyllis
Last Name	Clark
Arrival Date	Thursday, 28 Feb, 2019
Departure Date	Friday, 01 Mar, 2019
Number Of Nights	1
Number Of Adults	1
Room Type to Charge	Fairmont Gold King NS
Rate Per Room Per Night	CAD 519.00
Cancellation Policy	24 hours prior to arrival before 4PM local hotel time
Cancellation Date to Avoid Penalty	Wednesday, 27 Feb, 2019
Cancellation Amount	CAD 609.93
	Local Currency
	The amount may be subject to taxes, gratuities, resort levy or other fees

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

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ACCOMMODATIONS

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Guest Rooms

Suites And Specialty Rooms

Fairmont Gold

Compare Rooms

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FAIRMONT GOLD

True Boutique Experience. Essential Downtown Grandeur.

We are pleased to debut the soft opening of our new Fairmont Gold Reception and Lobby Lounge. Ensnconced on the eighteenth floor, the recently reimagined space features a design aesthetic commissioned by Champallimaud 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 concierges, 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

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.

CHECK AVAILABILITY

DESTINATION

Toronto

HOTEL

Fairmont Royal York

ARRIVAL DATE

26-Feb-2019

DEPARTURE DATE

27-Feb-2019

[Check Availability & Rates](#)

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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](#)

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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

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 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
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Simons, Deborah

From: Victor Young <[REDACTED]>
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



Travel Expense Form 2019

s.19(1)

Claimant
Cost Centre

Phyllis Clark
121 Legal Services (Board)

OTJ #:

TA #: TABB082646

EAHCE #

Cost estimate provided on TA \$5,878.91

Departure Date 28-Feb-19

Return Date 1-Mar-19

Travel Location and Reason (attach any supporting documents):

THEMIS # (VP and Board claims only) 2937

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

Total Travel Expenses (inclusive of fares)					4,880.59
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	0.00
Amount Owning to:		Employee	4,880.59	RCM	0.00

Expense Coding		
Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		268.31
740200 - Meals (domestic)	121 Legal Services (Board)	104.71
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	3,785.25
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)	149.60
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)	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 Coded		(0.00)

FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$998.32)
	Variance %	000101%



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 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 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 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 2B)
- ☐ 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 (\$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 above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

Hotel was above city rate limit but within RCM guidelines for Board members

1. Traveller Name (PRINT NAME) <i>Debby Simons</i>	2. Expense claim prepared by (PRINT NAME) <i>Debby Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME) <i>Victor Young</i>
Signature of traveller <i>Debby Simons</i>	Signature <i>Debby Simons</i>	Signature of Traveller's Director <i>Victor Young</i>
Date <i>08/03/19</i>	Date <i>08/03/19</i>	Date <i>11/03/19</i>

The Traveller's Manager confirms that she/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appear 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.

4. Approved by VP (as required) (PRINT NAME) <i>Phyllis Clark</i>	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required) <i>Phyllis Clark</i>	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required) <i>Phyllis Clark</i>
Signature of VP <i>Phyllis Clark</i>	Signature of CFO <i>Phyllis Clark</i>	Signature of CEO/Chair of Board/Chair of Audit Committee <i>Phyllis Clark</i>
Date <i>08/03/19</i>	Date <i>Mar 8/2019</i>	Date <i>Mar 13/19</i>

7. Reviewed by Finance (PRINT NAME) <i>Phyllis Clark</i>	Date <i>Mar 13/19</i>
---	--------------------------



Canada - (Except NWT, NVT, Yukon)					USA - (Except Alaska)			
		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)								
RCM Paid Fares (Rail-Domestic)								
RCM Paid Fares (Air-Foreign)								
RCM Paid Fares (Rail-Foreign)								
Employee Paid Fares (Air - Domestic)		✓ 3,976.51	✓ 191.26	✓				
Employee Paid Fares (Air- Foreign)								
Employee Paid Fares (Rail- Domestic)								
Employee Paid Fares (Rail - Foreign)								
Hotel Accommodations (Domestic)		✓ 609.93	✓ 70.17	✓				
Hotel Accommodations (Foreign)								
Taxis (Domestic)		✓ 149.60	6.55					
Taxis (Foreign)								
Mileage (\$0.57km)								
Business Telephone								
Parking								
Car Rental (Domestic)								
Car Rental/Gas (Foreign)								
Personal Accommodations								
Hospitality								
Others (code manually)								
Others (total)								
Total Expenses		4,736.04	261.43					
Per Diem Country				Canada			USA	
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST		No. of meal allowances	Total USD allowance	Total CAD Equivalent
Breakfasts	\$20.25	1	20.25	0.96	\$20.25			
Lunches	\$19.85	2	39.70	1.89	\$19.85			
Dinners	\$50.00	✓ 1	50.00	2.38	\$50.00			
Total Meals			✓ 109.95	5.24				
Incidentals	\$17.30	2	✓ 34.60	1.65	\$17.30			
Total Expenses			144.55	6.88				

Note - Please use the meal allowance calculator tab to determine the exact No. of meal allowances and incidentals

Grand Total CAD Expenses

4,880.59

Grand Total USD 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 travel dates here

	Sat	Sun	Mon	Tue	Wed	28 Feb.	1 Mar.								Total meal allowances
Breakfast							1								1
Lunch						1	1								2
Dinner						1									1
Incidentals						1	1								2

Enter your travel dates here

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total meal allowances
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

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

Breakfast	1
Lunch	2
Dinner	1
Incidentals	2

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

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised October 1, 2018

Claimant: Phyllis Clark **Departure Date:** 28/02/19 **Return Date:** 3-Jan

Location: Edmonton/Toronto/Edmonton

Purpose: To attend a meeting with the Minister of Finance.

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 Accommodation (\$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 →						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 →								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
								0

Claimant Signature: *Debby Limons for Phyllis Clark*

Date: *08/03/19*

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

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised October 1, 2018

Claimant: Phyllis Clark

Departure Date: 28/02/19

Return Date:

Location: Edmonton/Toronto/Edmonton

Purpose: To attend a meeting with the Minister of Finance.

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 Accommodation (\$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 calc below to determine the exact number of meal allowances and incidentals.

	Rate	# Meals
Breakfast	\$20.25	1
Lunches	\$19.85	2
Dinners	\$50.00	1
Incidentals	\$17.30	2

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →

	Sat	Sun	Mon	Tue	Wed	28 Feb.19 Thu	1 Mar.19 Fri
Breakfast							1
Lunch						1	1
Dinner						1	
Incidentals						1	1

Per Diem Calculator

Insert Date →

Sat	Sun	Mon	Tue	Wed	Thu	Fri

Claimant Signature: Phyllis Clark

Date: March 10, 2019

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

**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	[REDACTED]
INVOICE ISSUE DATE	25 Feb 2019
RECORD LOCATOR	[REDACTED]
CUSTOMER NUMBER	[REDACTED]

 Client Address
 PHYLLIS CLARK
 [REDACTED]
DATE: Thu, Feb 28**Flight: AIR CANADA 162**

From	EDMONTON INTL AB, CANADA	Departs	8:00am
To	TORONTO ON, CANADA	Arrives	1:44pm
Duration	3hr(s) 44min(s)	Arrival Terminal	1
Type	7M8	Class	Business
Stop(s)	Non Stop	Meal	Breakfast
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 04C	AC - XXXXXXXX [REDACTED]

DATE: Fri, Mar 01**Flight: AIR CANADA 171**

From	TORONTO ON, CANADA	Departs	4:20pm
To	EDMONTON INTL AB, CANADA	Arrives	6:37pm
Departure Terminal	1		
Duration	4hr(s) 17min(s)	Class	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	Meals
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03A	AC - XXXXXXXX [REDACTED]

DATE: Fri, Mar 01**Others**
 EDMONTON INTL
 AB
 BOOKING
 MANAGEMENT
 FEE - 50.00
 PFE

Billed to:

XXXXXXXXXXXX [REDACTED]

CAD * 50.00

000107

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:	XXXXXXXXXXXX	CAD	* 3735.25
				V.A.T./G.S.T./H.S.T.	CAD	* 188.76
					Total base fare amount	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

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.
 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 ▶ 01 MAR 2019 TRIP TO **TORONTO ON, CANADA**PREPARED FOR
CLARK/PHYLLIS MARIE MSPAULL TRAVEL
10175 100A Street, Edmonton, AB T5J
0R7
780-428-6031
DONNA@PAULLTRAVEL.COMRESERVATION CODE [REDACTED]
AIRLINE RESERVATION CODE [REDACTED] (AC)**DEPARTURE: THURSDAY 28 FEB** Please verify flight times prior to departure**AIR CANADA**
AC 0162Duration:
3hr(s) 44min(s)Class:
BusinessStatus:
Confirmed**YEG**
EDMONTON INTL AB,
CANADADeparting At:
8:00amTerminal:
NotAvailable**YYZ**
TORONTO ON,
CANADAArriving At:
1:44pmTerminal:
TERMINAL 1Aircraft:
Air

Distance (in Miles): 1675

Stop(s): 0

Meals:
BreakfastPassenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
04C / ConfirmedFrequent Flyer #:
[REDACTED] AIR CANADAeTicket Receipt(s):
[REDACTED]**DEPARTURE: FRIDAY 01 MAR** Please verify flight times prior to departure**AIR CANADA**
AC 0171Duration:
4hr(s) 17min(s)Class:
BusinessStatus:
Confirmed**YYZ**
TORONTO ON,
CANADADeparting At:
4:20pmTerminal:
TERMINAL 1**YEG**
EDMONTON INTL AB,
CANADAArriving At:
6:37pmTerminal:
NotAvailableAircraft:
AIRBUS INDUSTRIE
A320 JET

Distance (in Miles): 1675

Stop(s): 0

Meals:
MealsPassenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
03A / ConfirmedFrequent Flyer #:
[REDACTED] AIR CANADAeTicket Receipt(s):
[REDACTED]**OTHER: FRIDAY 01 MAR****OTHER**Status:
Confirmed**YEG**
EDMONTON INTL AB, CANADAInformation:
BOOKING MANAGEMENT FEE - 50.00**OTHER: SATURDAY 24 AUG****OTHER**Status:
Confirmed**YEA**
EDMONTON AB, CANADAInformation:
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
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DATE OF THE FIRST FLIGHT.

