NOT RELEVANT

NOT RELEVANT

NOT RELEVANT

#### Thellend, Talia

From: Simons, Deborah
Sent: June 13, 2019 1:26 PM

**To:** Phyllis Clark

**Subject:** Travel Expense Claim Attachments: \_\_\_\_08356266\_4.pdf

#### Dear Phyllis,

I am pleased to advise that you will receive an electronic transfer of funds on 14 June, in the amount of \$1,182.76. This amount represents the expenses related to your recent trip to Winnipeg to attend our Board of Directors meetings. 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



# **ELECTRONIC FUNDS TRANSFER**

#### Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

**PHYLLIS CLARK** 

Telephone Fax Date Vendor account Date of payment Reference No. 613-993-3500 13/06/2019

14/06/2019 PV145108

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82727 B19-019 B	11/06/2019	CAD	1,182.76	0.00	1,182.76	THEMIS # 2965 EAHCE12189 WINNIPEG BOD MEETING BALANCE
		CAD		_	1,182.76	DOD FILETING DALANCE

From:

Victor Young <

Sent:

Tuesday, May 07, 2019 2:10 PM

To: Cc:

Simons, Deborah Kamel, Simon

Subject:

Re: Seeking approval - travel expense claim TABCC82727 - Phyllis Clark - B19-019

#### So approved!

Sent from my iPhone

On May 7, 2019, at 2:07 PM, Simons, Deborah < simons@mint.ca > wrote:

Dear Mr. Young,

Attached is a travel expense claim for approval. This represents the airfare for Phyllis to travel to next week's Board of Directors meetings in Winnipeg. There are no exceptions, and # 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

<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

<B19-019 - Clark - Winnipeg May 12-15, 2019.pdf>



Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

# **ELECTRONIC FUNDS TRANSFER**

PHYLLIS CLARK

Telephone Fax Date Vendor account Date of payment Reference No.

613-993-3500

15/05/2019 17/05/2019 PV144061

Fax

E-mail

simons@mint.ca

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



# **Travel Expense Form 2019**

OTJ#: TABCC82727
EAHCE# EAHCE12189

Claimant	Phyllis Clark	Cos
Cost Centre		Hospitalit
Travel Location	and Reason	
(attach suppor	ting documents).	7

Cost estimate p rovided on TA \$4,665.35
spitality estimate p rovided on TA

Return Date 12-May-19
Return Date 15-May-19
THEMIS # 2 and Board claims only) 2965

(assets supporting assets).	I EXEMPLES (	and Board claims only)	2963]
B19-019	Currency Co	ny ersion Table	
To attend Board of Directors meetings and business dinners.	1 Unit of	is Worth	of
Edmonton/Winnipeg/Edmonton	USD		CAD
* ATDRAWE ON NA			CAD
* AIRFARE ONLY			CAD
			CAD

Total Travel Expenses (inclusive of fares) 558.86 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 \$ AM OUNT) Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT) Currency Advanced Returned Outstanding FX to CAD CAD Equivalent 0.00 1.00000 Amount Owing to: **Employee** 558.86 **RCM** 0.00

Expense Coding		
Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001	9	29.11
740200 - Meals (domestic)	▼	0.00
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	529.75
741010 - Airfare (foreign)		0.00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)		0.00
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)		0.00
741400 - Accommodations (foreign)	,♥	0.00
740900 - Incidentals (domestic)		0.00
741900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
		0.00
		0.00
		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Co		0.00
FOR FINANCE USE ONLY (Favo	orable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$4,106.49)
	Variance %	-88%
(Favorable)/	Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00

Updated 18/03/19



7.Reviewed by Finance (PRINT NAME)

# **Travel Expense Form 2019**

TA # TABCC82727

Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Event Policy #51, [a

approved in accordance with the Delegation authorized using the Authority to Travel and	on of Authority Policy #41. Approver must have Delegation and Advance form.	Authority at the time of signing. All travel plans must be pre-
As the Traveller, please indicate if this cla Yes O No of If you indicated "Yes", pla	aim contains any exceptions requiring approval per the ( lease check which exception(s) were not pre-approved and	Corporate Travel, Hospita  ty, Conference & Event Policy #51. require approval:
CEO APPROVAL REQUIRED: (Please initial)  Travel – Exceptions to Corp	oorate Travel, Hospitality, Conference & Event Policy #51 (Ar	nnex 2B)
CFO or CEO APPROVAL REQUIRED: [Please is it ospitality — Exceptions to it ospitality — No pre-approval Hospitality — Ext. Hospitality — Fixt. Hospitality — Hospitality — Hospitality — Hospitality — Hospitality — Hospitality — No (Policy Sections 4 Hospitality — No Hospitality — No Travel — Combining personal Travel — Combining personal Travel — Alifare — Higher lev	nitial) HospitaSty Policy #51 (Annex 2B) val obtained for the following: ternal or Internal hospitality exceeding Maximum Cost Per Piternal or Internal hospitality exceeding \$5,000 (Annex obholic beverages provided (Policy Section 44.1) of & beverage cost exceeded Maximum Cost Per Person (Potertainment provided (Policy Section 44.1) spitality or entertainment provided to spouse or person accepitality paid by the RCM taking place at the residence of an 44.1 and 46.4) edai forms of hospitality (Annex 2B) pre-approval prior to expenditure (Section 44.7)  **TRAVELLER IS A VP): (Please initial) if and business travel (Policy Section 14.3) rel than permitted by policy (Policy Section 20.6)	Person (Annex 28) 28 and 44.1) olicy Section 44.1) companying an event participant (Policy Section 44.1) on RCM employee, Board meamber or other private residence
☐ Travel - Hotel - Rate in exce	hicles - Kilometer allowance in excess of the equivalent low ess of specified or published City Rate Limits (Policy Sectior Vehicles (Policy Section 23.1) wer 30 days (Policy Section 33.1) arnal hospitality up to \$1,500 but less thân \$5,000 and with ge cost not exceeding Maximum Cost Per Person (Policy Sec	n 25.2 and 25.3) in Maximum Cost Per Pers on (Annex 28)
Travel – Car rental - upgrade 23.3)  Travel – Car rental - upgrade 23.3)  Travel – Car rental – upgrade Travel – Missing original item Travel – Hotel – upgrade to: Travel – Hotel – rate in exce (\$145), or published City Rat Missing original itemized rec Other exceptions (traveller h Hospitality - External or intel  By signing below, the Traveller confirms that Corporate Travel, Hospitality, Conference & E	to a fare class higher than the Standard Allowable Airfare is to a larger vehicle than the Intermediate/Standard size positive to a larger vehicle than the Intermediate/Standard size to mized receipts. Explanation provided (Policy section 33.2) a level higher than the Standard Guest Room permitted by sess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montipeg (\$155), Toronto (\$200), Montipeg (\$155), Explanation provided (Policy section 26.2) has listed and explained on a separate document) mail hospitality up to \$1,500 and within Standard Cost Per in this expense claim contains only eliable allowances and level this expense claim contains only eliable allowances and level.	policy, at no additional cost to RCM (Policy section 25.1) intreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas ided (Policy section 25.2)  Person (Annex 2B) gitimate and actual expenses incurred in accordance with the g documentation is contained in this expense chain, that the
reasonable, exceptions as noted above are ap & Event Policy #51 (as applicable). Please note	2.Expense claim propagate by (PRINT NAME) VELLY SIMONS Signature Obj 105 119 Date the has reviewed this expense claim including all the supporting proved (as required), and the claim has been completed in e, if exceptions have been pre-approved prior to travel, the ne/he has reviewed the exceptions as noted above requiring	accordance with the Corporate Travel, Hospitality, Conference Travel's Director can proceed in signing the expense claim. By
4 Approved by VP (as raquired) (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 80D/Chair of audit Committee (as required)
Signature of VP	Signature of the	Signature of CEO/Chair of Board/Chair of Audit Committee  A COMMITTEE COMMIT
Date	Date Mayor Wh	Than ticken young

	Canada - (Exc	ept NWT, N	VT, Yukon)		USA - (Ex cept	: Alaska)	
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
	(incl. HST/GST)	HST/GST	HST/GST		Expens@s	CAD Exp.	Equivalent
RCM Paid Fares (Air-Domestic)				]			
RCM Paid Fares (Rail-Domestic)				<u> </u>			
RCM Paid Fares (Air-Foreign)		ļ					
RCM Paid Fares (Rail-Foreign)				ļ.			
Employee Paid Fares (Air - Domestic)	558.86	29.11					
Employee Paid Fares (Air- Foreign)							
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)							<del></del>
Hotel Accommodations (Domestic)							
Hotel Accommodations (Foreign)							<del>.</del>
Taxis (Domestic)							
Taxis (Foreign)							
Mileage (\$0.55km)							
Business Telephone							
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations							· ·
Hospitality							
Baggage (Domestic)							
Baggage (Foreign)							
Others (code manually)							
Others (total)							
Total Expenses	558.86	29.11					<del></del>
Per Diem Country			Canada	'			USA
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts \$20.5	50			\$20.50			Equivalent
Lunches \$20.1	10			\$20.10			
Dinners \$50.6	55			\$50.65			-
Total Meals							
Incidentals \$17.3	30			\$17.30			
Total Expenses							
Note - Please use the meal allowance	e calculator tab to	determine 1	the exact No.	of meal all	owances and inc	identals	
Grand Total CAD Expenses			558.86		Grand Total USE	Expenses	
Grand Total HST/GST			29.11				
Notes for Expenses							
				<del></del>			
-							
					17		
<u> </u>	<del></del>						

Claimant:	Phyllis Clar			parture Date	e: 12-May		<b>.</b>	
	i iiyinis olal			— — —	12-IVIAY		Return Date	15-Ma
Location:	Winnipeg							
Purpose:				-				
	To attend	Board of Direc	tors meeting	s and Board	business dinner	S.		
TRAVEL EXPE	ENSE		Amount		Meals & Incid	lentals		
Airfare			\$ 558.86		Note: Please	use the mea	al allowance	calculator
Baggage Fe	es				below to dete			
Change Fee	es				meal allowan			
VIA Rail								
Hotel Accomi	modations	d				Rate	# Meals	Total
Mileage (\$.05	55/km)		\$ -		Breakfast	\$20.50	0	\$ -
Parking				]	Lunches	\$20.10	0	\$ -
Taxis					Dinners	\$50.65	0	\$ -
Car Rental					Incidentals	\$17.30	0	\$ -
Sasoline							-	\$ -
Private Accon	nodation (\$50/	'ngt)			Total Travel E	xpenses	1	· ·
Other								
	Total Trave	Expenses	\$ 558.86	-				
	Total Meal,	/Incidentals	\$ -	_				
	8	TOTAL	\$ 558.86	•				
⁄ieal allowan	ce and inciden	ital calculator						
nsert Date	<b>•</b>	12-May	13-May	14-May	15-May			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
reakfast								0
								0
unch								Ó
								U
unch Jinner								0
unch Jinner ncidentals	culator							
unch Pinner ncidentals er Diem Calc	_							
unch	_	Sun	Mon	Tue	Wed	Thu	Fri	

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

# 12 MAY 2019 ▶ 15 MAY 2019 TRIP TO WINNIPEG MB, CANAD A

#### PREPARED FOR **CLARK/PHYLLIS MARIE MS**



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

RESERVATION CODE AIRLINE RESERVATION CODE



DEPARTURE: SUNDAY 12 MAY Please verify flight times prior to departure

## AIR CANADA AC 8518

Operated by /AIR CANADA EXPRESS - JAZZ

Duration: 2hr(s) 14min(s)

Class: Economy

Status: Confirmed

YEG EDMONTON INTL AB. CANADA

Departing At: 6:15pm

Terminal: Not Available

YWG WINNIPEG MB. CANADA

Arriving At: 9:29pm

Terminal: Not Available **DEHAVILLAND DASH 8-400 TURBOPROP** 

Distance (in Miles): 740

Stop(s): 0

Passenger Name. » CLARK/PHYLLIS MARIE MS Seats

02D / Confirmed

Frequent Flyer# /AIR CANADA eTicket Receipt(s)



# DEPARTURE: WEDNESDAY 15 MAY Please verify flight times prior to departure

### AIR CANADA AC 8517

Operated by /AIR CANADA EXPRESS JAZZ

Duration 2hr(s) 28min(s)

Class Economy

Status: Confirmed

YWG WINNIPEG MB, **CANADA** 

YEG EDMONTON INTL AB, CANADA

Departing At: 4:15pm

Terminal: Not Available

Arriving At: 5:43pm

Terminal: Not Available Aircraft:

**DEHAVILLAND DASH 8-400 TURBOPROP** 

Distance (in Miles): 740

Stop(s): 0

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

02D / Confirmed

Frequent Flyer#

/AIR CANADA

:eTicket Receipt(s):

#### **OOTHER: WEDNESDAY 15 MAY**

OTHER

Status: Confirmed YEG

EDMONTON INTL AB, CANADA

Information:

**BOOKING MANAGEMENT FEE - 50.00** 

OTHER: SATURDA	· · · · · · · · · · · · · · · ·
OTHER	YEA
Status Confirmed	EDMONTON AB, CANADA
	Information: HAVE A SAFE AND PLEASANT TRIP