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

EDMONTON-YEG

TORONTO

YEG



YYZ

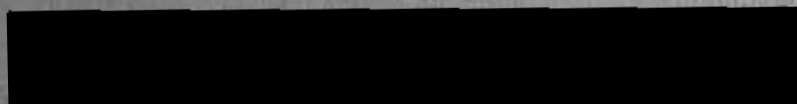
FLIGHT
AC162

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)

[REDACTED]
PHYLLISMARIE CLARK

CABIN
Business



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

Room : 16104
Folio # :
Cashier # : 8663
Page # : 1 of 1

Ms Phyllis Clark
Canada

Invoice No.
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 Accommodation Tax -		20.76	
02-28-19	HST 13% on MAT		2.70	
03-01-19		Room# 16104 :	36.00	
03-01-19		XXXXXXXXXXXXXX XX/XX		645.93
Total			645.93	645.93
Balance Due			0.00	

GST Summary

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

HST Summary

Room : 67.47
F&B : 3.58
Other : 2.70
Total : 73.75

Personal
RCM 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](https://www.tripadvisor.com).

Personal = 36.00
RCM = 609.93
645.93
HST \$70.17

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from :
United States or 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.)
* Destination Marketing Program Fee

Thank you for choosing to stay with Fairmont Hotels & Resorts

000113

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

Merchant ID: 000000004838663
Term ID: 02033190
82380190017

Purchase

██████████ CREDIT
XXXXXXXXXXXX ██████████
AID: A0000000031010
Entry Method: Chip

Batch#: 000129

02/28/19

06:45:14

Ref#: 000096772251

Inv #: 000462 Appr Code: 064231

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

Merchant Copy

*Cab from residence
to Edmonton
airport*

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

Merchant ID: 000000004838663
Term ID: 08128893
82380190017

Purchase

██████████ CREDIT
XXXXXXXXXXXX ██████████
AID: A0000000031010
Entry Method: Chip

Batch#: 000406

03/01/19

19:11:56

Ref#: 000006490679

Inv #: 001005 Appr Code: 067271

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

Customer Copy

*Cab from Edmonton
airport to
residence*

**CUSTOMER
RECEIPT
REÇU
DU CLIENT**

Trx Location	UP Pearson
Device ID:	122AC7
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	

Load Card / Charger la carte	
Load Value	11 60
Valeur du chargement	
Total Card Amount	11 60
montant total de la carte	

Total Amount	11.60
Montant Total	



UP Express from Pearson airport
to hotel + return

28 FEB 2019 ▶ 01 MAR 2019 TRIP TO **TORONTO ON, CANADA**PREPARED FOR
CLARK/PHYLLIS MARIE MSPAULL TRAVEL
10175 100A Street, Edmonton, AB T5J
0R7
780-428-6031
DONNA@PAULLTRAVEL.COMRESERVATION CODE [REDACTED]
AIRLINE RESERVATION CODE [REDACTED] (AC)**DEPARTURE: THURSDAY 28 FEB** Please verify flight times prior to departure**AIR CANADA**
AC 0162Duration:
3hr(s) 44min(s)Class:
BusinessStatus:
Confirmed**YEG**
EDMONTON INTL AB,
CANADADeparting At:
8:00amTerminal:
Not Available**YYZ**
TORONTO ON,
CANADAArriving At:
1:44pmTerminal:
TERMINAL 1Aircraft:
Air
Distance (in Miles): 1675

Stop(s): 0

Meals:
Breakfast

Passenger Name	Seats	Frequent Flyer #	eTicket Receipt(s)
» CLARK/PHYLLIS MARIE MS	04C / Confirmed	[REDACTED] / AIR CANADA	[REDACTED]

**DEPARTURE: FRIDAY 01 MAR** Please verify flight times prior to departure**AIR CANADA**
AC 0171Duration:
4hr(s) 17min(s)Class:
BusinessStatus:
Confirmed**YYZ**
TORONTO ON,
CANADADeparting At:
4:20pmTerminal:
TERMINAL 1**YEG**
EDMONTON INTL AB,
CANADAArriving At:
6:37pmTerminal:
Not AvailableAircraft:
AIRBUS INDUSTRIE
A320 JET

Distance (in Miles): 1675

Stop(s): 0

Meals:
Meals

Passenger Name	Seats	Frequent Flyer #	eTicket Receipt(s)
» CLARK/PHYLLIS MARIE MS	03A / Confirmed	[REDACTED] / AIR CANADA	[REDACTED]

OTHER: FRIDAY 01 MAR**OTHER**Status:
Confirmed**YEG**
EDMONTON INTL AB, CANADAInformation:
BOOKING MANAGEMENT FEE - 50.00**OTHER: SATURDAY 24 AUG****OTHER**Status:
Confirmed**YEA**
EDMONTON AB, CANADAInformation:
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

s.19(1)

Electronic Invoice

Prepared For:

CLARK/PHYLLIS MARIE MS

SALES PERSON

70

INVOICE NUMBER

[REDACTED]

INVOICE ISSUE DATE

25 Feb 2019

RECORD LOCATOR

[REDACTED]

CUSTOMER NUMBER

[REDACTED]

Client Address

PHYLLIS CLARK

[REDACTED]

DATE: Thu, Feb 28

Flight: AIR CANADA 162

From	EDMONTON INTL AB, CANADA	Departs	8:00am
To	TORONTO ON, CANADA	Arrives	1:44pm
Duration	3hr(s) 44min(s)	Arrival Terminal	1
Type	7M8	Class	Business
Stop(s)	Non Stop	Meal	Breakfast
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 04C	AC - XXXXXXXX [REDACTED]

DATE: Fri, Mar 01

Flight: AIR CANADA 171

From	TORONTO ON, CANADA	Departs	4:20pm
To	EDMONTON INTL AB, CANADA	Arrives	6:37pm
Departure Terminal	1		
Duration	4hr(s) 17min(s)	Class	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	Meals
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03A	AC - XXXXXXXX [REDACTED]

DATE: Fri, Mar 01

Others

EDMONTON INTL
AB
BOOKING
MANAGEMENT
FEE - 50.00
PFE

Billed to:

[REDACTED] XXXXXXXXXXXX [REDACTED]

CAD * 50.00
000118

DATE: Sat, Aug 24**Others**

EDMONTON AB
HAVE A SAFE AND
PLEASANT TRIP

Ticket Information

Ticket Number	AC [REDACTED]	Passenger	CLARK PHYLLIS MARIE MS		
		Billed to:	[REDACTED]XXXXXXXXXX[REDACTED]	CAD	* 3735.25
			V.A.T./G.S.T./H.S.T.	CAD	* 188.76
			Total base fare amount	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.

Simons, Deborah

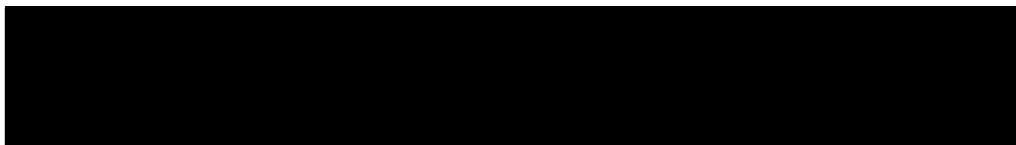
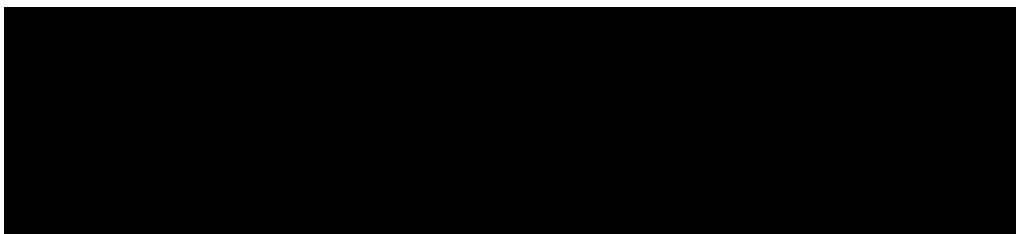
From: Simons, Deborah
Sent: Tuesday, February 26, 2019 8:29 AM
To: Simons, Deborah
Subject: FW: Confirmation for Ms Phyllis Clark

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

s.19(1)

Confirmation #	
First Name	Phyllis
Last Name	Clark
Arrival Date	Thursday, 28 Feb, 2019
Departure Date	Friday, 01 Mar, 2019
Number Of Nights	1
Number Of Adults	1
Room Type to Charge	Fairmont Gold King NS
Rate Per Room Per Night	CAD 519.00
Cancellation Policy	24 hours prior to arrival before 4PM local hotel time
Cancellation Date to Avoid Penalty	Wednesday, 27 Feb, 2019
Cancellation Amount	CAD 609.93 Local Currency The amount may be subject to taxes, gratuities, resort levy or other fees

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](#)



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

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 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
Guarantee
Travel Agents
Affiliate Program
Press Room
Site Index

Help
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Careers
Web
Accessibility

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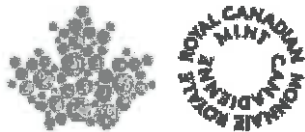
Share your stories on [FairmontMoments.com](#)

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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 21/03/2019
Vendor account
Date of payment 22/03/2019
Reference No. 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 MIAMI FLIGHT
		CAD			12,734.73	



Travel Expense Form 2019

Claimant
Cost Centre

Phyllis Clark

121 Legal Services (Board)

OTJ #:

TA #:

EAHCE #

Cost estimate provided on TA

Departure Date

Return Date

THEMIS # (VP and Board claims only)

TABCC82518

EAHCE12134

\$9,600.00

3-Mar-19

7-Mar-19

2938

Travel Location and Reason (attach any supporting documents):

B19-005 Attend Board and Committee meetings, and Board Business dinners. Edmonton/Ottawa/Edmonton	Currency Conversion Table		
	1 Unit of	is Worth	of
	USD	1.25000	CAD
			CAD
			CAD
			CAD
			CAD
			CAD
			CAD
			CAD

Total Travel Expenses (inclusive of fares)					5,551.37
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	0.00
Amount Owning to:		Employee	5,551.37	RCM	0.00

Expense Coding		
Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		366.89
740200 - Meals (domestic)	121 Legal Services (Board)	133.05
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		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)		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)	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 Coded		0.00

FOR FINANCE USE ONLY

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

00002563

Variance %

-42%

Form updated January 2018



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 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 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 2B)
- ☐ 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 (\$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 above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies:

Hotel above city rate limit but within RCM guidelines for Board members

1. Traveller Name (PRINT NAME) <i>Phyllis Clark</i>	2. Expense claim prepared by (PRINT NAME) <i>Debby Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME) <i>Victor Young</i>
Signature of traveller <i>Phyllis Clark</i>	Signature <i>Debby Simons</i>	Signature of Traveller's Director <i>Victor Young</i>
Date <i>11/03/19</i>	Date <i>11/03/19</i>	Date <i>15/03/19</i>

The Traveller's Manager confirms that she/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appear 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.

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; others as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO <i>03/11/2019</i>	Signature of CEO/Chair of Board/Chair of Audit Committee
Date	Date	Date

7. Reviewed by Finance (PRINT NAME)	Date
-------------------------------------	------

000126



Per Diem Country				Canada
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST
Breakfasts	\$20.25			
Lunches	\$19.85	2	39.70	1.89
Dinners	\$50.00	2	100.00	4.76
Total Meals			139.70	6.65
Incidentals	\$17.30	5	86.50	4.12
Total Expenses			226.20	10.77

allowances and incidentals	
Grand Total USD Expenses	

Note - Please use the meal allowance calculator tab to determine the exact No. of meal allowances and incidentals

Grand Total CAD Expenses

5,551.37

Grand Total HST/GST

366,89

Grand Total USD Expenses

Notes

Breakfast was included with the cost of the accommodations; Board business dinners were provided on 4 & 5 March; Board lunches were provided on 5, 6 & 7 March.

Simons, Deborah

From: Victor Young - [REDACTED]
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' [REDACTED]
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

Enter your travel dates here

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

Enter your travel dates here

															Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															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	5

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

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised October 1, 2018

Claimant: Phyllis Clark **Departure Date:** 3 Mar.19 **Return Date:** 7 Mar.19

Location: Edmonton/Ottawa/Edmonton

Purpose: Attend Board and Committee meetings, and Board business dinners.

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 Accommodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ 5,325.17
Total Meal/Incidentals	\$ 226.20
TOTAL	\$ 5,551.37

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	5	\$ 86.50
			\$ 226.20

Total Travel Expenses

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
Breakfast							0
Lunch		1	1				2
Dinner		1			1		2
Incidentals		1	1	1	1	1	5

Per Diem Calculator

Insert Date →							
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
							0

Claimant Signature: *Phyllis Clark*

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: Phyllis Clark <[REDACTED]>
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.

Phyllis Clark
Phone: [REDACTED] Email: [REDACTED]

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.

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
 780-428-6031
 DONNA@PAULLTRAVEL.COM

 RESERVATION CODE [REDACTED]
 AIRLINE RESERVATION CODE [REDACTED]
DEPARTURE: **SUNDAY 03 MAR** Please verify flight times prior to departure
AIR CANADA
AC 0358

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

 Class:
 Business

 Status:
 Confirmed
YEGEDMONTON INTL AB,
CANADA**YOW**▶ OTTAWA ON,
CANADA
 Aircraft:
 AIRBUS INDUSTRIE
 A319 JET

Distance (in Miles): 1776

Stop(s): 0

 Meals:
 Breakfast

 Departing At:
8:10am

 Terminal:
 Not Available

 Arriving At:
1:54pm

 Terminal:
 Not Available

 Passenger Name:
 » CLARK/PHYLLIS MARIE MS

 Seats:
 03C / Confirmed

 Frequent Flyer #:
 [REDACTED] / AIR CANADA

 eTicket Receipt(s):
 [REDACTED]
DEPARTURE: **THURSDAY 07 MAR** Please verify flight times prior to departure
AIR CANADA
AC 0363

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

 Class:
 Business

 Status:
 Confirmed
YOWOTTAWA ON,
CANADA**YEG**▶ EDMONTON INTL AB,
CANADA
 Aircraft:
 AIRBUS INDUSTRIE
 A319 JET

Distance (in Miles): 1776

Stop(s): 0

 Meals:
 Meals

 Departing At:
6:55pm

 Terminal:
 Not Available

 Arriving At:
9:22pm

 Terminal:
 Not Available

 Passenger Name:
 » CLARK/PHYLLIS MARIE MS

 Seats:
 03C / Confirmed

 Frequent Flyer #:
 [REDACTED] / AIR CANADA

 eTicket Receipt(s):
 [REDACTED]
OTHER: THURSDAY 07 MAR**OTHER**
 Status:
 Confirmed
YEG

EDMONTON INTL AB, CANADA

 Information:
 BOOKING MANAGEMENT FEE - 50.00
OTHER: 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

s.19(1)

Electronic Invoice

Prepared For:
CLARK/PHYLLIS MARIE MS

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

Client Address
PHYLLIS CLARK
[REDACTED]

DATE: Sun, Mar 03

Flight: AIR CANADA 358

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

DATE: Thu, Mar 07

Flight: AIR CANADA 363

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

DATE: Thu, Mar 07

Others

EDMONTON INTL
AB
BOOKING
MANAGEMENT
FEE - 50.00
PFE

000135

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

XXXXXXXXXXXX

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:	XXXXXXXXXXXX		
				V.A.T./G.S.T./H.S.T.	CAD	* 3177.25
					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.

**PAULL TRAVEL**

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

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM

eTicket Receipt

s.19(1)

Prepared For**CLARK/PHYLLIS MARIE MS**

RESERVATION CODE	[REDACTED]
ISSUE DATE	25Feb19
TICKET NUMBER	[REDACTED]
INVOICE NUMBER	[REDACTED]
ISSUING AIRLINE	AIR CANADA
ISSUING AGENT	PAULL TRAVEL/A70
ISSUING AGENT LOCATION	EDMONTON AB
IATANUMBER	[REDACTED]
CUSTOMER NUMBER	[REDACTED]
FREQUENT FLYER NUMBER	AC [REDACTED]

Itinerary Details

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 [REDACTED] 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 [REDACTED] 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 CARD FORM OF PAYMENT/EARLY PURCHASE OVER
INTERNET,ETC

Carry On Allowances

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

Payment/Fare Details

Form of Payment	CREDIT CARD - [REDACTED] XXXXXXXXXXX [REDACTED]
Endorsement / Restrictions	AC ONLY
Fare Calculation Line	YEA AC YOW Q3.00Q20.00 1947.00AC YEA Q3.00Q20.00 1117.00CAD 3110.00END
Fare	CAD 3110.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA (AIR TRANSPORTATION TAX)
	CAD 53.00 SQ (AIF - CANADA EXCEPT ON/NS/QC/NB/NF/PE)
	CAD 160.70 XT (COMBINED 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 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.