#### Notes

..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: Sun, May 12

Fro m	EDMONTON INTL AB, CANADA	Departs	6:15pm	
То	WINNIPEG MB, CANADA	Arrives	9:29 pm	
Duration	2hr(s) 14min(s)	Class	Economy/	
Туре	DEHAVILLAND DASH 8-400 TURBOPROP	Meal		
Stop(s)	Non Stop			
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXXX	

#### DATE: Wed, May 15

Flight: AIR CAN	ADA 8517 Operated by: IAIR	CANADA EXPRESS - JAZ	Z
From	WINNIPEG MB, CANADA	Departs	4:15pm
To	EDMONTON INTL AB, CANADA	Arrives	5:43pm
Duration	2hr(s) 28min(s)	Class	Economy
Туре	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXX

#### DATE: Wed, May 15

Others		This are many usual
***************************************	EDMONTON INTL AB BOOKING MANAGEMENT FEE - 50.00	
	PFE	000264

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

CAD \* 50.00 CAD \* 2.50

DATE: Sat, Oct 12

Others

EDMONTON AB HAVE A SAFE AND PLEASANT TRIP

# Ticket Information

**Ticket Number** 

AC

Passenger Billed to:

CLARK PHYLLIS MARIE MS

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

CAD \* 482.25 CAD \* 24.11

Total base faire amount

nt CAD 463.00

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

CAD 69.25 CAD 26.61

Net Credit Card Billing

\* CAD 558.86

Total Amyount 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 ISSUE DATE

TICKET NUMBER

HCKET NOMBER

INVOICE NUMBER

ISSUING AIRLINE

ISSUING AGENT

ISSUING AGENT LOCATION

IATA NUMBER

**CUSTOMER NUMBER** 

FREQUENT FLYER NUMBER



---

AIR CANADA

PAULLTRAVEL/A70

**EDMONTON AB** 





# Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
12May19	AIR CANADA AC 8518	EDMONTON INTL AB, CANADA  Time 6:15pm	WINNIPEG MB, CANADA Time 9:29pm	Airline Reservation Code Class ECONOMY Seat Number 02D Baggage Allowance 1PC Booking Status CONFIRMED Fare Basis T21ZLCFL Not Valid Before 12MAY Not Valid After 12MAY
15May19	AIR CANADA AC 8517	WINNIPEG MB, CANADA  Time 4:15pm	EDMONTON INTL AB, CANADA Time 5:43pm	Airline Reservation Code Class ECONOMY Seat Number 02D Baggage Allowance 1PC Booking Status CONFIRMED Fare Basis L30ULCFL Not Valid Before 15MAY Not Valid After 15MAY

#### Allowances

#### Baggage Allowance

YEG to YWG - 1 Piece AIR CANADA, each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YWG to YEG - 1 Piece AIR CANADA, each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158

linear centimeters

Prices of additional baggage pieces:

1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear ce intimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS

/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EAR LY PURCHASE OVER
INTERNET,ETC

Carry On Allowances

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

# Payment/Fare Details

Form of Payment	CREDIT CARD - : X:XXXXXXXXXXXX
Endorsement / Restrictions	AC ONLY/NONREF/CHGE ;≈EE
Fare Calculation Line	YEA AC YWG229.00AC YE-A184.00CAD413.00END
Fare	CAD 413.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA (AIR TRANSPORTATION TAX)
	CAD 55.00 SQ (AIF - CAN ADA EXCEPT ON/NS/QC/NB/NF/PE)
6	CAD 24.11 XG (GST FOR CANADA EXCEPT ON/NS/NF/NB/QC/PE)
Total Fare	CAD 506.36

## Positive identification required for airport check in

#### Notice:

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

Disclosure: DATA PROTECTION NOTICE: YOUR PERSONAL DATA WILL BE PROCESSED IN ACCORDANCE WITH THE APPLICABLE CARRIER'S PRIVACY POLICY AND, IF YOUR BOOKING IS MADE VIAA RESERVATION SYSTEM PROVIDER ("GDS"), WITH IT'S 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, 000267

FOR EXAMPLE, HOW YOUR PERSONAL DATA IS COLLECTED, STORED, USED, DISCLOSED AND TRANSFERRED.

Important Legal Notices



# Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

# **ELECTRONIC FUNDS TRANSFER**

**PHYLLIS CLARK** 

Telephone Fax Date Vendor account Date of payment

Reference No.

613-993-3500 13/06/2019

14/06/2019 PV145108

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82727 B19-019 B	11/06/2019	CAD CAD	1,182.76	0.00	1,182.76	THEMIS # 2965 EAHCE12189 WINNIPEG BOD MEETING BALANCE



**Travel Location and Reason** 

Total Travel Expenses (inclusive of fares)

# **Travel Expense Form 2019**

OTJ#: TABCC82727
EAHCE# EAHCE12189

\$4,665.35

CAD

1,741.62

Claimant
Cost Centre

Phyllis Clark	
121 Legal Services (Board)	,

Cost estimate p wovided on TA

Hospitality estimate p wovided on TA

Departure Date 12-May-19
Return Date 15-May-19

THEMIS # ( P and Board claims only) (attach supporting documents): 2965 Currency Conversion Table B19-019 To attend Board of Directors meetings and business dinners. 1 Unit of is Worth of USD CAD Edmonton/Winnipeg/Edmonton CAD CAD \* EXPENSES CAD

Prepaid Fares (Paid u	sing Amex Corpo	orate Billing Account	t)			0.00
Airfare Previously Cl	aimed by Travell	er (Paid using Trave	ller's Amex Card)			558.86
Airfare previously cla	imed by Travelle	er under this TA # (E	NTER AS POSITIV	E \$ AMLO	UNT)	558.86
Cash Advanced / Retu	ırned (ENTER A	S POSITIVE \$ AM	OUNT)		<del></del>	
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
	<u>.</u>		****	0.00	1.00000	0.00
Amount Owing to:	•	Employee		1,182.76	RCM	0.00

Expense Coding			
Account	Cost Center (	In Canadian \$	
HST - Registration # 10793 5058 RT0001			81.18
740200 - Meals (domestic)	121 Legal Services (Board)	1876	86.90
741200 - Meals (foreign)	•	114	0.00
740100 - Hospitality (domestic)		(v	0.00
741100 - Hospitality (foreign)		▼	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)		529.75
741010 - Airfare (foreign)		▼	0.00
740020 - Rail fare (domestic)	OF Your PUTTING THE PROPERTY STREET - STATE STATE AND AND THE STATE OF		0.00
741020 - Rail fare (foreign)		. 🔻	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)		155.24
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)		14▼1	0.00
741099 - Other transportation (foreign)			0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)		822,64
741400 - Accommodations (foreign)			0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)		65.90
741900 - Incidentals (foreign)			0.00
740000 - Baggage & Travel (domestic)			0.00
741000 - Baggage & Travel (foreign)		▼	0.00
154200 Prepaid Claimed	121 Legal Services (Board)		(558.86)
		•	0.00
		▼	0.00
			0.00
154200 - Prepaid Fares			0.00
Out of Balance - Discrepancy in Expenses Coded			0.00
FOR FINANCE USE ONLY (Favora	le)/Unfavorable Varian	ice: Estimate on TA versus actual expense claim	(\$2,923.73)
		Variance %	-63%
(Favorable)/Un	vorable Variance: Esti	mate on Hospitality versus actual expense claim	\$0.00
		Hospitality Variance %	000270 #DIV/01



# Travel Expense Form 2019

**TABCC82727** 

\*IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & 🖾 vant Policy #51, (as applicable) and approved in accordance with the Delegation of Authority Policy 841. Approver must have Delegation Authority at the time of 😖 igning. All travel plans must be pre-

authorized using the Authority to Travel and Advance form. Asj the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospita 129, Conference & Event Policy #51. 🖈 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 part ∮cipant (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 44.1and 46.4) Hospitality - Special forms of hospitality (Annex 2B) Hospitality - No pre-approval prior to expenditure (Section 44.7) VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial) Travel - Combining personal and business travel (Policy Section 14.3) Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6) Travel - Privately commed vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1) Travei - 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 ædditional cost to RCM (Policy section 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. YP 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 octual 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 dain, that the above nated exceptions are complete and accurate, and that the claim has been completed in accordance with these policies. 3. Approved by Traveller's Oirector with signing authority (PRINT NAME) Signature of Traveller's Director

anager confirms that sle/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 (OEO claims; Board claims; daims for review prior to CEO approval; other as required)	6.Approved by CEO & President/Chair of BOO/Chair of Addl; Committee (as required)
	1 auchan	Kluse river to attached
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee
	Jue 10/2018	e-mail approval from
Date	Date	Dane
	V	Victor Young 10/06/19
7 Reviewed by Finance (PRINT NAME)		Date 000271

er Cd	Canada - (Exce	pt NWT, NV	T, Yukon)	Ţ	USA - (Exept	Alaska)	
Page 2	Total Amount	Actual	Calc	Ţ	USD	Actual Credit Card	
	(incl. HST/GST)	HST/GST	HST/GST		Expens 🚐 s	CAD Exp.	
RCM Paid Fares (Air-Domestic)							
CM Paid Fares (Rail-Domestic)							ľ
CM Paid Fares (Air-Foreign)							
CM Paid Fares (Rail-Foreign)							Ī
mployee Paid Fares (Air - Domestic)	558.86	29.11		[			
mployee Paid Fares (Air- Foreign)							ľ
mployee Paid Fares (Rail- Domestic)							ľ
mployee Paid Fares (Rail - Foreign)				[			
otel Accommodations (Domestic)	860.86	38.22					
lotel Accommodations (Foreign)							
axis (Domestic)	161.45	6.21					
axis (Foreign)							
lileage (\$0.55km)				[			
usiness Telephone				[			
arking							
ar Rental (Domestic)							
ar Rental/Gas (Foreign)							
ersonal Accommodations							
ospitality							
ggage (Domestic)							
ggage (Foreign)							
thers (code manually)							
fepaid claimed flight	(558.86)						
ners (total)	(558.86)						
otal Expenses	1,022.31	73.54		ļ			_
r Diem Country			Canada	1			
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	
eal allowance rates	allowances	allowance	GST/HST	-	allowances	allowance	
reakfasts \$20.50	1	20.50	0.98	\$20.50			
inches \$20.10	1	20.10	0.96	\$20.10			
nners \$50.65	1	50.65	2.41	\$50.65			
tal Meals		91.25	4.35				
cidentals \$17.30	4	69.20	3.30	\$17.30			
otal Expenses		160.45	7.64				
lote - Please use the meal allowance	calculator tab to	determine (	the exact No	. of meal all	owances and in	cidentals	
Frand Total CAD Expenses			1,182.76		Grand Total US	D Expenses	
Frand Total HST/GST			81.18			-	

Notes for Expenses

1) Fairmont Hotel waived the room rate for the night of 14 May due to excessive noise levels in the hotel; 2) Phyllis is claiming breakfast on Monday, 13 May even though breakfast would normally have been provided with her accommodations - she had a breakfast meeting with the CEO and because the CEO did not have access to the Gold Floor of the hotel, breakfast was purchased elsewhere; 3) Group transportation was arranged for transfer from the hotel to RCM and return on 14 May, and from the hotel to RCM on 15 May (copies of confirmations attached); 4) Board of Directors dinners were provided on 13 & 14 May; 5) Board of Directors lunches were provided on 14 & 15 May.

From: Victor Young

Sent: Monday, June 10, 2019 11:49 AM

To: Simons, Deborah

Subject: Re: Seeking approval - Travel expense claim TABCC82727 - Phyllis Clark - B19-019

Hi Deborah. I approve the travel expense claim for the Chair's expenses relatec to her travel to Winnipeg to attend last month's Board of Directors meetings.