Important Legal Notices

Fairmont

CHÂTEAU LAURIER

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 : 047 8
Folio # :
Invoice # :
Cashier/Cassier # : 836
Page # : 1 of 2

Reference No.

Ms Phyllis Clark
Canada

Arrival/Arrivée : 03-03-19
Departure/Départ : 03-07-19

Date	Description	Additional Information/Supplémentaire	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		XXXXXXXXXXXX		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 cette note au cas où 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 j'avaie refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

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

Fairmont

CHÂTEAU LAURIER

1 Rideau Street
Ottawa, ON, Canada K1N 8S7
T (613) 241-1414 F (613) 562-7030
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Room/Chambre : 047 8
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

Date	Description	Additional 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. (18.00% 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.)

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

000140

s.19(1)

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

Merchant ID: 000000004038663
Term ID: 00120808
02380190017

Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000310

03/03/19

05:43:09

Ref#: 000060487614

Inv #: 001258 Appr Code: 026421

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

Customer Copy

CAPITAL TAXI
(613) 744-3333

TERMINAL ID: 324-304-184
MERCHANT ID: 4326968A
VEHICLE ID: 6042
DRIVER ID: 00061138

TRIP NUMBER: 2003
PASSENGERS: 1

03/03/2019
START: 14:24
END: 14:25

FARE AMOUNT: \$ 32.57

TIP AMOUNT: \$ 4.89

TOTAL : \$ 37.46

SALE :

APPROVAL NUMBER : 050501

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



Cab from residence
to Edmonton
airport

Cab from Ottawa
airport to hotel

5

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-301-161
MERCHANT ID: 4325227A
VEHICLE ID: 1278
DRIVER ID: 00051118

TRIP NUMBER: 5359
PASSENGERS: 1

03/04/2019
START: 19:08
END: 19:08

FARE AMOUNT: \$ 17.05

TIP AMOUNT: \$ 2.56

TOTAL : \$ 19.61

SALE : XXXXXXXXXX

APPROVAL NUMBER : 054711

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



Cab from hotel to 4 March
Board dinner (Stealing restaurant)
* No cab fare for return to
hotel - rode with someone else.

s.19(1)

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-301-821
MERCHANT ID: 4326549A
VEHICLE ID: 1341
DRIVER ID: 00052194

TRIP NUMBER: 6529
PASSENGERS: 1

03-Mar-2019
START: 17:58 END: 17:59

FARE AMOUNT: \$ 9.53

TIP AMOUNT: \$ 4.00

TOTAL : \$ 13.53

SALE : [REDACTED]

APPROVAL NUMBER 077731

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



REGA ET CROWN TAXI
165 RUE JEAN-PROULX
GATINEAU, QC J8Z 1T4
(819) 777-5231

TERM ID: BL1708
EMPLOYEE ID: 7
CLERK NAME: 7

BATCH#: 767
SHIFT#: 003

Sale

INV#: 000000003

Application Label: 1: [REDACTED] Chip
AID: A0000000031010 CREDIT
TVR: 80 00 00 00
TSI: 78 00
MEMBER NUMBER: [REDACTED]

Amount: \$ 7.05
Tip: \$ 1.13

Total: CAD\$ 8.18

APPROVED 020991
01/00

05-Mar-19

20:44:03

CUSTOMER COPY

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

Cab from Board
dinner back to
hotel (5 March)

s.19(1)

6

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-393-896
MERCHANT ID: 4327289A
VEHICLE ID: 1355
DRIVER ID: 00050839

TRIP NUMBER: 8752
PASSENGERS: 1

03/07/2019
START: 15:27
END: 15:28

FARE AMOUNT: \$ 25.60

TIP AMOUNT: \$ 5.34

TOTAL : \$ 40.94

SALE : \$

APPROVAL NUMBER : 045891

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



Cab from hotel
to Ottawa airport

5

DIAMOND SEDAN AND TAXI
2629 43 ST
EDMONTON, AB T6L 5G1

Merchant ID: 000000004826653
Term ID: 00120000
82300190 17

Purchase

CREDIT

XXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000311

03/07/19

22:07:57

Ref#: 000027103563

Inv #: 001265 Appr Code: 032241

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

Customer Copy

Cab from Edmonton
airport to residence



Travel Expense Form 2019

OTJ #:

Claimant

Phyllis Clark

Cost Centre

121 Legal Services (Board)

Blanket TA #:

TABCC82518

B19-005

EAHCE #

EAHCE12134

Cost estimate provided on TA

\$9,600.00

Departure Date

3-Mar-19

Return Date

7-Mar-19

Travel Location and Reason (attach any supporting documents):

THEMIS # (VP and Board claims only)

2938

B19-005

Currency Conversion Table

Attend Board and Committee meetings, and Board Business dinners.

Edmonton/Ottawa/Edmonton

1 Unit of	is Worth	of
USD	1.25000	CAD
		CAD
		CAD
		CAD
		CAD
		CAD
		CAD
		CAD

RECEIVED

MAR 18 2019

Total Travel Expenses (inclusive of fares)

5,551.37

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	0.00

Amount Owing to:

Employee

✓ 5,551.37 ✓

RCM

0.00

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		366.89
740200 - Meals (domestic)	121 Legal Services (Board)	133.05
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		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)		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)	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 Coded		0.00

ENTERED

MAR 20 2019

AP 422059

FOR FINANCE USE ONLY

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

(\$4,048.63)

Variance %

42%

0001452

Form updated January 2018



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 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 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 2B)
- ☐ 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 (\$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 above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

1. Traveller Name (PRINT NAME) <i>Myllis Clark</i>	2. Expense claim prepared by (PRINT NAME) <i>Debby Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME) <i>Victor Young</i>
Signature of traveller <i>Myllis Clark</i>	Signature <i>Debby Simons</i>	Signature of Traveller's Director <i>Victor Young</i>
Date <i>11/03/19</i>	Date <i>11/03/19</i>	Date <i>15/03/19</i>

The Traveller's Manager confirms that she/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appear 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.

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)
Signature of VP	Signature of CFO <i>[Signature]</i>	Signature of CEO/Chair of Board/Chair of Audit Committee
Date	Date <i>05/11/2019</i>	Date

7. Reviewed by Finance (PRINT NAME)

Date

C. Davies

Mar 20/19



Per Diem Country				Canada
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST
Breakfasts	\$20.25			
Lunches	\$19.85	2	39.70	1.89
Dinners	\$50.00	2	100.00	4.76
Total Meals		✓	✓ 139.70	6.65
Incidentals	\$17.30	5	✓ 86.50	4.12
Total Expenses			226.20	10.77

[illegible]

Note - Please use the meal allowance calculator tab to determine the exact No. of meal allowances and incidentals

Grand Total CAD Expenses

5,551.37

Grand Total USD Expenses**Grand Total HST/GST**

366.89

385.02.

Notes

Breakfast was included with the cost of the accommodations; Board business dinners were provided on 4 & 5 March; Board lunches were provided on 5, 6 & 7 March.

Simons, Deborah

From: Victor Young [REDACTED]
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' <[REDACTED]>
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>

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised October 1, 2018

Claimant: Phyllis Clark **Departure Date:** 3 Mar.19 **Return Date:** 7 Mar.19

Location: Edmonton/Ottawa/Edmonton

Purpose: Attend Board and Committee meetings, and Board business dinners.

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 Accommodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ 5,325.17
Total Meal/Incidentals	\$ 226.20
TOTAL	\$ 5,551.37

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	5	\$ 86.50
			\$ 226.20

Total Travel Expenses

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
Breakfast							0
Lunch		1	1				2
Dinner		1			1		2
Incidentals		1	1	1	1	1	5

Per Diem Calculator

Insert Date →							
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
							0

Claimant Signature: *Phyllis Clark* **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: Phyllis Clark <[REDACTED]>
Sent: Sunday, March 10, 2019 1:56 PM
To: Simons, Deborah
Subject: 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: [REDACTED] Email: [REDACTED]

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.

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

Meal allowance and incidental calculator

Enter your travel dates here

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

Enter your travel dates here

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total meal allowances
Breakfast															0
Lunch															0
Dinner															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	5

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

s.19(1)

PREPARED FOR
CLARK/PHYLLIS MARIE MS



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

RESERVATION CODE [REDACTED]
AIRLINE RESERVATION CODE [REDACTED]



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 #:
[REDACTED] / AIR CANADA

eTicket Receipt(s):
[REDACTED]



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 #:
[REDACTED] / AIR CANADA

eTicket Receipt(s):
[REDACTED]

OTHER: THURSDAY 07 MAR

OTHER

Status:
Confirmed

YEG
EDMONTON INTL AB, CANADA

Information:
BOOKING MANAGEMENT FEE - 50.00

OTHER: SATURDAY 24 AUG

OTHER

Status:
Confirmed

YEA
EDMONTON AB, CANADA

Information:
HAVE A SAFE AND PLEASANT TRIP

Notes

000153

..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	[REDACTED]
INVOICE ISSUE DATE	25 Feb 2019
RECORD LOCATOR	[REDACTED]
CUSTOMER NUMBER	[REDACTED]

 Client Address
 PHYLLIS CLARK
 [REDACTED]

DATE: Sun, Mar 03

Flight: AIR CANADA 358

From	EDMONTON INTL AB, CANADA	Departs	8:10am
To	OTTAWA ON, CANADA	Arrives	1:54pm
Duration	3hr(s) 44min(s)	Class	Business
Type	AIRBUS INDUSTRIE A319 JET	Meal	Breakfast
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03C	AC - XXXXXXXX [REDACTED]

DATE: Thu, Mar 07

Flight: AIR CANADA 363

From	OTTAWA ON, CANADA	Departs	6:55pm
To	EDMONTON INTL AB, CANADA	Arrives	9:22pm
Duration	4 hr(s) 27min(s)	Class	Business
Type	AIRBUS INDUSTRIE A319 JET	Meal	Meals
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03C	AC - XXXXXXXX [REDACTED]

DATE: Thu, Mar 07

Others

 EDMONTON INTL
 AB
 BOOKING
 MANAGEMENT
 FEE - 50.00
 PFE

s.19(1)

Billed to: [REDACTED]
V.A.T./G.S.T./H.S.T.

XXXXXXXXXXXX

CAD * 50.00
CAD * 2.50

DATE: Sat, Aug 24

Others

EDMONTON AB
HAVE A SAFE AND
PLEASANT TRIP

Ticket Information

Ticket Number	AC [REDACTED]	Passenger	CLARK PHYLLIS MARIE MS	
		Billed to:	[REDACTED]XXXXXXXXXXXX	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.

Fairmont

CHÂTEAU LAURIER

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.

Ms Phyllis Clark
Canada

Arrival/Arrivée : 03-03-19
Departure/Départ : 03-07-19

Date	Description	Additional Information/Supplémentaire	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		XXXXXXXXXXXXXX	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 cette note au cas où 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 j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

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

Fairmont

CHÂTEAU LAURIER

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

Date	Description	Additional 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. (18.00% 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 cette note au cas où 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)
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Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont

000158

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

Merchant ID: 000000004838663
Term ID: 08128888
82380190017

Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000310

03/03/19

05:43:09

Ref#:000060487614

Inv #: 001258 Appr Code: 026421

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

Customer Copy

CAPITAL TAXI
(613) 744 3533

TERMINAL ID: 324-304-184
MERCHANT ID: 4326968A
VEHICLE ID: C042
DRIVER ID: 00051138

TRIP NUMBER: 2083
PASSENGERS: 1

03/03/2019
START: 14:24 END: 14:25

FARE AMOUNT: \$ 32.57

TIP AMOUNT: \$ 4.89

TOTAL: \$ 37.46

SALE: ***

APPROVAL NUMBER: 050501

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



Cab from residence
to Edmonton
airport

Cab from Ottawa
airport to hotel



BLUE LINE TAXI
(613) 238-1111

TERMINAL ID: 324 301 161
MERCHANT ID: 4325227A
VEHICLE ID: 1278
DRIVER ID: 00051118

TRIP NUMBER: 5359
PASSENGERS: 1

03/04/2019
START: 19:08 END: 19:08

FARE AMOUNT: \$ 17.05

TIP AMOUNT: \$ 2.56

TOTAL : \$ 19.61

SALE : AXA

APPROVAL NUMBER : 054/11

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



Cab from hotel to 4 March
Board dinner (Stealing restaurant)
* No cab fare for return to
hotel - rode with someone else.

s.19(1)

BLUE LINE TAXI
(613) 238-1111

TERMINAL ID: 324-301-821
MERCHANT ID: 4325549A
VEHICLE ID: 1341
DRIVER ID: 00052194

TRIP NUMBER: 6529
PASSENGERS: 1

03-05-2019
START: 17:58
END: 17:59

FARE AMOUNT: \$ 9.53

TIP AMOUNT: \$ 4.00

TOTAL: \$ 13.53

SALE: ***

APPROVAL NUMBER: 077731

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



REGAL ET CROWN TAXI
165 RUE JEAN-PROULX

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

TERM ID: BL170877
EMPLOYEE ID: 7
CLERK NAME: 7
BATCH#: 767
SHIFT#: 003

Sale

INVT#: 0000000003

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

Amount: \$ 7.05
Tip: \$ 1.13

Total: CAD\$ 8.18

APPROVED 020931
001/00

05-Mar-19 20:44:03

CUSTOMER COPY

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

Cab from Board
dinner back to
hotel (5 March)

s.19(1)

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-383-896
MERCHANT ID: 4327289A
VEHICLE ID: 1356
DRIVER ID: 00050839
TRIP NUMBER: 8752
PASSENGERS: 1

03/07/2019
START: 15:27

END: 15:28

FARE AMOUNT: \$ 35.60

TIP AMOUNT: \$ 5.34

TOTAL : \$ 40.94

SALE : [REDACTED]

APPROVAL NUMBER : 045891

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB

BLUELINE

*Cab from hotel
to Ottawa airport*

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

Merchant ID: 000000004030663
Term ID: 00120000
02300190017

Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000311

03/07/19

22:07:57

Ref#: 000027103663

Inv #: 001265 Appr Code: 032241

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

Customer Copy

*Cab from Edmonton
airport to residence*

Thellend, Talia

From: Simons, Deborah
Sent: May 16, 2019 2:27 PM
To: Phyllis Clark
Cc: Simons, Deborah
Subject: Travel expense claims - Toronto and Winnipeg
Attachments: [REDACTED]_08292381_4.pdf

s.19(1)

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)

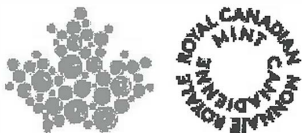
ELECTRONIC FUNDS TRANSFER

PHYLLIS CLARK

Fax
E-mail simons@mint.ca

Telephone 613-993-3500
Fax
Date 15/05/2019
Vendor account XXXXXXXXXX
Date of payment 17/05/2019
Reference No. PV144061

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			<hr/> 4,343.70	

**Royal Canadian Mint / Monnaie royale canadienne**

320 Sussex Drive
OTTAWA, ON
K1A 0G8
Canada

ELECTRONIC FUNDS TRANSFER**s.19(1)****PHYLLIS CLARK**

Telephone 613-993-3500
Fax
Date 15/05/2019
Vendor account [REDACTED]
Date of payment 17/05/2019
Reference No. 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
		CAD			4,343.70	THEMIS # 2964 TORONTO COIN LAUNCH



Travel Expense Form 2019

OTJ #:

TA #:

EAHCE #

Cost estimate provided on TA

Hospitality estimate provided on TA

Departure Date

Return Date

THEMIS # (P and Board claims only)

Claimant

Cost Centre

Phyllis Clark

121 Legal Services (Board)

TABBG82792
\$4,688.76
22-Apr-19
23-Apr-19
2964

Travel Location and Reason

(attach supporting documents):

B19-015 To attend the Equality coin launch. Edmonton/Toronto/Edmonton * AIRFARE AND EXPENSES	Currency Conversion Table		
	1 Unit of	is Worth	of
	USD		CAD
			CAD
			CAD

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	0.00
Amount Owing to:		Employee	3,784.84	RCM	0.00

Expense Coding		
Account	Cost Center (Select One from drop down box)	In Canadian \$
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)		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)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	253.21
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	32.95
741900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
		0.00
		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		(0.00)
FOR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim		(\$903.92)
Variance %		-19%
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim		\$0.00
Hospitality Variance %		#DIV/0!

Updated 18/03/19

Form updated January 2018



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 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 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 2B)
- ☐ 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 (\$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 above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

1. Traveller Name (PRINT NAME) <i>Phyllis Clark</i>	2. Expense claim prepared by (PRINT NAME) <i>Debby Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller <i>Phyllis Clark</i>	Signature <i>Debby Simons</i>	Signature of Traveller's Director
Date <i>06/05/19</i>	Date <i>06/05/19</i>	Date

The Traveller's Manager confirms that she/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appear 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 Traveller'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. 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 VP	Signature of CFO <i>[Signature]</i>	Signature of CEO/Chair of Board/Chair of Audit Committee <i>[Signature]</i>
Date	Date <i>May 6/2019</i>	Date <i>07/05/19</i>
7. Reviewed by Finance (PRINT NAME)	Date <i>07/05/19</i>	

000167



Per Diem Country			Canada	
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST
Breakfasts	\$20.50	1	20.50	0.98
Lunches	\$20.10	2	40.20	1.91
Dinners	\$50.65	1	50.65	2.41
Total Meals			111.35	5.30
Incidentals	\$17.30	2	34.60	1.65
Total Expenses			145.95	6.95

[illegible]

Note - Please use the meal allowance calculator tab to determine the exact No. of meal allowances and incidentals

3,784.84

196.88

Grand Total USD Expenses

Notes for Expenses

No cab fares to be claimed for travel to and from the coin launch venue.