Vic

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

Sent: June 10, 2019 12:32 PM

To: Victor Young

Subject: Seeking approval - Travel expense claim TABCC82727 - Phyllis Clark - B19-019

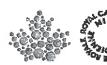
Dear Mr. Young,

Attached is a travel expense claim for approval. This claim represents the Chair's expenses related to her travel to Winnipeg to attend last month's Board of Directors meetings. There are no exceptions, and the claim has been reviewed and initialed by the CFO. 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 trav	el dates	here fo	r	CANA	DA			MON	TH:	May-1	9		
Numbers only		12	13	- الأختصولوني با	والمنافقة المنافقة										Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast			1												
Lunch			1	r								<u> </u>			
Dinner		1													
Incidentals		1	1	1. 1	1										4
	Enter	your trav	el dates	s here fo		US				MON	TH:	4358	6		T-tol
		12						10-4	Cum	Mon	Tuo	Wed	Thu	Fri	Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	vved	IIIIu		allowances
Breakfast											<del></del>		_		
Lunch															
Dinner															0
Residence to the second			-		_		-								

RCM BOARD OF	DIRECTORS										
Claimant:	Phyllis Clark Departure Date: 12-May Return Date: 15-M										
Location:	Winnipeg										
Purpose:	Board of Dir	ectors meeti	ngs and busine	ess dinners.							
TRAVEL EXPENS	SE		Amount		Meals & Incid	entals					
Airfare					Note: Please	use the mea	al allowance	calculator			
Baggage Fees					below to dete	rmine the e	xact number	of			
Change Fees					meal allowand	ces and Incid	lentals.				
VIA Rail											
Hotel Accommo	dations		\$ 860.86			Rate	# Meals	Total			
Mileage (\$.055/	/km)		\$ -		Breakfast	\$2050	1	\$ 20.50			
Parking					Lunches	\$20.10	1	\$ 20.10			
Taxis			\$ 161.45		Dinners	\$50.65	1	\$ 50.65			
Car Rental					Incidentals	\$17.30	4	\$ 69.20			
Gasoline								\$ 160.45			
Private Accomo	dation (\$50/r	ngt)			Total Travel E	xpenses		<del></del>			
Other											
	Total Travel	Expenses	\$ 1,022.31								
	Totai Meai/	Incidentals	\$ 160.45								
		TOTAL	\$ 1,182.76								
Meal allowance	and incident	tal calculator									
Insert Date $\rightarrow$		12-May	13-May	14-May	15-May						
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total			
Breakfast			1					1			
Lunch			1				1	1			
Dinner		1						1			
Incidentals		1	1	1	1			4			
Per Diem Calcu	lator										
Insert Date $\rightarrow$		12-May	13-May	14-May	15-May						
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total			
		1	1	11	1 1			4			
Claimant Signat	ture: WM	ysim	as yo	V	Date: 0	0 06 19					

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

Hotel waited the room na the night of May 14 due

2 Lombard Place

Winnipeg. MB, Canada R3B 0Y3 T (204) 957-1350 F (204) 956-1791 G.S.T. Registration #831943758

Royal Canadian Mint

Ms Phyllis Clark Edmonton Canada Cashier #

1073 1 of 1 s,19(1)

Arrival

05-12-19

Departure

05-15-19

Date	Description	Additional Information	Charges	Credits
05-12-19	Room Charge		319.00	
05-12-19	Room PST		25.52	
05-12-19	Room GST		15.95	
05-12-19	Accommodation Tax		15.95	
05-12-19	Accommodation Tax - GST	0	0.80	
05-13-19		Ressonal	26.00	
05-13-19	Room Charge		409.00	
05-13-19	Room PST		32.72	
05-13-19	Room GST		20.45	
05-13-19	Accommodation Tax		20.45	
05-13-19	Accommodation Tax - GST		1.02	
05-15-19		XXXXX		886.86
		Total	886.86	886.86
		Balance Due	0.00	

**GST Summary** 

 Room
 36.40

 F&B
 1.00

 Other
 1.82

 Total
 39.22

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Jean-Francois Vary, General Manager, at Jean-Francois.Vary@fairmont.com.

We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

/

\$ 26.00

RUM

\$ 860.86

(tax \$38.22)

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 HAtels Fairmont de:

Stats-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not walved and I agree to be held personally liable in the event that the indicated person, company or association falls to pay for any part of or the full amount of these charges. Overdue belience subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)

Je me porte personnellement responsable du (Âglement total de cette note au cas ou la compagnie, l'essociation ou son reprisertant disalgnis en refuserait le palement. Les comptes en couffrance sont eujets à un indisfait de 1,5% par mole aprile un mole, (18,00% par annise)

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

Merchant ID: 00000004838663

Term ID: 08128893

82380190017

# purchase

CREDIT

XXXXXXXXXXXX

AID: A00000000031010

Entry Method: Chip

Batch#: 000419

16:52:20

05/12/19

Ref#:000031921255

Inv #: 001056 Appr Code: 09892I

Amount:

60.00

Tip:

Total:

DIATUMP SEDAM AND TAXI 2628 43 ST EDMONTON. AB IS L 561

Merchant ID: 00000000 4838663 Term ID: 08128891 82380190017

# Purchase

CREDIT

AID: A9880888831818 Entry Nethod: Chip

85/15/19

Batch#: 000288

18:37:57

Ref#:000098951764

Inv #: 001029 Appr Code: 05563I

Amount:

60.00

Tip:

9.00

Total:

69.00

Customer Copy

Cab duom airport to residence UNICITY TAXI- 226 340 HARGRAVE PL

WINNIPEG, MB R3C 0X5 TEL (204) 925-3131

TERM ID: B6136242 EMPLOYEE ID: 2

BATCHH: U50 SHIFTH: 000

INVII: 00000006

Proximity

SEO#: 050001@01006

Application Label: CREDIT

AID: A0000000031010 TVR:00 00 00 00 00

TSI:00 00

Tio:

XXXXXXXXXXXXXXXX

Amount: \$

20.39 3.06

Total:CAD\$

23.45

APPROVED 08105I 001/00

12-May -19

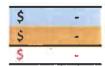
22:19:36

CUSTOMER COPY

Cal Grown Winnipeg airport to note.

#### **CRA Calculated Taxi Tax 2019**

Taxis for Ontario & Quebec



Taxis for Nova Scotia & PEI & New Foundland & New Brunswick



Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ 138.00
\$ 23.45

\$ 161.45
\$ 6.21
\$ 155.24

The figures you need

GRAND TOTAL TOTAL TAX SUMMARY Page total

\$	161.45
8	6.21
Ś	155.24

From:

Hollywood Limousine Service Inc. <info@hollywoodlimoserv i ce.com>

Sent:

Tuesday, May 07, 2019 12:38 PM

To:

Simons, Deborah

Conf#

Subject:

For RCM Board members [05/14/2019 - 07:30 AM]

## Hollywood Limousine Service Inc.

943 Kapelus DR UNIT 6 West Saint Paul, MB R4A 5A4

Tel: (204) 999-1860 Fax: (204) 809-4724 Email: info@hollywoodlimoservice.com

816545420

Confirmation

## Reservation Confirmation #

Last Modified On: 05/07/2019 11:38

Pick-up Date:

05/14/2019 - Tuesday

Pick-up Time:

07:30 AM L

ServiceType:

Point-to-Point

Passenger:

RCM Board members &

**Phone Number:** 

No. of Pass:

12

**Vehicle Type:** 

Passenger Van Kim Musick

**Payment Method:** 

Direct Bill/Invoice

Trip Routing Information:

**Primary/Billing Contact:** 

PU: --: The Fairmont Hotel Winnipeg, MB

**DO:** --: The Royal Canadian Mint Winnipeg, MB  $\nu$ 

**Charges & Fees** 

Flat Rate \$100.00 \$10.00 Std Grat 10.00% GST 5.00% \$5.00 **Reservation Total:** \$115.00 Payments/Deposits: \$0.00 \$0.00 **Authorizations: Total Due:** \$115.00

Terms & Conditions/ **Reservation Agreement:**  All deposits are NON refundable. There is a 50% cancellation fee, which applies anytime after booking the vehicle. Company is not liable in the event of mechanical breakdown while on charter and will only be responsible for making up lost time at a mutually agreed date. The client assumes full financial liability for any damage to the limousine caused during the duration of the rental by them or any members of their party. A fee of 100.00 for each carpet or seat burn. Sanitation fee is 250.00 to \$400.00, depending on the vehicle type. Alcohol Consumption and drug use is prohibited by law. Any fines will be paid for by the customer. The driver has the right to terminate run without refund (if there is blatant indiscretion on the part of the client(s)). It is Illegal to stand through the sunroof. Smoking is not permitted in ALL of our limousines. Overtime pay will apply after the first 15 minutes of prearranged time described on the run sheet. Not responsible for delays or the termination in winter caused by unsafe road conditions (ie. not salted,

From:

Hollywood Limousine Service Inc. <info@hollywoodlimoservice.com>

Sent:

Tuesday, May 07, 2019 12:38 PM

To:

Simons, Deborah

Subject:

Conf# For RCM Board members [05/14/2019 - 04:4 5 PM]

# **Hollywood Limousine Service Inc.**

943 Kapelus DR UNIT 6 West Saint Paul, MB R4A 5A4

CA

Tel: (204) 999-1860 Fax: (204) 809-4724 Email: info@hollywoodlimoservice.com

816545420

Confirmation

Last Modified On: 05/07/2019 11:38

Reservation Confirmation #

ation #

Pick-up Date:

05/14/2019 - Tuesday >

Pick-up Time:

04:45 PM

ServiceType:

Point-to-Point 6

Passenger:

RCM Board members &

**Phone Number:** 

No. of Pass:

12 V

Vehicle Type:

Passenger Van

Primary/Billing Contact:

Kim Musick

Payment Method:

Direct Bill/Invoice

Trip Routing Information:

PU: --: The Royal Canadian Mint Winnipeg, MB

DO: --: The Fairmont Hotel Winnipeg, MB

Charges & Fees

 Flat Rate
 \$100.00

 Std Grat 10.00%
 \$10.00

 GST 5.00%
 \$5.00

 Reservation Total:
 \$115.00

 Payments/Deposits:
 \$0.00

 Authorizations:
 \$0.00

 Total Due:
 \$115.00

Terms & Conditions/
Reservation Agreement:

All deposits are NON refundable. There is a 50% cancellation fee, which applies anytime after booking the vehicle. Company is not liable in the event of mechanical breakdown while on charter and will only be responsible for making up lost time at a mutually agreed date. The client assumes full financial liability for any damage to the limousine caused during the duration of the rental by them or any members of their party. A fee of 100.00 for each carpet or seat burn. Sanitation fee is 250.00 to \$400.00, depending on the vehicle type. Alcohol Consumption and drug use is prohibited by law. Any fines will be paid for by the customer. The driver has the right to terminate run without refund (if there is blatant indiscretion on the part of the client(s)). It is Illegal to stand through the sunroof. Smoking is not permitted in ALL of our limousines. Overtime pay will apply after the first 15 minutes of prearranged time described on the run sheet. Not responsible for delays or the termination in winter caused by unsafe road conditions (ie. not salted,

From:

Hollywood Limousine Service Inc. <info@hollywoodlimoservice.com>

Sent: To: Tuesday, May 07, 2019 12:39 PM

Cubicot

Simons, Deborah

Subject:

Conf# For RCM Board members [05/15/2019 - 07:0 () AM]

## **Hollywood Limousine Service Inc.**

943 Kapelus DR UNIT 6 West Saint Paul, MB R4A 5A4

CA

Tel: (204) 999-1860 Fax: (204) 809-4724 Email: info@hollywoodlimoservice.com

816545420

Confirmation

Last Modified On: 05/07/2019 11:39

#### Reservation Confirmation #

Pick-up Date:

05/15/2019 - Wednesday [

**Pick-up Time:** 

07:00 AM レ

ServiceType:

Point-to-Point

Passenger:

RCM Board members 1

**Phone Number:** 

No. of Pass:

12 1/

Vehicle Type:

Passenger Van

**Primary/Billing Contact:** 

Kim Musick

Payment Method:

Direct Bill/Invoice

Trip Routing Information:

PU: --: The Fairmont Hotel Winnipeg, MB

**DO:** --: The Royal Canadian Mint Winnipeg, MB

Charges & Fees

 Flat Rate
 \$100.00

 Std Grat 10.00%
 \$10.00

 GST 5.00%
 \$5.00

 Reservation Total:
 \$115.00

 Payments/Deposits:
 \$0.00

 Authorizations:
 \$0.00

 Total Due:
 \$115.00

Terms & Conditions/ Reservation Agreement: All deposits are NON refundable. There is a 50% cancellation fee, which applies anytime after booking the vehicle. Company is not liable in the event of mechanical breakdown while on charter and will only be responsible for making up lost time at a mutually agreed date. The client assumes full financial liability for any damage to the limousine caused during the duration of the rental by them or any members of their party. A fee of 100.00 for each carpet or seat burn. Sanitation fee is 250.00 to \$400.00, depending on the vehicle type. Alcohol Consumption and drug use is prohibited by law. Any fines will be paid for by the customer. The driver has the right to terminate run without refund (if there is blatant indiscretion on the part of the client(s)). It is Illegal to stand through the sunroof. Smoking is not permitted in ALL of our limousines. Overtime pay will apply after the first 15 minutes of prearranged time described on the run sheet. Not responsible for delays or the termination in winter caused by unsafe road conditions (ie. not salted,

000283

From: Victor Young

Sent: Monday, June 10, 2019 11:49 AM

To: Simons, Deborah

Subject: Re: Seeking approval - Travel expense claim TABCC82727 - Phyllis Clark - B19-019

Hi Deborah. I approve the travel expense claim for the Chair's expenses related to her travel to Winnipeg to attend last month's Board of Directors meetings.