Simons, Deborah

From: Victor Young <[REDACTED]>
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

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 travel dates here for CANADA MONTH: Apr-19															Total
<u>Numbers only</u>			22 Apr	23 Apr.											allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast				1											1
Lunch			1	1											2
Dinner			1												1
Incidentals			1	1											2

Enter your travel dates here for the US MONTH: 43556														Total	
		22 Apr.	23 Apr.											allowances	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised January 1, 2019

Claimant: Phyllis Clark Departure Date: 22-Apr Return Date: 23-Apr

Location: Toronto

Purpose: To attend the Equality coin launch.

TRAVEL EXPENSE

Amount

Airfare	\$ 3,204.76
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 286.13
Mileage (\$.057/km)	\$ -
Parking	
Taxis	\$ 148.00
Car Rental	
Gasoline	
Private Accommodation (\$50/ngt)	
Other	

Total Travel Expenses \$ 3,638.89

Total Meal/Incidentals \$ 145.95

TOTAL \$ 3,784.84

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.50	1	\$ 20.50
Lunches	\$20.10	2	\$ 40.20
Dinners	\$50.65	1	\$ 50.65
Incidentals	\$17.30	2	\$ 34.60
			<u>\$ 145.95</u>

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →			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

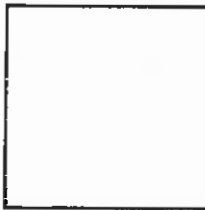
Per Diem Calculator

Insert Date →								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
								0

Claimant Signature: Debby Simons for Phyllis Clark

Date: 06/05/19

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

Paul 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: 70 Invoice Issue Date: 15 Apr 2019
Invoice Number: [REDACTED] Record Locator: [REDACTED]



AIR CANADA AC 160

Monday, 22 April

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

Duration: 3hr(s) 40min(s)
Stop(s): Non Stop

CLARK/PHYLLIS MARIE MS
Seat(s): 04D
AC - XXXXXXX [REDACTED]



AIR CANADA AC 171

Tuesday, 23 April

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

Duration: 4hr(s) 5min(s)
Stop(s): Non Stop

CLARK/PHYLLIS MARIE MS
Seat(s): 03C
AC - XXXXXXX [REDACTED]

**OTHERS**EDMONTON INTL AB
BOOKING MANAGEMENT FEE - 50.00

Tuesday, 23 April 2019

s.19(1)

PFE

Billed to

XXXXXXXXXXXX

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 October 2019

Ticket InformationTicket AC [REDACTED] Passenger: CLARK PHYLLIS MARIE
Number: MSBilled to: [REDACTED] CAD * 3000.25
V.A.T./G.S.T./H.S.T. CAD * 152.01

Total base fare amount:	CAD	2981.00
Total Taxes:	CAD	69.25
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 donna@paultravel.com

4/21/2019

Air Canada Check-in

CLARK PHYLLISMARIE				
BUSINESS CLASS/CLASSE AFFAIRES				
ETKT [REDACTED]		Frequent Flyer / Voyageur assidu [REDACTED]		
Flight / Vol AC160	22APR/AVR	From / De EDMONTON-YEG	Destination TORONTO	
Boarding time / Heure d'embarquement	06:25	Gate / Porte	N/A	Seat / Place 4D Zone 1
Departure Time / Heure de départ 07:00		Remarks / Observations [REDACTED]		
Airline use / Usage interne 0058 WQ [REDACTED]				
AIR CANADA <small>A STAR ALLIANCE MEMBER MEMBRE DU RESEAU STAR ALLIANCE</small>				
Boarding Pass Carte d'accès à bord				

CLARK PHYLLISMARIE		s.19(1)	ZONE 1
BUSINES ETKT [REDACTED]	ES	Frequent Flyer/Voyageur assidu [REDACTED]	Cabin/Cabine J
Flight/Vol AC 171	Date 23APR/AVR	From/De TORONTO	Destination EDMONTON-YEG
Boarding Time/Heure d'embarquement 15:45		Gate/Porte D38	Seat/Place 03C
Departure Time/Heure de départ 16:28		Remarks/Observations [REDACTED]	
Airline Use/A usage interne 0110 YVZ [REDACTED]		AIR CANADA <small>A STAR ALLIANCE MEMBER MEMBRE DU RESEAU STAR ALLIANCE</small>	
Boarding Pass Carte d'accès à bord			



INTERCONTINENTAL.

TORONTO YORKVILLE

04-23-19

Phyllis Clark [REDACTED]	Folio No. :		Room No. :	841
	A/R Number :		Arrival :	04-22-19
	Group Code :		Departure :	04-23-19
	Company :		Conf. No. :	[REDACTED]
	Membership No: PC	[REDACTED]	Rate Code :	IKME3
	Invoice No. :		Page No. :	1 of 1
	Cashier No. :	46	HST# :	855206975
	User ID :	[REDACTED]		

Date	Description	Charges	Credits
04-22-19	*Accommodation	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	XXXXXXXXXXXXXX [REDACTED]		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.		Total	286.13 286.13
Balance		0.00	CAD

Approval Code 042711
Approval Amount 286.13

HST 13% on Rooms

HST on MAT

0.00 CAD
0.00 CAD
0.00 CAD
31.65 CAD
0.00 CAD
1.27 CAD
0.00 CAD
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.

s.19(1)

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

Merchant ID: 000000004030663
Term ID: 02033190
02300190017

Purchase

CREDIT
XXXXXXXXXX
AID: A0000000031010
Entry Method: Chip

Batch#: 000142

04/22/19

05:58:41

Ref#: 000005900985

Inv #: 000513 Appr Code: 073491

Amount:	\$	60.00
Tip:	\$	9.00

Total:	\$	69.00

Customer Copy

*Cab from residence
to Edmonton
airport*

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

Merchant ID: 000000004030663
Term ID: 02033190
02300190017

Purchase

CREDIT
XXXXXXXXXX
AID: A0000000031010
Entry Method: Waved

Batch#: 000143

04/23/19

19:00:37

Ref#: 000059304163

Inv #: 000525 Appr Code: 031041

Amount:	\$	60.00
Tip:	\$	9.00

Total:	\$	69.00

Customer Copy

*Cab from Edmonton
airport to residence*

UP Union
Pearson
Express

RELOAD CARD

RECHARG. CARTE

Location / Station:

Airport

Serial #/No de Série:

Card Balance / Solde de la carte:

aid amount / Montant payé:
10.00

2 APR/AVR 2019

2:39

0403 CASH TNY

METROLINX

*Transportation
from Toronto
airport to
hotel*

Simons, Deborah

From: Phyllis Clark <[REDACTED]>
Sent: Thursday, May 02, 2019 10:57 AM
To: Simons, Deborah
Subject: 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 for me.

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

Phyllis Clark

Phone: [REDACTED] Email: [REDACTED]


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 # [REDACTED] at InterContinental 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	1	1
03:00 PM	12:00 PM		

-  [MODIFY RESERVATION](#)
-  [CUSTOMER CARE](#)
-  [DOWNLOAD THE IHG® APP](#)
-  [GROUND TRANSPORTATION](#)
-  [CANCEL RESERVATION](#)
-  [UPGRADE RESERVATION](#)

Your confirmation number is: [REDACTED] [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)*

[VIEW MORE RESERVATION DETAILS](#)



Name: Phyllis Clark

Ambassador Status:

Ambassador #: [REDACTED]

Ambassador Until: [REDACTED]

View all the latest member related offers from InterContinental® Ambassador.

 [Learn More](#)

Estimated Earnings:

22 APR 2019 ▶ 23 APR 2019 TRIP TO TORONTO ON, CANADAPREPARED FOR
CLARK/PHYLLIS MARIE MSPAULL TRAVEL
10175 100A Street, Edmonton, AB T5J
0R7
780-428-6031
DONNA@PAULLTRAVEL.COMRESERVATION CODE [REDACTED]
AIRLINE RESERVATION CODE [REDACTED] (AC)**DEPARTURE: MONDAY 22 APR** Please verify flight times prior to departure**AIR CANADA
AC 0160**Duration:
3hr(s) 40min(s)Class:
BusinessStatus:
Confirmed**YEG**
EDMONTON INTL AB,
CANADADeparting At:
7:00amTerminal:
Not Available**YYZ**
TORONTO ON,
CANADAArriving At:
12:40pmTerminal:
TERMINAL 1Aircraft:
AIRBUS INDUSTRIE
A320 JET

Distance (in Miles): 1675

Stop(s): 0

Meals:
BreakfastPassenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
04D / ConfirmedFrequent Flyer #:
[REDACTED] / AIR CANADAeTicket Receipt(s):
[REDACTED]**DEPARTURE: TUESDAY 23 APR** Please verify flight times prior to departure**AIR CANADA
AC 0171**Duration:
4hr(s) 5min(s)Class:
BusinessStatus:
Confirmed**YYZ**
TORONTO ON,
CANADADeparting At:
4:20pmTerminal:
TERMINAL 1**YEG**
EDMONTON INTL AB,
CANADAArriving At:
6:25pmTerminal:
Not AvailableAircraft:
AIRBUS INDUSTRIE
A320 JET