Vic

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

Sent: June 10, 2019 12:32 PM

To: Victor Young

Subject: Seeking approval - Travel expense claim TABCC82727 - Phyllis Clark - B19-019

Dear Mr. Young,

Attached is a travel expense claim for approval. This claim represents the Chair's expenses related to her travel to Winnipeg to attend last month's Board of Directors meetings. There are no exceptions, and the claim has been reviewed and initialed by the CFO. 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 Location and Reason** 

Travel Expense Form 2019

TA #:	TABCC82727 B19~
	EAHCE12189

12-May-19

Claimant **Cost Centre** 

Phyllis Clark 121 Legal Services (Board)

Cost estimate provided on TA \$4,665.35 Hospitality estimate provided on TA

**Departure Date** 

15-May-19 Return Date 2965

(attach supporting documents): THEMIS # (VP and Board claims only) B19-019 **Currency Conversion Table** To attend Board of Directors meetings and business dinners. 1 Unit of is Worth of USD CAD Edmonton/Winnipeg/Edmonton CAD CAD \* EXPENSES CAD CAD

Total Travel Expenses (inclusive of fares) 1.741.62 Prepaid Fares (Paid using Amex Corporate Billing Account) 0.00 Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card) 558.86 Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMOUNT) 558.86 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** 1,182.76 **RCM** 0.00

**Expense Coding** Account Cost Center (Select One from drop down box ) In Canadian \$ HST - Registration # 10793 5058 RT0001 81.18 740200 - Meals (domestic) 121 Legal Services (Board) 86.90 741200 - Meals (foreign) -0.00 740100 - Hospitality (domestic) Ŧ 0.00 741100 - Hospitality (foreign) 0.00 740010 - Airfare (domestic) 121 Legal Services (Board) 529.75 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) 155.24 741500 - Taxi fare (foreign) 0.00 740700 - Personal car mileage (domestic) 0.00 741700 - Personal car mileage (foreign) 7 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) 822.64 741400 - Accommodations (foreign) 0.00 w 740900 - Incidentals (domestic) 121 Legal Services (Board) 65.90 741900 - Incidentals (foreign) ¥ 0.00 740000 - Baggage & Travel (domestic) w 0.00 741000 - Baggage & Travel (foreign) 0.00 7 154200 Prepaid Claimed | 121 Legal Services (Board) (558.86)-0.00 0.00 7 0.00 154200 - Prepaid Fares 0.00 Gut of Balance - Discrepancy in Expenses Coded 0.00 (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim FOR FINANCE USE ONLY (\$2,923.73)-63% \$0.00

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

#DIV/0! Update 000285



# **Travel Expense Form 2019**

**TABCC82727** 

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

approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of signing. All travel plans must be preauthorized using the Authority to Travel and Advance form. Asithe Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. 🖈 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 28) 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 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 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 28) By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and octual 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. 2. Expense claim pr 3 Approved by Traveller's Director with signing authority (PRINT NAME) (PRINT NAME) Signature of Traveller's Director 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) 5.Reviewed by CFO (CFO claims; Board claims; daims 6 Approved by CEO & President/Chair of BOD/Chair of (PRINT NAME) or to CEO approval; other as required) Signature of VP e of CFO Signature of CEO/Chair of Board/Chair of Audit

7. Reviewed by Finance (PRINT NAME)

000286

<b>*</b>	Canada - (Exce	ept NWT, N	VT, Yukon)		USA - (Except	Alaska)	
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	To
	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Eq
RCM Paid Fares (Air-Domestic)							
RCM Paid Fares (Rail-Domestic)			_				
RCM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)							
Employee Paid Fares (Air - Domes	fic) 558.86	29.11	/				
Employee Paid Fares (Air- Foreign)	)	1					
Employee Paid Fares (Rail- Domest	tic)						
Employee Paid Fares (Rail - Foreig	m) (n)						
Hotel Accommodations (Domestic)	860.86	38.22	_				
Hotel Accommodations (Foreign)	*	~					
Taxis (Domestic)	161.45	6.21					
Taxis (Foreign)	•				<u> </u>		
Mileage (\$0.55km)							
Business Telephone							
Parking							
Car Rental (Domestic)						-	
Car Rental/Gas (Foreign)		-					
Personal Accommodations							
Hospitality							
Baggage (Domestic)							_
Baggage (Foreign)							
Others (code manually)							
Prfepaid claimed flight	(558.86)						
Others (total)	(558.86)						
Total Expenses	1,022.31	73.54					
Per Diem Country			Canada				
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Tot
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Eq
	20.50	20.50	0.98	\$20.50			
	20.10	20.10	0.96	\$20.10			
	50.65	50.65	2.41	\$50.65			
Total Meals		91.25	4.35				
	17.30 4	69.20	3.30	\$17.30			
Total Expenses		160.45	7.64				

**Notes for Expenses** 

Grand Total HST/GST

**Grand Total CAD Expenses** 

1) Fairmont Hotel waived the room rate for the night of 14 May due to excessive noise levels in the hotel; 2) Phyllis is claiming breakfast on Monday, 13 May even though breakfast would normally have been provided with her accommodations - she had a breakfast meeting with the CEO and because the CEO did not have access to the Gold Floor of the hotel, breakfast was purchased elsewhere; 3) Group transportation was arranged for transfer from the hotel to RCM and return on 14 May, and from the hotel to RCM on 15 May (copies of confirmations attached); 4) Board of Directors dinners were provided on 13 & 14 May; 5) Board of Directors lunches were provided on 14 & 15 May.

1,182.76

81.18

**Grand Total USD Expenses** 

### 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 y	our trav	el dates	here fo	or	CAN	ADA			MON	TH:	May-1	9		
Numbers only		12	13	17	15										Total
	Sat	Sun		Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast			1												1
Lunch			1												1
Dinner	J. E.	1							11,						7
Incidentals		1			1									4	4

	Enter	Enter your travel dates here for the US								MONTH: 43586					
		12	13	14	15										Total
and the second	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															0
Lunch															0
Dinner													1-	1	0
Incidentals	Zo. Go Pakerin														0

# TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant			] 5	orturo Doto:	12 1/201		Potupo Doto:	15-N	//21/			
Claimant:	Phyllis Clark			arture Date:	12-May		Return Date:	T2-I/	ıdy			
Location:	Winnipeg											
Purpose:												
	Board of Dire	ctors meeti	ngs and busine	ess dinners.				<u>-</u>				
TRAVEL EXPEN	ISE		Amount		Meals & Incid	dentals						
Airfare					Note: Please	use the mea	al allowance	calculat	or			
Baggage Fees	s				below to determine the exact number of							
Change Fees					meal allowances and incidentals.							
VIA Rail												
Hotel Accomm	odations		\$ 860.86		Rate		# Meals Tot		:al			
Mileage (\$.055	5/km)		\$ -		Breakfast	\$20.50	1	\$ 2	0.50			
Parking					Lunches	\$20.10	1	\$ 2	0.10			
Taxis			\$ 161.45		Dinners	\$50.65	1	\$ 5	0.65			
Car Rental	Car Rental				Incidentals	\$17.30	4	\$ 6	9.20			
Gasoline								\$ 16	0.45			
Private Accomodation (\$50/ngt)					Total Travel E	xpenses						
Other	ther											
	<b>Total Travel</b>	Expenses	\$ 1,022.31									
	Total Meal/I	ncidentals	\$ 160.45									
		TOTAL	\$ 1,182.76									
	and to delegate	.1										
Insert Date →	e and incident	12-May	13-May	14-May	15-May			Ì				
insert Date —		Sun	Mon	Tue	Wed	Thu	Fri	Tot	tal			
<b>6</b> 16 - 1	Sat	Sull		Tue	Wed	1110	111					
Breakfast 			1					1				
Lunch			1					1				
Dinner		1		4	4			1				
Incidentals		1	1	1	1			4				
Per Diem Calc	ulator											
Insert Date →		12-May	13-May	14-May	15-May	-			4 1			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Tot				
	<u> </u>	1 •	1	1	1 1	1 , 1		4				
Claimant Signa	ature: WWM	y Sim	on yo	r	Date:	e   ole   10	7					
Traval aum	eports must comp	Swith the PC	ULC M's Cornorata To	aval Unchitali	tu Conference a	nd Event Dollar	/Policy # 51)					
i ravei expense re	eports must compi	y with the KC	vi s Corporate if	uvei, nospitali	ty, conjerence an	THE EVELLE PULLY	(FUILY# 31).					

000289

### 12 MAY 2019 15 MAY 2019 TRIP TO WINNIPEG MB, CANADA

### PREPARED FOR **CLARK/PHYLLIS MARIE MS**



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

RESERVATION CODE AIRLINE RESERVATION CODE



780-428-6031 DONNA@PAULLTRAVEL.COM



### DEPARTURE: SUNDAY 12 MAY Please verify flight times prior to departure

AIR CANADA AC 8518  Ciperated by	YEG EDMONTON INTL AB, CANADA	YWG WINNIPEG MB, CANADA	Aircraft; DEHAVILLAND DASH 8- 400 TURBOPROP
/AIR CANADA EXPRESS - JAZZ Duration 2hr(s) 14min(s) Class Economy Status Confirmed	Departing At: 6:15pm  Terminal: Not Available	Arriving At: 9:29pm Terminal: Not Available	Distance (in Miles): 740 Stop(s): 0

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats

02D / Confirmed

Frequent Flyer #

AIR CANADA

eTicket Receipt(s)



### DEPARTURE: WEDNESDAY 15 MAY Please verify flight times prior to departure

AC 8517	YWG WINNIPEG MB, CANADA	YEG  DEDMONTON INTL AB, CANADA	Aircraft: DEHAVILLAND DASH 8- 400 TURBOPROP
Operated by /AIR CANADA EXPRESS - JAZZ  Duration 2hr(s) 28min(s)  Class Economy  Status Confirmed	Departing At: 4:15pm Terminal: Not Available	Arriving At: 5:43pm  Terminal: NotAvailable	Distance (in Miles): 740 Stop(s): 0

Passenger Name » CLARK/PHYLLIS MARIE MS Seats

Frequent Flyer #

/AIR CANADA

eTicket Receipt(s)

### OTHER: WEDNESDAY 15 MAY

OTHER Status Confirmed

EDMONTON INTL AB, CANADA

Information:

02D / Confirmed

**BOOKING MANAGEMENT FEE - 50.00** 

### **POTHER: SATURDAY 12 OCT OTHER** EDMONTON AB, CANADA Status Confirmed 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

PAULL TRAVEL 10175 100A Street, Edmonton, AB T5 J 0R7 780-428-6031 DONNA@PAULLTRAVEL.COM



PAULL TRAVEL 1

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

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM

### **Electronic Invoice**

### Prepared For:

### CLARK/PHYLLIS MARIE MS

SALES PERSON
INVOICE NUMBER
INVOICE ISSUE DATE
RECORD LOCATOR
CUSTOMER NUMBER

Client Address
PHYLLIS CLARK

### DATE: Sun, May 12

	William Control of the Control of th			
Flight: AIR CAN	ADA 8518 Operated by: /AIR	CANADA EXPRESS - JAZ	Z	
From	EDMONTON INTL AB, CANADA	Departs	6:15pm	
То	WINNIPEG MB, CANADA	Arrives	9:29pm	
Duration	2hr(s) 14min(s)	Class	Economy	
Туре	DEHAVILLAND DASH 8-400 TURBOPROP	Meal		
Stop(s)	Non Stop			
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXX	

### DATE: Wed, May 15

Flight: AIR CAN	ADA 8517 Operated by: /AIR	CANADA EXPRESS - JAZ	ZZ
From	WINNIPEG MB, CANADA	Departs	4:15pm
То	EDMONTON INTL AB, CANADA	Arrives	5:43pm
Duration	2hr(s) 28min(s)	Class	Economy
Туре	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXX

### DATE: Wed, May 15

Others		
	EDMONTON INTL AB	matter trapy
	BOOKING MANAGEMENT FEE - 50.00	
	PFE	

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

CAD \* 50.00 CAD \* 2.50

DATE: Sat, Oct 12

Others

EDMONTON AB HAVE A SAFE AND PLEASANT TRIP

Ticket Information

**Ticket Number** 

AC

Passenger Billed to: CLARK PHYLLIS MARIE MS

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

CAD \*

\* 482.25 \* 24.11

Total base fare amount

int CAD 463.00

Total Taxes

CAD 69.25

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

CAD 26.61

Net Credit Card Billing

\* CAD 558.86

**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.

Cashier # 1073 Page # 1 of 1

s.19(1)

2 Lombard Place Winnipeg. MB, Canada R3B 0Y3

T (204) 957-1350 F (204) 956-1791 G.S.T. Registration #831943758

Royal Canadian Mint

Ms Phyllis Clark

**Edmonton** Canada

Arrival

05-12-19

Departure

05-15-19

Date	Description	Additional Information	Charges	Credits
05-12-19	Room Charge		319.00	
05-12-19	Room PST		25.52	
05-12-19	Room GST		15.95	
05-12-19	Accommodation Tax		15.95	
05-12-19	Accommodation Tax - GST		0.80	
05-13-19		Rersonal	26.00	
05-13-19	Room Charge		409.00	
05-13-19	Room PST		32.72	
05-13-19	Room GST		20.45	
05-13-19	Accommodation Tax		20.45	
05-13-19	Accommodation Tax - GST		1.02	
05-15-19		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		886.86
		Total	886.86	886.86
		Balance Due	0.00	

**GST Summary** 

Room 36.40 F&B 1.00 Other 1.82 Total 39.22

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Jean-Francois Vary, General Manager, at Jean-Francois.Vary@fairmont.com. We also invite you to share memories of your experience on our community forum - visit 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 t@l@phoner au HAtels Fairmont de: %tats-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 belance subject to a sucharge at the rate of 1.5% per month after one month. (18.00% per annum.)

Je me porte personnellement responsable du r\(\hat{Aglement}\) total de cette note au cas ou la compagnie, l'association ou son reprifésentant difesignifé en refuserait le palement. Les complese en souffrance sont sujetes \(\hat{A}\) in infrite \(\hat{A}\) if de 1,5% par mols apr\(\hat{A}\) un mols. (18,00% par ann\(\hat{B}\))e

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

Merchant ID: 000000004838663

Term ID: 08128893

82380190017

# Purchase

CREDIT

XXXXXXXXXXXX

AID: A00000000031010

Entry Method: Chip

Batch#: 000419

16:52:20

05/12/19

Ref#: 000031921255

Inv #: 001056 Appr Code: 09892I

Amount:

60.00

Tip:

Total:

DIAMONO SEDAN AND TAXI 2628 43 ST EDMONTON. AB TEL 561

Merchant ID: 000000004838663 Term ID: 08128891 82380190017

## Purchase

CREDIT

XXXXXXXXXXXX

AID: A9090890931818

Entry Method: Chip

Batch#: 000288

B5/15/19 18:37:57

Ref#:000098951764

Inv #: 001029 Appr Code: 05563I

Amount: \$ 60.00

p: \$ 9.00

Total: \$ 69.00

Customer Copy

Cab Aum airport to residence UNICITY TAXI- 226 340 HARGRAVE PL

WINNIPEG, MB R3C 0X5 TEL (204) 925-3131

TERM ID: B6136242 EMPLOYEE ID: 2

BATCHH: U50 SHIFTH: 000

Proximity

SEO#: 050001001006

CREDIT

Application Label: AID: A0000000031010

TVR:00 00 00 00 00

TSI:00 00

\*\*\*\*\*\*

Amount: \$
Tip: \$

20.39

Total:CAD\$

23.45

APPROVED 08105I 001/00

12-May -19

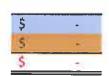
22:19:36

CUSTOMER COPY

Cab Grom Winnipeg airport to note

### CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec



Taxis for Nova Scotia & PEI & New Foundland & New Brunswick

\$ -

Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ 138.00 \$ 23.45

\$ 161.45 \$ 6.21 \$ 155.24

The figures you need

GRAND TOTAL
TOTAL TAX
SUMMARY Page total

\$ 161.45 \$ 155.24

From:

Hollywood Limousine Service Inc. <info@hollywoodlimoservice.com>

Sent:

Tuesday, May 07, 2019 12:38 PM

To:

Simons, Deborah

Subject:

Conf# For RCM Board members [05/14/2019 - 07:30 AM]

### Hollywood Limousine Service Inc.

943 Kapelus DR UNIT 6 West Saint Paul, MB R4A 5A4

Tel: (204) 999-1860 Fax: (204) 809-4724 Email: info@hollywoodlimoservice.com

816545420

s.19(1)

Confirmation

### Reservation Confirmation #

Last Modified On: 05/07/2019 11:38

Pick-up Date:

05/14/2019 - Tuesday 1

Pick-up Time:

07:30 AM L

ServiceType:

Point-to-Point

Passenger:

RCM Board members &

Phone Number:

No. of Pass:

12

Vehicle Type:

Passenger Van Kim Musick

Primary/Billing Contact: **Payment Method:** 

Direct Bill/Invoice

Trip Routing Information: PU: --: The Fairmont Hotel Winnipeg, MB

**DO:** --: The Royal Canadian Mint Winnipeg, MB u

Charges & Fees

Flat Rate \$100.00 Std Grat 10.00% \$10.00 GST 5.00% \$5.00 Reservation Total: \$115.00 Payments/Deposits: \$0.00 **Authorizations:** \$0.00 **Total Due:** \$115.00

Terms & Conditions/ **Reservation Agreement:** 

All deposits are NON refundable. There is a 50% cancellation fee, which applies anytime after booking the vehicle. Company is not liable in the event of mechanical breakdown while on charter and will only be responsible for making up lost time at a mutually agreed date. The client assumes full financial liability for any damage to the limousine caused during the duration of the rental by them or any members of their party. A fee of 100.00 for each carpet or seat burn. Sanitation fee is 250.00 to \$400.00, depending on the vehicle type. Alcohol Consumption and drug use is prohibited by law. Any fines will be paid for by the customer. The driver has the right to terminate run without refund (if there is blatant indiscretion on the part of the client(s)). It is Illegal to stand through the sunroof. Smoking is not permitted in ALL of our limousines. Overtime pay will apply after the first 15 minutes of prearranged time described on the run sheet. Not responsible for delays or the termination in winter caused by unsafe road conditions (ie. not salted,

From:

Hollywood Limousine Service Inc. <info@hollywoodlimoservice.com>

Sent:

Tuesday, May 07, 2019 12:38 PM

To:

Simons, Deborah

Conf#

Subject:

For RCM Board members [05/14/2019 - 04:45 PM]

### **Hollywood Limousine Service Inc.**

943 Kapelus DR UNIT 6 West Saint Paul, MB R4A 5A4

CA

Tel: (204) 999-1860 Fax: (204) 809-4724 Email: info@hollywoodlimoservice.com

816545420

Confirmation

Reservation Confirmation #

.....

Last Modified On: 05/07/2019 11:38

ΑM

Pick-up Date:

05/14/2019 - Tuesday ↓

Pick-up Time:

04:45 PM

ServiceType:

Point-to-Point

Passenger:

RCM Board members &

**Phone Number:** 

No. of Pass:

12 \

**Vehicle Type:** 

Passenger Van Kim Musick

Payment Method:

Direct Bill/Invoice

Trip Routing Information:

Primary/Billing Contact:

PU: --: The Royal Canadian Mint Winnipeg, MB

DO: --: The Fairmont Hotel Winnipeg, MB

Charges & Fees

 Flat Rate
 \$100.00

 Std Grat 10.00%
 \$10.00

 GST 5.00%
 \$5.00

 Reservation Total:
 \$115.00

 Payments/Deposits:
 \$0.00

 Authorizations:
 \$0.00

 Total Due:
 \$115.00

Terms & Conditions/ Reservation Agreement: All deposits are NON refundable. There is a 50% cancellation fee, which applies anytime after booking the vehicle. Company is not liable in the event of mechanical breakdown while on charter and will only be responsible for making up lost time at a mutually agreed date. The client assumes full financial liability for any damage to the limousine caused during the duration of the rental by them or any members of their party. A fee of 100.00 for each carpet or seat burn. Sanitation fee is 250.00 to \$400.00, depending on the vehicle type. Alcohol Consumption and drug use is prohibited by law. Any fines will be paid for by the customer. The driver has the right to terminate run without refund (if there is blatant indiscretion on the part of the client(s)). It is Illegal to stand through the sunroof. Smoking is not permitted in ALL of our limousines. Overtime pay will apply after the first 15 minutes of prearranged time described on the run sheet. Not responsible for delays or the termination in winter caused by unsafe road conditions (ie. not salted,

From:

Hollywood Limousine Service Inc. <info@hollywoodlimoservice.com>

Sent:

Tuesday, May 07, 2019 12:39 PM

To:

Simons, Deborah

Subject:

Conf# For RCM Board members [05/15/2019 - 07:00 AM]

### **Hollywood Limousine Service Inc.**

943 Kapelus DR UNIT 6 West Saint Paul, MB R4A 5A4

CA

Tel: (204) 999-1860 Fax: (204) 809-4724 Email: info@hollywoodlimoservice.com

816545420

Confirmation

Reservation Confirmation #

Last Modified On: 05/07/2019 11:39

ΑМ

Pick-up Date:

05/15/2019 - Wednesday

Pick-up Time:

07:00 AM

ServiceType:

Point-to-Point

Passenger:

RCM Board members L

**Phone Number:** 

No. of Pass:

12 1/

Vehicle Type:

Passenger Van

**Primary/Billing Contact:** 

Kim Musick

Payment Method:

Direct Bill/Invoice

Trip Routing Information:

PU: --: The Fairmont Hotel Winnipeg, MB

DO: --: The Royal Canadian Mint Winnipeg, MB

**Charges & Fees** 

 Flat Rate
 \$100.00

 Std Grat 10.00%
 \$10.00

 GST 5.00%
 \$5.00

 Reservation Total:
 \$115.00

 Payments/Deposits:
 \$0.00

 Authorizations:
 \$0.00

 Total Due:
 \$115.00

Terms & Conditions/ Reservation Agreement: All deposits are NON refundable. There is a 50% cancellation fee, which applies anytime after booking the vehicle. Company is not liable in the event of mechanical breakdown while on charter and will only be responsible for making up lost time at a mutually agreed date. The client assumes full financial liability for any damage to the limousine caused during the duration of the rental by them or any members of their party. A fee of 100.00 for each carpet or seat burn. Sanitation fee is 250.00 to \$400.00, depending on the vehicle type. Alcohol Consumption and drug use is prohibited by law. Any fines will be paid for by the customer. The driver has the right to terminate run without refund (if there is blatant indiscretion on the part of the client(s)). It is Illegal to stand through the sunroof. Smoking is not permitted in ALL of our limousines. Overtime pay will apply after the first 15 minutes of prearranged time described on the run sheet. Not responsible for delays or the termination in winter caused by unsafe road conditions (ie. not salted,

### Thellend, Talia

From: Simons, Deborah
Sent: July 16, 2019 9:37 AM

**To:** Phyllis Clark

**Subject:** RE: Expenses for the Calgary Victory Stampede Coin unveiling

Attachments: Travel expense report - Phyllis Clark.pdf

#### Dear Phyllis,

Thank you for this. I have completed your travel expense claim and am now securing the required approvals. Attached is a copy of the travel expense report that I have completed and signed on your behalf.

Best,

#### Debby

From: Phyllis Clark

Sent: Thursday, July 11, 2019 10:54 AM

To: Murka, Anne-Marie

Subject: Expenses for the Calgary Victory Stampede Coin unveiling

Deborah said you would be following this everything submitted.

There is no rush but I want to get everything submitted.

My expenses were: The airline ticket down and back.

The cab to and from the airport in Edmonton and Calgary - all 69.00 each.

I had lunch there and a snack.

I had sent the airline invoice to Deobrah but I can do that again if you need it.

By now, you should have got the scans of the four cab reciepts. (I still have not got the large scanner working.)

. Let me know if those are OK.

That's everything from my side. Let me know if you need anything else.

The unveiling was great - enjoyable and well organized.



#### 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.

Claimant:	Phyllis Clark		Dep	arture Date	4-Jul	1	Return Date:	4-Jul			
Location:	Calgary										
Purpose:	To attend the	e unveiling o	of the 1919 Vic	ctory Stampe	ede coin.						
TRAVEL EXPEN	NSE		Amount		Meals & Incid	lentals					
Airfare			\$ 640.76	!	Note: Please	use the mea	al allowance	calculator			
Baggage Fee	s			below to determine the exact number of							
Change Fees					meal allowan	ces and incid	dentals.				
VIA Rail											
Hotel Accomm	nodations					Rate	# Meals	Total			
Mileage (\$.055	5/km)		\$ -		Breakfast	\$20.50	0	\$ -			
Parking					Lunches	\$20.10	1	\$ 20.10			
Taxis			\$ 276.00	•	Dinners	\$50.65	1	\$ 50.65			
Car Rental					Incidentals	\$17.30	1	\$ 17.30			
Gasoline								\$ 88.05			
Private Accom	odation (\$50/n	gt)			Total Travel E	xpenses					
Other											
	Total Travel	Expenses	\$ 916.76								
	Total Meai/i	ncidentals	\$ 88.05	_							
		TOTAL	\$ 1,004.81								
Meal allowand	ce and incident	al calculator									
Insert Date →						4-Jul					
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total			
Breakfast		·-·.						0			
Lunch						1		1			
Dinner					,	1		1			
Incidentals						1		1			
Per Diem Calc	ulator										
Insert Date →						4-Jul					
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total			
						1	a Ei	1			
Claimant Signa	ature: Whh	u Lin	ian 4	or	Date:	0/07/19					

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



### **ELECTRONIC FUNDS TRANSFER**

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

Telephone Fax Date

01/08/2019

Vendor account
Date of payment
Reference No.