Distance (in Miles): 1675

Stop(s): 0

Meals:
MealsPassenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
03C / ConfirmedFrequent Flyer #:
[REDACTED] / AIR CANADAeTicket Receipt(s):
[REDACTED]**OTHER: TUESDAY 23 APR****OTHER**Status:
Confirmed**YEG**
EDMONTON INTL AB, CANADAInformation:
BOOKING MANAGEMENT FEE - 50.00**OTHER: SATURDAY 12 OCT****OTHER**Status:
Confirmed**YEA**
EDMONTON AB, CANADAInformation:
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, 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 AB, CANADA	Departs	7:00am
To	TORONTO ON, CANADA	Arrives	12:40pm
Duration	3hr(s) 40min(s)	Arrival Terminal	1
Type	AIRBUS INDUSTRIE A320 JET	Class	Business
Stop(s)	Non Stop	Meal	Breakfast
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 04D	AC - XXXXXXXX

DATE: Tue, Apr 23

Flight: AIR CANADA 171

From	TORONTO ON, CANADA	Departs	4:20pm
To	EDMONTON INTL AB, CANADA	Arrives	6:25pm
Departure Terminal	1		
Duration	4hr(s) 5min(s)	Class	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	Meals
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03C	AC - XXXXXXXX

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.

XXXXXXXXXXXX

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	CLARK PHYLLIS MARIE MS		
			Billed to:	XXXXXXXXXXXX		
				V.A.T./G.S.T./H.S.T.	CAD	* 3000.25
					CAD	* 152.01
				Total base fare amount	CAD	2981.00
				Total Taxes	CAD	69.25
				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

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.

**PAULL TRAVEL**

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

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM

eTicket Receipt**Prepared For****CLARK/PHYLLIS MARIE MS**

RESERVATION CODE	[REDACTED]
ISSUE DATE	15Apr19
TICKET NUMBER	[REDACTED]
INVOICE NUMBER	[REDACTED]
ISSUING AIRLINE	AIR CANADA
ISSUING AGENT	PAULL TRAVEL/A70
ISSUING AGENT LOCATION	EDMONTON AB
IATA NUMBER	[REDACTED]
CUSTOMER NUMBER	[REDACTED]
FREQUENT FLYER NUMBER	AC [REDACTED]

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 [REDACTED] 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 [REDACTED] Class BUSINESS Seat Number 03C Baggage Allowance 2PC Booking Status CONFIRMED Fare Basis ZU3ZCE 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 CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

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

Payment/Fare Details

Form of Payment	CREDIT CARD - [REDACTED] : X XXXXXXXXXXXX [REDACTED]
Endorsement / Restrictions	AC ONLY
Fare Calculation Line	YEA AC YTO Q3.00Q20.00 1810.00AC YEA Q3.00Q20.00 1075.00CAD 2931.00END
Fare	CAD 2931.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA (AIR TRANSPORTATION TAX)
	CAD 55.00 SQ (AIF - CANADA EXCEPT ON/NS/QC/NB/NF/PE)
	CAD 152.01 XT (COMBINED 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 <[REDACTED]>
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

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 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 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 28)
 - ☐ 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 (\$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 28)

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 above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

1. Traveller Name (PRINT NAME) <i>Phyllis Clark</i> <i>Rebby Simons</i> Signature of traveller <i>Phyllis Clark</i> Date <i>06/05/19</i>	2. Expense claim prepared by (PRINT NAME) <i>Debby Simons</i> Signature <i>Debby Simons</i> Date <i>06/05/19</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME) Signature of Traveller's Director Date
--	---	--

The Traveller's Manager confirms that she/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appear 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 Traveller'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) Signature of VP Date	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval, other as required) <i>Paula</i> Signature of CFO <i>May 6/2019</i> Date	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required) <i>Please refer to the attached</i> Signature of CEO/Chair of Board/Chair of Audit Committee <i>e-mail approval from Victor Young</i> Date <i>07/05/19</i>
7. Reviewed by Finance (PRINT NAME) <i>Chris</i>	Date <i>May 17/19</i>	



Per Diem Country				Canada
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST
Breakfasts	\$20.50	1	20.50	0.98
Lunches	\$20.10	2	40.20	1.91
Dinners	\$50.65	1	50.65	2.41
Total Meals			✓ 111.35	5.30
Incidentals	\$17.30	2	✓ 34.60	1.65
Total Expenses			145.95	6.95

[illegible]

3,784.84

~~196.88~~

203.26

No cab fares to be claimed for travel to and from 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 travel dates here for															CANADA		MONTH:		Apr-19		Total allowances
Numbers only		22 Apr	23 Apr																		
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri								
Breakfast			1											1							
Lunch			1	1										2							
Dinner			1											1							
Incidentals			1	1										2							

Enter your travel dates here for the <div>US</div> MONTH: 43556														Total allowances	
		22 Apr	23 Apr												
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised January 1, 2019

Claimant: Phyllis Clark **Departure Date:** 22-Apr **Return Date:** 23-Apr

Location: Toronto

Purpose: To attend the Equality coin launch.

TRAVEL EXPENSE

	Amount
Airfare	\$ 3,204.76
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 286.13
Mileage (\$.057/km)	\$ -
Parking	
Taxis	\$ 148.00
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	

Total Travel Expenses \$ 3,638.89
Total Meal/Incidentals \$ 145.95
TOTAL \$ 3,784.84

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.50	1	\$ 20.50
Lunches	\$20.10	2	\$ 40.20
Dinners	\$50.65	1	\$ 50.65
Incidentals	\$17.30	2	\$ 34.60
			\$ 145.95

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →

		22 Apr.	23 Apr.				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast				1			1
Lunch			1	1			2
Dinner			1				1
Incidentals			1	1			2

Per Diem Calculator

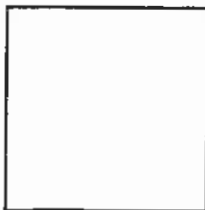
Insert Date →

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
								0

Claimant Signature: *Deborah Simons for Phyllis Clark*

Date: *06/05/19*

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

Paul 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: 70 Invoice Issue Date: 15 Apr 2019
Invoice Number: [REDACTED] Record Locator: [REDACTED]

☐ AIR CANADA AC 160 Monday, 22 April

From: EDMONTON INTL AB, CANADA
7:00am

To: TORONTO ON, CANADA
12:40pm
Arrival Terminal: 1

Class: C Duration: 3hr(s) 40min(s)
Meal: Breakfast Stop(s): Non Stop
Type: AIRBUS INDUSTRIE A320 JET

CLARK/PHYLLIS MARIE MS

Seat(s): 04D

AC - XXXXXX [REDACTED]

☐ AIR CANADA AC 171 Tuesday, 23 April

From: TORONTO ON, CANADA
4:20pm
Departure Terminal: 1

To: EDMONTON INTL AB, CANADA
6:25pm

Class: C Duration: 4hr(s) 5min(s)
Meal: Meals Stop(s): Non Stop
Type: AIRBUS INDUSTRIE A320 JET

CLARK/PHYLLIS MARIE MS

Seat(s): 03C

AC - XXXXXX [REDACTED]

**OTHERS**EDMONTON INTL AB
BOOKING MANAGEMENT FEE - 50.00

Tuesday, 23 April 2019

s.19(1)

PFE

Billed to

XXXXXXXXXXXX

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 October 2019

Ticket InformationTicket AC [REDACTED] Passenger: CLARK PHYLLIS MARIE
Number: [REDACTED] MSBilled to: [REDACTED] CAD * 3000.25
V.A.T./G.S.T./H.S.T. CAD * 152.01

Total base fare amount:	CAD	2981.00
Total Taxes:	CAD	69.25
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: donna@gaulttravel.com

CLARK PHYLLISMARIE
BUSINESS CLASS/CLASSE AFFAIRES
ETKT0 [REDACTED]

Flight / Vol **AC160** 22APR/AVR From / De **EDMONTON-YEG** Destination **TORONTO**

Boarding time /
Heure d'embarquement **06:25** Gate /
Porte **N/A** Seat /
Place **4D** Zone **1**

Departure Time / Heure de départ **07:00** Remarks / Observations [REDACTED]

Airline use / Usage interne **0058 WC** [REDACTED]

AIR CANADA
A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

Boarding Pass | Carte d'accès à bord

CLARK PHYLLISMARIE
BUSINESS CLASS/CLASSE AFFAIRES
ETKT0 [REDACTED]

Flight/Vol **AC 171** 23APR/AVR From/De **TORONTO** Destination **EDMONTON-YEG**

Boarding Time/Heure d'embarquement **15:45** Gate/Porte **D38** Seat/Place **03C**

Departure Time/Heure de départ **16:28**

Airline Use/A usage interne **0110 YYZ** [REDACTED]

AIR CANADA
A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

Boarding Pass | Carte d'accès à bord

ZONE 1

Cabin/Cabine **J**

Flight/Vol **AC 171**
EDMONTON-YEG

Seat/Place **03C AISLE/COULOIR**

Remarks/Observations [REDACTED]

AIR CANADA
A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE



INTERCONTINENTAL.
TORONTO YORKVILLE

s.19(1)

04-23-19

Phyllis Clark [Redacted]	Folio No. :		Room No. :	841
	A/R Number :		Arrival :	04-22-19
	Group Code :		Departure :	04-23-19
	Company :		Conf. No. :	[Redacted]
	Membership No: PC	[Redacted]	Rate Code :	IKME3
	Invoice No. :		Page No. :	1 of 1
	Cashier No. :	46	HST# :	855206975
	User ID :	[Redacted]		

Date	Description	Charges	Credits
04-22-19	*Accommodation	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	[Redacted] XXXXXXXXXXXX [Redacted]		286.13
Total		286.13	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.