02/08/2019 PV146580

613-993-3500

Fax

**PHYLLIS CLARK** 

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABAG82959 B19-027	22/07/2019	CAD CAD	1,004.81	0.00	1,004,81	THEMIS # 2995 CALGARY



### **Travel Expense Form 2019**

OTJ#: TABAG82959
EAHCE#

Claimant Cost Centre Phyllis Clark

121 Legal Services (Board)

Cost estimate par ovided on TA \$3,607.61

Hospitality estimate par ovided on TA

Departure Date 4-Jul-19
Return Date 4-Jul-19

Travel Location and Reason

(attach supporting documents):

B19-027

Currency Conversion Table

1 Unit of is Worth of

CAD

Edmonton/Calgary/Edmonton

CAD

CAD

CAD

						CAD
Total Travel Expense	s (inclusive of far	es)				1,004.81
Prepaid Fares (Paid u	sing Amex Corpo	orate Billing Account	)			0.00
Airfare Previously Cl	aimed by Travell	er (Paid using Trave	ler's Amex Card)			0.00
Airfare previously cla	imed by Travelle	r under this TA # (E	NTER AS POSITIVE \$	AMO	UNT)	
Cash Advanced / Retu	ırned ( ENTER A	S POSITIVE \$ AMO	OUNT)		<del></del>	
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
				0.00	1.00000	0.00
Amount Owing to:		Employee	1,0	004.81	RCM	0.00

Expense Coding			<del></del>
Account	Cost Center ( Select C	One from drop dow 11 box )	In Canadian \$
HST - Registration # 10793 5058	RT0001		45,33
740200 - Meals (domestic)	121 Legal Services (Board)	▼	67.38
741200 - Meals (foreign)		. •	0.00
740100 - Hospitality (domestic)		. 🔻	0.00
741100 - Hospitality (foreign)		<b>y</b>	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	▼	610,24
741010 - Airfare (foreign)		~	0.00
740020 - Rail fare (domestic)		: 🔻	0.00
741020 - Rail fare (foreign)		▼.	9.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	▼	265.38
741500 - Taxi fare (foreign)		₩.	0.00
740700 - Personal car mileage (don	nestic)	<b>Y</b>	0.00
741700 - Personal car mileage (fore	eign)		0.00
740030 - Car rental (domestic)		₹	0.00
741030 - Car rental (foreign)		. 💌	0.00
740800 - Parking (domestic)			0.00
741099 - Other transportation (fore	ign)	. ▼	0.00
740400 - Accommodations (domes	tic)	▼	0.00
741400 - Accommodations (foreign	1)		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)		16,48
741900 - Incidentals (foreign)		: 🔻	0.00
740000 - Baggage & Travel (domes	stic)	<b>Y</b>	0.00
741000 - Baggage & Travel (foreig	n)	<b>V</b>	0.00
0.00		<b>V</b>	0.00
0.00		; <b>•</b>	0.00
(1			0.00
		₩	0.00
154200 - Prepaid Fares			0.00
Out of Balance - Discrepancy in I			0.00
FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Esti	mate on TA versus actual expense claim	(\$2,602.80)
		Variance %	-72%
	(Favorable)/Unfavorable Variance: Estimate on	Hospitality versus actual expense claim	00030\$0.00
		Hospitality Variance %	#DIV/0!

Updated 18/03/19



7.Reviewed by Finance (PRINT NAME)

### **Travel Expense Form 2019**

TA # TABAG82959

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

authorized using the Authority to Travel and Advance form.
As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospita 124, 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: (Piease 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 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 exceeding \$5,000 (Annex 2B and 44.1)   Hospitality - External or Internal hospitality exceeding \$5,000 (Annex 2B and 44.1)   Hospitality - External or Internal hospitality exceeding \$5,000 (Annex 2B and 44.1)   Hospitality - Hospitality - External or Internal hospitality Section 44.1)   Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)   Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)   Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event particle pant (Policy Section 44.1)   Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM amployee, 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 (S A VP): (Please Initial)   Travel - Combining personal and business travel (Policy Section 14.3)   Travel - Combining personal and business travel (Policy Section 14.3)   Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial Califrier 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 - 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 Pers on (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 - 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.
ATTOWER Name (PRINT/NAME)   2. Expense claim propaged by SIMMS   3. Approved by Traveller's Director with signing authority (PRINT NAME)   Why Limbs
Signature of Traveller's Director  Signature of Traveller's Director  Signature of Traveller's Director  Octo  Date  The Traveller's Monager 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.
(PRINT NAME) for review base to CEO approvals other as required)  Authorized (as required)
Signature of VP Signature of CEO/Chair of Board/Chair of Addit Committee  And WIS I Mail appear Val Yuam

. å					1			
		Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Ex cept	Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
		(incl. HST/GST)	HST/GST	HST/GST		Expens 🚗 5	CAD Exp.	Equivalent
RCM Paid Fares (Air-Do	,							
RCM Paid Fares (Rail-Do	mestic)							
RCM Paid Fares (Air-For	reign)							
RCM Paid Fares (Rail-Fo	reign)							
Employee Paid Fares (Air	r - Domestic)	640.76	30.52					
Employee Paid Fares (Air	- Foreign)							
Employee Paid Fares (Rai	il- Domestic)							
Employee Paid Fares (Ra	il - Foreign)							
Hotel Accommodations (I	Domestic)							· · ·
Hotel Accommodations (F	Toreign)						1	
Taxis (Domestic)		276.00	10.62					
Taxis (Foreign)								-
Mileage (\$0.55km)								
Business Telephone								
Parking -								<del></del>
Car Rental (Domestic)							<del> </del>	
Car Rental/Gas (Foreign)								
Personal Accommodation								
Hospitality							<del></del>	<del>.</del>
Baggage (Domestic)								<u></u>
Baggage (Foreign)							<del></del>	
Others (code manually)								
, , , , , , , , , , , , , , , , , , , ,	·						<del></del>	
Others (total)							<del></del>	
Total Expenses		916.76	41.14					
Per Diem Country				Canada			<u> </u>	TICA
·		No. of meal	Total CAD	Calculated		No. of meal	Total USD	USA Total CAD
Meal allowance rates		allowances	allowance	GST/HST		allowances	allowance	
Breakfasts	\$20.50				\$20.50		anowance	Equivalent
Lunches	\$20.10	1	20.10	0.96	\$20.10			
Dinners	\$50.65	1	50.65	2.41	\$50.65			
Total Meals	+35000		70.75	3.37	4-2.00			<del></del>
Incidentals	\$17.30	1	17.30	0.82	\$17.30			
Total Expenses		_	88.05	4.19	42.1.00			
Note - Please use the me	eal allowance c	alculator tab to	determine t	the exact No	of meal all	owances and inc	identals	
Grand Total CAD Expens	ies			1,004.81		Grand Total USI	Expenses	
Grand Total HST/GST				45.33			тарушесь	
Notes for Expenses	<u>s</u>							
The TA included the cost fo	or a hotel for the r	night of 4 July 2019	, however Pl	ıyllis was able	to book a retu	m flight the same o	lay. Therefore accommo	dations were
not required.								

### Meal allowance and incidental calculator

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

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

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

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

Numbers only	Enter	your tra	vel date	s here f	or	CAN	ADA			MON	TH:	July		-	Total
Numbers only	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															
Lunch							1								
Dinner							1								
Incidentals							1								
	Enter	your tra	vel date	s here 1	for the	US				MON	TH:	July			Total

	Enter	your tra	vel date	s here f	for the	U5				MUN	1 H:	July			
	A L						4								Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															0
Lunch														N PERMI	0
Dinner															0
Incidentals															0

From:

Sent:

Victor Young < Thursday, July 18, 2019 12:11 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABAG82959 - Phyllis Clark - B19-027

### Approved.

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

Sent: July 18, 2019 11:20 AM

To: Victor Young

Subject: Seeking approval - travel expense claim TABAG82959 - Phyllis Clark - B19-027

Dear Mr. Young,

Attached is travel expense claim TABAG82959 for approval. This claim represents the Chair's travel to Calgary on 4 July, to attend the unveiling of our 1919 Victory Stampede coin (one-day travel). There are no exceptions, and the claim has been reviewed and approved by the CFO. 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 I 320, PROM. SUSSEX OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

MCINI BOARD OF	DINECTORS		-					1.0
Claimant:	Phyllis Clark	· · · · · · · · · · · · · · · · · · ·	Depa	arture Date:	4-Jul		Return Date:	4-Jul
Location:	Calgary							
Purpose:				-				
	To attend th	e unveiling o	of the 1919 Vict	tory Stampe	de coin.			
TRAVEL EXPEN	SE	· <u>-</u> .	Amount		Meals & Incid	lentals		
Airfare			\$ 640.76		Note: Please	use the imea	al allowance	calculator
Baggage Fees						ermine t he e		
Change Fees						ces and Incid		
VIA Rail								
Hotel Accommo	odations					Rate	# Meals	Total
Mileage (\$.055,	/km)		\$ -		Breakfast	\$20.50	0	\$ -
Parking					Lunches	\$20.10	1	\$ 20.10
Taxis			\$ 276.00		Dinners	\$50.65	1	\$ 50.65
Car Rental					Incidentals	\$17.30	1	\$ 17.30
Gasoline								\$ 88.05
Private Accomo	dation (\$50/r	ngt)			Total Travel E	xpenses		
Other								
	Total Travel	•	\$ 916.76					
	Total Meal/		\$ 88.05					
		TOTAL	\$ 1,004.81					
Meal allowance	e and incident	al calculator						
$\text{insert Date} \rightarrow$						4-Jul		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch						1	,	1
Dinner						1		1
Incidentals						1		1
Per Diem Calcu	lator							
Insert Date →	<b>'</b>					4-Jui		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
		A				1		1
Claimant Signat	ture: WWM	Le Sin	cons 40	n	Date:	0107/19	`	
_	Phy 11	is all	MK.			/		
Travel expense rep	oorts must comp	ly with the RCI	M's Corporate Tro	ivel, Hospitali	ty, Conference a	nd Event Policy (	Policy # 51).	

### 04 JUL 2019 DO OA JUL 2019 TRIP TO CALGARY INTLAB, CANADA

PREPARED FOR **CLARK/PHYLLIS MARIE MS** 



PAULL TRAVEL 10175 200A Street, Edmonton, AB T5J 780-42 8-6031 DONN . @PAULLTRAVEL.COM

RESERVATION CODE AIRLINE RESERVATION CODE



WS)



DEPARTURE: THURSDAY 04 JUL Please verify flight times prior to de arture

### AIR CANADA AC 8143

Operated by /AIR CANADA EXPRESS - JAZZ

Duration: 0 hr(s) 53min(s)

Class: Economy

Status: Confirmed EDMONTON INTL AB, CANADA

CALGARY INTL AB, CANADA

YYC

Departing At: Arriving At: 12:55pm 1:48pm

Terminal: Terminal: **NotAvailable** Not Available Aircraft: **DEHAVILLAND DASH 8-400 TURBOPROP** 

Distance (in Miles): 153

Stop(s): 0

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

02C / Confirmed

Frequent Flyer #:

AIR CANADA

eTicket Receipt(s):



DEPARTURE: THURSDAY 04 JUL Please verify flight times prior to departure

### WESTJET WS 0155

Duration: 0hr(s) 49min(s)

Class Economy

Status: Confirmed

 $\mathsf{YYC}$ CALGARY INTL AB. **CANADA** 

YEG EDMONTON INTL AB. CANADA

Departing At: 9:00pm 9:49pm

Arriving At:

Terminal: Not Available Aircraft:

**BOEING 737-600 JET** 

Distance (in Miles): 153

Stop(s): 0

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

Terminal: **NotAvailable** 

05D / - / Confirmed

Frequent Flyer #:

WESTJET

eTicket Receipt(s)

OTHER: THURSDAY 04 JUL

OTHER

Status:

YEG

EDMONTON INTL AB, CANADA

Information:

**BOOKING MANAGEMENT FEE - 50.00** 

Confirmed

OOTHER: SATURDAY 21 DEC

**OTHER** 

Status: Confirmed

EDMONTON AB, CANADA

Information:

HAVE A SAFE AND PLEASANT TRIP

000311

#### 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@PAULLT RAVEL.COM

### Electronic Invoice

### Prepared For:

### CLARK/PHYLLIS MARIE MS

SALES PERSON

INVOICE NUMBER

INVOICE ISSUE DATE

**RECORD LOCATOR** 

**CUSTOMER NUMBER** 

Client Address PHYLLIS CLARK 70

24 Jun 2019



### DATE: Thu, Jul 04

Flight: AIR CANADA 8143 Operated by: /AIR CANADA EXPRESS - JAZZ

From

**EDMONTON INTL** 

Departs

12:55pm

To \*

AB, CANADA CALGARY INTLAB,

Arrives

1:48pm

**CANADA** 

**Economy** 

Duration

0hr(s) 53min(s) **DEHAVILLAND** 

Class Meal

Туре

**DASH 8-400** 

TURBOPROP

Stop(s)

Non Stop

Seat(s) Details

**CLARK/PHYLLIS** 

MARIE MS

Seat(s) - 02C

AC - XXXXXXX

### DATE: Thu, Jul 04

Flight: WESTJET 155

From

CALGARYINTLAB,

Departs

9:00pm

To

CANADA **EDMONTON INTL** 

Arrives

9:49 pm

Duration

0hr(s) 49min(s)

AB, CANADA

Class

Economy

Type

**BOEING 737-600** 

Meai

**JET** 

Stop(s)

Non Stop

Seat(s) Details

**CLARK/PHYLLIS** 

Seat(s) - 05D -

WS - XXXXXXX

MARIE MS

Confirmed

\*\*\* AIR EXTRAS \*\*\*

CLARK/PHYLLIS MARIE MS

**SEAT ASSIGNMENT** 

18.90 PAID

### DATE: Thu, Jul 04

Others

**EDMONTON INTL** 

000313

AB
BOOKING
MANAGEMENT
FEE - 50.00
PFE

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

CAD \* 50.00

CAD \* 2.50

DATE: Sat, Dec 21

Others

EDMONTON AB HAVE A SAFE AND PLEASANT TRIP

### Ticket Information

Ticket Number	AC	Passenger Billed to:	CLARK PHYLLIS MARIE MS	CAD	* 306.12
			V.A.T./G.S.T./H.S.T.	CAD	
Ticket Number	ws	Passenger	CLARK PHYLLIS MARIE MS	CAD	* 15.31
		Billed to:	XXXXXXXXXXX	CAD	* 236.12
			V.A.T./G.S.T./H.S.T.	CAD	* 11.81
Other Charges	WS	Passenger	CLARK PHYLLIS MARIE MS		
	-	Billed to:	XXXXXXXXXXX	CAD	* 18.00
			V.A.T./G.S.T./H.S.T.	CAD	* 0.90

Total base fare amount CAD 524.00
Total Taxes CAD 86.24
Total V.A.T./G.S.T./H.S.T. CAD 30.52
Net Credit Card Billing \*CAD 640.76

Total Amount Due CAD 0.00

#### IT!NERARY 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.

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

Merchant 1D: 000000004838663

Term 1D: 08128885

82380190017

# Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000389

07/04/19

11:53:15

Ref#:000087477991

Inv #: 000720 Appr Code: 02848I

Amount: \$ 60.00 Tip: \$ 9.00

Total: \$ 69.00

Cab hum residence to Camonton airport

Customer Copy

y. \*\*\*\*

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

Merchant ID: 000000004838663 Term ID: 08128885 82380190017

# Purchase

CREDIT

XXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000389

07/04/19

22:20:06

Ref#:000045092236

Inv #: 000723 Appr Code: 01142I

Amount:

60.00

Tip:

9.00

Total:

69.00

Cals Auom Camonton aisport to residence. ALLIED/ASSOCIATED CAB
307 41 AVE NE T2E2N4
CALGARY AB
21640631
GH2164063164

Trace # 3568 Inv. # 3872 Auth # 04115I RRN

RRN 001001993

Purchase \$60.00 Tip \$9.00 Total \$69.00 Cab Grown Calgary airport to Lenue

(001) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

ALLIED/ASSOCIATED GAB
307 41 AVE NE T2E2N4
CALGARY AB
21640631
GH2164063164

\*\*\*

**PURCHASE** 

\*\*\*

07-04-2019

19:13:30

- Acct #

\* Card Type



Exp Date \*\*/\*\*
Name: PHYLLIS CLARK

A0000000031010

CREDIT

Trace # 3569

Inv. # 3873

RRN 001001994

Auth # 09903I

\$60.00

purchase

\$9.00

Tip

\$69.00

Total

(001) APPROVED-THANK YOU

Retain this copy for your records

Customer copy

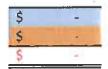
403-299-9555

000318

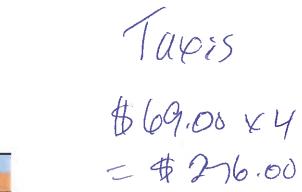
Cab from Venue to Calgary Cripport

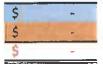
### CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec



Taxis for Nova Scotia & PEI & New Foundland & New Brunswick





Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ 276.00

\$ 275.00
\$ 10.62
\$ 265.38

The figures you need

GRAND TOTAL
TOTAL TAX
SUMMARY Page total

\$	276.00
8	10,62
S	265.38

### **Departing Flight:**

Edmonton, CA (YEG) - Calgary, CA (YYC) Thursday, July 4th, 2019

Change Flight

08:00 1 Stop - 3hr46m 11:46

Edmonton Calgary + 45m

0% discount applied Details Business Class (lowest)

\$943

1 Adult

You've chosen superior comfort and convenience with spacious seating, personaliz ⊕ d service, fine cuisine, extra baggage allowance and access to premium airport services.

Return Flight: Friday, July 5th, 2019

Calgary, CA (YYC) - Edmonton, CA (YEG)

Change Flight

\$913

09:35

1 Stop - 3hr56m

13:31

Details

Business Class (lowest)

Calgary **Edmonton** + 55m

0% discount applied

1 Adult

You've chosen superior comfort and convenience with spacious seating, personalized service, fine cuisine, extra baggage allowance and access to premium airport services.



Cancel within 24 hours of purchase without penalty. You will receive a full refund if you change your mind. Find out more

Promotion Code: 1COMFORT2019

SPECIAL PROMO

View price breakdown 1 adult ► Air Transportation Charges -1693.00 discount applied Taxes, Fees and Charges 162.61 GRAND TOTAL Canadian \$1855.61

09:58

dollars (Change currency)

Time to book! Complete your booking to guarantee your fare.

000320

From:

Victor Young <

Sent:

Thursday, July 18, 2019 12:11 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABAG82959 - Phyllis Clark - B19-027

### Approved.

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

Sent: July 18, 2019 11:20 AM

To: Victor Young

Subject: Seeking approval - travel expense claim TABAG82959 - Phyllis Clark - B19-027

Dear Mr. Young,

Attached is travel expense claim TABAG82959 for approval. This claim represents the Chair's travel to Calgary on 4 July, to attend the unveiling of our 1919 Victory Stampede coin (one-day travel). There are no exceptions, and the claim has been reviewed and approved by the CFO. 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

(attach supporting documents):	THEMIS # (VP and Board claims only)						
B19-027	Currenc	y Conversion Table					
	1 Unit of	is Worth	of				
To attend the unveil ingof the 1919 Victory Stampede coin.	USD		CAD				
			CAD				
Edmonton/Calgary/Edmonton			CAD				
			CAD				
2 102.2			CAD				

Total Travel Expense	s (inclusive of fares)				1,004.81
Prepaid Fares (Paid u	sing Amex Corpora	te Billing Account	)		0.00
Airfare Previously Cl	aimed by Traveller	(Paid using Trave	ller's Amex Card)		0.00
Airfare previously cla	imed by Traveller u	nder this TA # (E	NTER AS POSITIVE \$ AMO	UNT)	
	LA ENTERD AG	DOCUMENT & A D.C.	OFINITE \		
Cash Advanced / Retu	irnea (ENTER AS	POSITIVE 2 AMO	JUNT)		
Cash Advanced / Retu Currency	Advanced	Returned Returned	Outstanding	FX to CAD	CAD Equivalent
Cash Advanced / Retu		1		FX to CAD 1.00000	CAD Equivalent 0.00

Expense Coding Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001	Cost Center (Select One if our drop down box)	45.33
740200 - Meals (domestic)	121 Legal Services (Board)	
741200 - Meal's (domestic)		67.38
740100 - Mean's (toreign) 740100 - Hospitality (domestic)	<u> </u>	0.00
741100 - Hospital ity(foreign)		0.00
74010 - Airfare (domestic)	121 Legal Services (Board) ▼	0.00
741010 - Airfare (domestic)		610.24
740020 - Rail fare (domestic)	<u> </u>	0.00
	<b>-</b>   -	0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	265.38
741 500 - Taxi fare (foreign)	<u> </u>	0.00
740700 - Personal car mileage (domestic)	<u> </u>	0.00
741700 - Personal camileage (foreign)		0.00
7 4030 - Carren italouh(estic)		0.00
741030 - Car rental (foreign)	111 2 C 2010 /	0.00
740800 - Parking (domestic)	JUL 2 0 2013 V	0.00
741099 - Other transportation (foreign)		0.00
740400 - Ac commodations (domestic)	AP433129 1	0.00
741400 - Ac commodations (foreign)		0.00
7409 0 - Mondentals (d lon lesis)	121 Legal Services (Board) ▼	16.48
741900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
0.00		0.00
0.00		0.00
		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Cod	ded	0.00
FOR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim		(\$2,602.80)
RECEIVED   Variance %		-72%
	Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00

Hospitality Variance %



## **Travel Expense Form 2019**

TA# TABAG82959

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

authorized using the Authority to Travel and Advance form. As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes No If you Indicated "Yes", please check which exception(s) were not pre-approved and require approval: CEO APPROVAL REQUIRED: (Please initial) Travel – Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 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 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 Veges (\$145), or published City Rate Umit. 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. 3 Approved by Traveller's Director with signing authority (PRINT NAME) Signature of Traveller's Director ns 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 trans to CEO approval, other as required)

Signature of VP

Signature of VP

Signature of CEO/Chair of Board/Chair of Audit
Committee

Date

Date

Date

7. Reviewed by CFO (CEO claims; Board claims; claims
for review trans to CEO approval, other as required)

Addit Committee (as required)

Signature of CEO/Chair of Board/Chair of Audit
Committee

UMAN Approved by Finance (PEINT NAME)

Date

Date

Date

Date

Date

Date

Date

Date

Chavies

July 26/19

000323

Form updated January 2018

A. Com		Canada (Euro		37T 37-1	1	YIGA (F)		
		Canada - (Exce			1	USA - (Except	T	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAI
DOM Data Passa (All	. D	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalen
RCM Paid Fares (Air	-	<u>-</u> .		ļ	-			
RCM Paid Fares (Rai							-	
RCM Paid Fares (Air				<u> </u>				
RCM Paid Fares (Rai		4 440 =4						
Employee Paid Fares		640.76	30.52	_	ł			
Employee Paid Fares				<u> </u>	[	ļ		
Employee Paid Fares		<u> </u>						
Employee Paid Fares		<u> </u>	<u> </u>					
Hotel Accommodation					ļ			
Hotel Accommodation	ıs (Foreign)							
Taxis (Domestic)		276.00	10.62					
Taxis (Foreign)		v	V					_
Mileage (\$0.55km)	<u></u>							
Business Telephone								
Parking								
Car Rental (Domestic)								
Car Rental/Gas (Forei					ì			
Personal Accommodat	tions							
Hospitality								
Baggage (Domestic)						-		
Baggage (Foreign)								
Others (code manually	y)							<u>.</u>
Others (total)								
Total Expenses		916.76	41.14					
Per Diem Country				Canada	'			USA
	[	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	s	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts	\$20.50				\$20.50			
Lunches	\$20.10	1	20.10	0.96	\$20.10	<del></del>	<del>                                     </del>	
Dinners .	\$50.65	/ 1	50.65	2.41	\$50.65			<u> </u>
Total Meals		1/	70.75	3.37		<u> </u>	<del>                                     </del>	
Incidentals	\$17.30	1	17.30	0.82	\$17.30			
Total Expenses			88.05	4.19				<del>_</del>
Note - Please use the	meal allowance ca	alculator tab to			of meal allo	wances and in	identals	
Grand Total CAD Exp	enses		1	1,004.81		Crand Total HC	D. François	
Grand Total HST/GST			ŀ	45.33		Grand Total US	D Expenses	
Notes for Expen			L	45.33				
The TA included the cos		ight of 4 July 2010	however Dh	vilie was abla	to book a sate	en flight the same	day Thomse	_1_4:
not required.	e tot a notet for the h	agut of 4 July 2019	, however Ph	yms was able	io dook a retu:	ni mgnt the same	day. Therefore accomme	odations were

#### 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.

	4		Enter your travel dates here for CANADA							MONTH: July				
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total allowances
						1								
	1				1	1					1			- SA 63
						1								- TEX 151%
Enter y	our tra	vel date	s here f	or the	US				MON	TH:	July			Total
					Sat Sun Mon Tue Wed  Enter your travel dates here for the									

	Enter your travel dates here for the US							MON	IH:	July			_		
							4								Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast			1					14.16							0
Lunch		_													0
Dinner				1				.,,,,							0
Incidentals															0

# TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTOR

Claimant:	Phyllis Clark			arture Date	e: 4-Jul		Return Date:		l-Jul				
Location:	Calgary												
Purpose:	To attend th	e unveiling o	of the 1919 Vict	tory Stamp	ede coin.								
TRAVEL EXPE			Amount		Meais & Incid	lentals							
Airfare			\$ 640.76	Note: Please use the meal allowance calculator									
Baggage Fees					below to determine the exact number of								
Change Fees	S				meal allowan	ces and incid	dentals.						
VIA Rail													
Hotel Accomn	nodations					Rate	# Meals	1	otal				
Mileage (\$.05	5/km)		\$ -		Breakfast	\$20.50	0	\$					
Parking					Lunches	\$20.10	1	\$	20.10				
Taxis			\$ 276.00		Dinners	\$50.65	1	\$	50.65				
Car Rental					Incidentals	\$17.30	1	\$	17.30				
Gasoline								\$	88.05				
Private Accomodation (\$50/ngt)					Total Travel E	xpenses							
Other													
	Total Travel	Expenses	\$ 916.76										
	Total Meal/	Incidentals	\$ 88.05										
		TOTA	L \$ 1,004.81										
Meal allowan	nce and incident	al calculato	ľ					_					
Insert Date —	<b>→</b>					4-Jul							
	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Total				
Breakfast									0				
Lunch						1			1				
Dinner						1			1.				
Incidentals						1	,		1				
Per Diem Cald	culator							_					
Insert Date —	<i>,</i>	П				4-Jul		Ų.,					
	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Γotal				
	L	<u> </u>				1			1				
Claimant Sigr	nature: WW	ly Sil	nas 4		Date:	000119	j						

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

70

24 Jun 2019

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM

#### **Electronic Invoice**

#### Prepared For:

#### CLARK/PHYLLIS MARIE MS

SALES PERSON **INVOICE NUMBER** 

INVOICE ISSUE DATE

RECORD LOCATOR **CUSTOMER NUMBER** 

Client Address PHYLLIS CLARK

#### DATE: Thu, Jul 04

Flight: AIR CANADA 8143 Operated by: /AIR CANADA EXPRESS - JAZZ

From

**EDMONTON INTL** AB, CANADA

Departs

12:55pm

To

CALGARY INTL AB,

Arrives

1:48pm

Duration

0hr(s) 53min(s)