Approval Code 042711
Approval Amount 286.13

HST 13% on Rooms

HST on MAT

Balance 0.00 CAD
0.00 CAD
0.00 CAD
0.00 CAD
31.65 CAD
0.00 CAD
1.27 CAD
0.00 CAD
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) 960-5200 Fax (416) 960-8269

000194

DIAMOND SEDAN AND TAXI
2628 43 ST
EDMONTON, AB T6L 5G1
Merchant ID: 000000004038663
Term ID: 02033190
02300190017

Purchase

CREDIT
XXXXXXXXXXXX
AID: A0000000031010
Entry Method: Chip

04/22/19 Batch#: 000142
05:58:41

Ref#: 000085000985
Inv #: 000513 Appr Code: 073491
Amount: \$ 60.00
Tip: \$ 9.00
Total: \$ 69.00

Customer Copy

Cab from residence
to Edmonton
airport

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

Merchant ID: 000000004038663
Term ID: 02033190
02300190017

Purchase

CREDIT
XXXXXXXXXXXX
AID: A0000000031010
Entry Method: Haved

04/23/19 Batch#: 000143
19:00:37

Ref#: 000059384163
Inv #: 000525 Appr Code: 031041
Amount: \$ 60.00
Tip: \$ 9.00
Total: \$ 69.00

Customer Copy

Cab from Edmonton
airport to residence

UP Union Pearson Express
RELOAD CARD
RECHARG. CARTE
Location / Station:
Airport
Serial # / No de Série:
Card Balance / Solde de la carte:
Paid amount / Montant payé:
10.00
2 APR / AVR 2019
2:39
0403 CASH TN:
METROLINX

Transportation
from Toronto
airport to
hotel

Simons, Deborah

From: Phyllis Clark <[REDACTED]>
Sent: Thursday, May 02, 2019 10:57 AM
To: Simons, Deborah
Subject: Expenses for LGBTQ
Attachments: 190502 Expenses LGBTQ.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: [REDACTED] Email: [REDACTED]

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 # [REDACTED] at InterContinental 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 1 1
 03:00 PM 12:00 PM

**MODIFY RESERVATION****CUSTOMER CARE****DOWNLOAD THE IHG® APP****GROUND TRANSPORTATION****CANCEL RESERVATION****UPGRADE RESERVATION**

Your confirmation number is: [REDACTED] 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)*

[VIEW MORE RESERVATION DETAILS](#)
**Name:** Phyllis Clark**Ambassador Status:****Ambassador #:** [REDACTED]**Ambassador Until:** [REDACTED]

View all the latest member
 related offers from
 InterContinental® Ambassador.

[» Learn More](#)
Estimated Earnings:

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

PREPARED FOR
CLARK/PHYLLIS MARIE MSPAULL TRAVEL
10175 100A Street, Edmonton, AB T5J
0R7
780-428-6031
DONNA@PAULLTRAVEL.COMRESERVATION CODE [REDACTED]
AIRLINE RESERVATION CODE [REDACTED] (AC)**DEPARTURE: MONDAY 22 APR** Please verify flight times prior to departure**AIR CANADA**
AC 0160Duration:
3hr(s) 40min(s)Class:
BusinessStatus:
Confirmed**YEG**
EDMONTON INTL AB,
CANADA**YYZ**
TORONTO ON,
CANADADeparting At:
7:00amArriving At:
12:40pmTerminal:
Not AvailableTerminal:
TERMINAL 1Aircraft:
AIRBUS INDUSTRIE
A320 JET

Distance (in Miles): 1675

Stop(s): 0

Meals:
BreakfastPassenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
04D / ConfirmedFrequent Flyer #:
[REDACTED] / AIR CANADAeTicket Receipt(s):
[REDACTED]**DEPARTURE: TUESDAY 23 APR** Please verify flight times prior to departure**AIR CANADA**
AC 0171Duration:
4hr(s) 5min(s)Class:
BusinessStatus:
Confirmed**YYZ**
TORONTO ON,
CANADA**YEG**
EDMONTON INTL AB,
CANADADeparting At:
4:20pmArriving At:
6:25pmTerminal:
TERMINAL 1Terminal:
Not AvailableAircraft:
AIRBUS INDUSTRIE
A320 JET

Distance (in Miles): 1675

Stop(s): 0

Meals:
MealsPassenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
03C / ConfirmedFrequent Flyer #:
[REDACTED] / AIR CANADAeTicket Receipt(s):
[REDACTED]**OTHER: TUESDAY 23 APR****OTHER**Status:
Confirmed**YEG**
EDMONTON INTL AB, CANADAInformation:
BOOKING MANAGEMENT FEE - 50.00**OTHER: SATURDAY 12 OCT****OTHER**Status:
Confirmed**YEA**
EDMONTON AB, CANADAInformation:
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, 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 AB, CANADA	Departs	7:00am
To	TORONTO ON, CANADA	Arrives	12:40pm
Duration	3hr(s) 40min(s)	Arrival Terminal	1
Type	AIRBUS INDUSTRIE A320 JET	Class	Business
Stop(s)	Non Stop	Meal	Breakfast
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 04D	AC - XXXXXXXX

DATE: Tue, Apr 23

Flight: AIR CANADA 171

From	TORONTO ON, CANADA	Departs	4:20pm
To	EDMONTON INTL AB, CANADA	Arrives	6:25pm
Departure Terminal	1		
Duration	4hr(s) 5min(s)	Class	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	Meals
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03C	AC - XXXXXXXX

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.

XXXXXXXXXXXX

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	CLARK PHYLLIS MARIE MS		
			Billed to:	XXXXXXXXXXXX		
				V.A.T./G.S.T./H.S.T.	CAD	* 3000.25
					CAD	* 152.01
				Total base fare amount		CAD 2981.00
				Total Taxes		CAD 69.25
				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

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: eInvoice, 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: eInvoice, 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

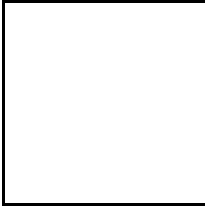
Phone: [REDACTED] Email: [REDACTED]

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----- Forwarded message -----

From: DONNA <donna@paulltravel.com>
Date: Mon, Apr 15, 2019 at 2:07 PM
Subject: eInvoice, April 22 for MS PHYLLIS MARIE CLARK
To: [REDACTED]



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

Paul 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: 70 Invoice Issue Date: 15 Apr 2019
Invoice Number: [REDACTED] Record Locator: [REDACTED]

AIR CANADA AC 160 **Monday, 22 April**
From: EDMONTON INTL AB, CANADA
7:00am
To: TORONTO ON, CANADA
12:40pm
Arrival Terminal: 1
Class: C Duration: 3hr(s) 40min(s)
Meal: Breakfast Stop(s): Non Stop
Type: AIRBUS INDUSTRIE A320 JET
CLARK/PHYLLIS MARIE MS
Seat(s): 04D
AC - XXXXXXXX [REDACTED]

AIR CANADA AC 171 **Tuesday, 23 April**
From: TORONTO ON, CANADA
4:20pm
Departure Terminal: 1
To: EDMONTON INTL AB, CANADA
6:25pm
Class: C Duration: 4hr(s) 5min(s)
Meal: Meals Stop(s): Non Stop
Type: AIRBUS INDUSTRIE A320 JET
CLARK/PHYLLIS MARIE MS
Seat(s): 03C
AC - XXXXXXXX [REDACTED]

OTHERS **Tuesday, 23 April 2019**
EDMONTON INTL AB
BOOKING MANAGEMENT FEE - 50.00

PFE

Billed to [REDACTED] 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 October 2019

s.19(1)

Ticket Information

Ticket AC

Number: [REDACTED]

Passenger: CLARK PHYLLIS MARIE

MS

Billed to: [REDACTED]XXXXXXXXXX [REDACTED]

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

CAD * 3000.25

CAD * 152.01

Total base fare amount:

CAD 2981.00

Total Taxes:

CAD 69.25

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: donna@paultravel.com.



**Unveiling of the 2019
\$1 Equality
Commemorative Circulation Coin**

April 23, 2019

**The 519 Community Centre
519 Church St
Toronto ON**

NOT RELEVANT

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