Class

Type

**DEHAVILLAND** DASH 8-400 TURBOPROP

Meal

Economy

Stop(s)

Non Stop

CANADA

Seat(s) Details

CLARK/PHYLLIS

MARIE MS

Seat(s) - 02C

AC - XXXXXX

#### DATE: Thu, Jul 04

Flight: WESTJET 155

From

CALGARY INTL AB,

Departs

9:00pm

To

**EDMONTON INTL** 

Arrives

9:49pm

**Duration** 

0hr(s) 49min(s)

Class

Economy

Type

**BOEING 737-600** 

Meal

JET

AB, CANADA

Stop(s)

Non Stop

CANADA

Seat(s) Details

CLARK/PHYLLIS

Seat(s) - 05D -

WS - XXXXXX

MARIE MS

\*\*\* AIR EXTRAS \*\*\*

CLARK/PHYLLIS MARIE MS

**SEAT ASSIGNMENT** 

18.90 PAID

Confirmed

#### DATE: Thu, Jul 04

Others

EDMONTON INTL

AB BOOKING MANAGEMENT FEE - 50.00 PFE

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

xxxxxxxxxx

CAD \* 50.00 CAD \* 2.50

DATE: Sat, Dec 21

Others

EDMONTON AB HAVE A SAFE AND PLEASANT TRIP

Ticket Information

Ticket Number AC

Passenger Billed to: CLARK PHYLLIS MARIE MS

XXXXXXXXXXXX

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

CLARK PHYLLIS MARIE MS

CAD \* 306.12 CAD \* 15.31

Ticket Number WS

Passenger Billed to:

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

CAD 236.12 CAD \*11.81

Other Charges WS

Passenger Billed to: CLARK PHYLLIS MARIE MS

XXXXXXXXXXXXX

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

CAD \* 18.00 CAD \* 0.90

Total V.A.T./G.S.T./H.S.T. CAD 30.52

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

Net Credit Card Billing

\* CAD 640.76

**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.

## 04 JUL 2019 04 JUL 2019 TRIP TO CALGARY INTL AB, CANADA

PREPARED FOR CLARK/PHYLLIS MARIE MS



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

RESERVATION CODE AIRLINE RESERVATION CODE

WS)

780-428-6031 DONNA@PAULLTRAVEL.COM



## DEPARTURE: THURSDAY 04 JUL Please verify flight times prior to departure

## AIR CANADA AC 8143

Operated by IAIR CANADA EXPRESS - JAZZ

Duration: Ohr(s) 53min(s)

Class Economy

Status Confirmed

YEG EDMONTON INTL AB, CANADA

CANADA

Departing At: 12:55pm

Terminal: Not Available

YYCCALGARY INTL AB,

1:48pm Terminal: **NotAvailable** 

Arriving At:

Aircraft: **DEHAVILLAND DASH 8-400 TURBOPROP** 

Distance (in Miles): 153

Stop(s): 0

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats

02C / Confirmed

Frequent Flyer#

AIR CANADA

eTicket Receipt(s):



## DEPARTURE: THURSDAY 04 JUL Please verify flight times prior to departure

#### WESTJET WS 0155

Duration 0hr(s) 49min(s)

Class Economy

Status: Confirmed YYC

CALGARY INTL AB, CANADA

Departing At:

9:00pm

Terminal: Not Available YEG

EDMONTON INTL AB, CANADA

Arriving At: 9:49pm

> Terminal: **Not Available**

**BOEING 737-600 JET** 

Distance (in Miles): 153

Stop(s): 0

Aircraft:

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

05D / - / Confirmed

Frequent Flyer #

WESTJET

eTicket Receipt(s)

#### **OOTHER: THURSDAY 04 JUL**

OTHER

Status Confirmed

EDMONTON INTL AB, CANADA

Information:

**BOOKING MANAGEMENT FEE - 50.00** 

## **OOTHER: SATURDAY 21 DEC**

OTHER

Status Confirmed

EDMONTON AB, CANADA

Information:

HAVE A SAFE AND PLEASANT TRIP

#### Notes

..AN ADMINISTRATION FEE WILL BE APPLIED ON

..EACH CHANGE REQUESTED

...PREPARED BY DONNA KRUEGER

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

.

..INTERNATIONAL 001-303-876-4247

..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

PAULL TRAVEL. 10175 100A Street, Edmonton, AB T5J 0R7 780-428-6031 DONNA@PAULLTRAVEL.COM DIAMOND SEDAN AND TAXI 2628 43 ST EDMONTON, AB T6L 5G1

Merchant ID: 000000004838663

Term 1D: 08128885

82380190017

# Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000389

07/04/19

11:53:15

Ref#:000087477991

Inv #: 000720 Appr Code: 02848I

Amount:

60.00

Tip:

9.0

Total:

69.0

Customer Copy

Cab shrom usidence to Edmonton asport DIAMOND SEDAN AND TAXI 2628 43 ST EDMONTON, AB TEL 5G1

Merchant ID: 000000004838663 Term ID: 08128885 82380190017

# Purchase

CREDIT

XXXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000389

07/04/19

22:20:06

Ref#: 000045092236

Inv #: 200723 Appr Code: 011421

Amount:

60.00

Tip:

9.00

Total:

69.00

Cats Grom
Camonton
Camonton
Caisport to
Lesidence.

 ALLIED/ASSOCIATED CAB
307 41 AVE NE T2E2N4
CALGARY AB
21640631
GH2164063164

A000000031010 CREDIT

Trace # 3568
Inv. # 3872
Auth # 04115I RRN 001001993

Purchase \$60.00
Tip \$9.00
Total \$69.00

Cab Grom
Calgary
airport to
Lenue

(001) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

ALLIED/ASSOCIATED CAB 307 41 AVE NE T2E2N4 **CALGARY** AB 21640631 GH2164063164

PURCHASE

\*\*\*

07-04-2019

19:13:30

Acct #

Card Type

Exp Date Name: PHYLLIS CLARK

A0000000031010

CREDIT

Trace # 3569

Inv. # 3873

RRN 001001994

Auth # 09903I

\$60.00 purchase \$9.00

Tip

\$69.00

Total

(001) APPROVED-THANK YOU

Retain this copy for your records Customer copy

alimn.COM

Cab from Venue to Calgary Caipent

#### CRA Calculated Taxi Tax 2019

**Taxis for** Ontario & Quebec

**Taxis for** Nova Scotia & PEI & New Foundland & **New Brunswick** 

Taxis \$69.00 × 4 = \$276.00

Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ 276.00

\$ 276.00
\$ 10.62
\$ 265.38

The figures you need

**GRAND TOTAL TOTAL TAX SUMMARY Page total** 

\$	276.00
8	10.62
\$	265.38

#### **Departing Flight:**

Thursday, July 4th, 2019 Edmonton, CA (YEG) - Calgary, CA (YYC)

Change Flight

08:00 1 Stop - 3hr46m 11:46

Edmonton Calgary + 45m

O% discount applied Details

Business Class (lowest) \$943

1 Adult

You've chosen superior comfort and convenience with spacious seating, personalized service, fine cuisine, extra baggage allowance and access to premium airport services.

Return Flight: Friday, July 5th, 2019

Calgary, CA (YYC) - Edmonton, CA (YEG)

**Change Flight** 

09:35

1 Stop - 3hr56m

13:31

1

Calgary Edmonton

+ 55m

0% discount applied

Details

Business Class (lowest)

\$913

1 Adult

You've chosen superior comfort and convenience with spacious seating, personalized service, fine cuisine, extra baggage allowance and access to premium airport services.



Cancel within 24 hours of purchase without penalty. You will receive a full refund if you change your mind. Find out more

Promotion Code: 1COMFORT2019

SPECIAL PROMO

View price breakdown

1 adult

Air Transportation Charges discount applied

1693.00

Taxes, Fees and Charges

162.61

GRAND TOTAL - Canadian
dollars (Change currency)

09:58

**Time to book!** Complete your booking to guarantee your fare.

#### Thellend, Talia

**From:** Simons, Deborah

**Sent:** August 7, 2019 4:23 PM

To: Phyllis Clark
Subject: Reimbursement

**Attachments:** \_\_08419652\_4.pdf \_\_s.19(1)

#### Dear Phyllis,

I am pleased to advise that you received an electronic transfer of funds on August 2nd, in the amount of \$1,004.81 as a reimbursement of your travel expenses to attend the unveiling of the 1919 Victory Stampede coin in Calgary.

A copy of the electronic funds transfer 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



# **ELECTRONIC FUNDS TRANSFER**

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

**PHYLLIS CLARK** 

Telephone Fax 613-993-3500

Date Vendor account Date of payment

Reference No.

01/08/2019

02/08/2019 PV146580

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABAG82959 B19-027	22/07/2019	CAD	1,004.81	0.00	1,004.81	THEMIS # 2995 CALGARY
		CAD			1,004.81	

#### Thellend, Talia

From: Muller, Kim

**Sent:** August 16, 2019 7:10 AM **To:** Simons, Deborah; List, Christine

**Subject:** FW: Hotel Confirmation

#### For your information

#### KIM MÜLLER

ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ



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

Tel/Tél.: 613-355-6458

mullerk@mint.ca | mullerk@monnaie.ca

mint.ca | monnaie.ca

From: Phyllis Clark

Sent: Thursday, August 15, 2019 10:29 PM

To: Muller, Kim

Subject: Re: Hotel Confirmation

Thank you for the follow up. I am leaving on the 22nd and have already informed the hotel. Subsequently, they changed the reservation.



#### 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 Thu, Aug 15, 2019 at 11:32 AM Muller, Kim < mullerk@mint.ca> wrote:

Dear Ms. Clark,

I have recently joined the Corporate Secretariat as Administrative Assistant and have been ask to provide Directors with the details of their hotel reservation for the upcoming August meetings.

A room has been reserved in your name at the Fairmont Chateau Laurier in Ottawa. <u>Please advise of your arrival and departure dates and we will adjust your reservation as required.</u> Details are as follows:

s.19(1)

• Date of arrival: August 19, 2019

• Date of departure: August 23, 2019

• Confirmation number:

• Rates:

o Aug. 19 - \$799

o Aug. 20 - \$549

o Aug. 21 - \$469

o Aug. 22- \$435

Check In: 3:00 p.m.Check Out: 12:00 p.m.

Kind regards,

#### KIM MÜLLER

ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT

ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

Tel/Tél.: 613-355-6458

mullerk@mint.ca | mullerk@monnaie.ca

mint.ca | monnaie.ca



#### Memorandum / Note de service

To / Destinataires: Vice-Presidents / Vice-présidents

Directors / Directeurs

From / Expéditeur: Jennifer Camelon

Interim President and CEO / Présidente Intérimaire

Date:

October 22, 2018 / le 22 octobre 2018

#### Délégation du pouvoir de signature **Delegation of Signing Authority**

Please be advised that Bob Zintel will be absent from the Mint December 3-14, 2018 inclusively. During that time, the following individuals will be Acting Chief Financial Officer and will have full authority to act on his behalf:

December 3-7, 2018 - Jana Fritz December 10-14, 2018 - Norman Toye

La présente est pour vous aviser que Bob Zintel sera absente de la Monnaie le 3 au 14 decembre 2018, inclusivement. Pendant cette période, les personnes sui vantes sera chef de la direction financière par irrtérim et, à ce titre, aura tout pouvoir d'agir era son nom :

3 au 7 decembre 2018 - Jama Fritz 10 au 14 decembre 2018 - Norman Toye

Jennifer Camelon

ent and CEO / Présidente Intérimaire

Further approved by Bob Zintel

Acting CFO and VP Figuree and Administration



#### Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

# **ELECTRONIC FUNDS TRANSFER**

**PHYLLIS CLARK** 

Telephone Fax Date Vendor account Date of payment

Reference No.

613-993-3500

09/10/2019 11/10/2019 PV148892

Fax

E-mail

mullerk@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82518 B19-038	03/10/2019	CAD CAD	4,865.37	0.00	4,865.37	THEMIS # 3025 EAHCE12272 OTTAWA

COPH Kim



Travel Location and Reason (attach supporting documents):

Claimant Cost Centre

B19-038

Phyllis Clark

To attend Board and Committees meeting and Business dinners

121 Legel Services (Board)

# **Travel Expense Form 2019**

se Form 2019	OTJ#:	
	TA #:	TABCC82518
	EAHCE#	EAHCE12272
Cost estimate pro	ovided on TA	\$9,600,00
Hospitality estimate pro	ovided on TA	
De	parture Date	19-Aug-19
	Return Date	22-Aug-19
THEMIS # (VP		3025
Currency Conve	rsion Table	
1 Unit of	is Worth	of
		CAD
		CAD
	1	CAD

1		OSD				CAD
						CAD
Edmonton/Ottawa/Edmor	ntom					CAD
						CAD
						CAD
<b>Total Travel Expens</b>	es (inclusive of far	res)				4,865,37
Prepaid Fares (Paid			41			,
						0.00
Airfare Previously C	laimed by Travell	ler (Paid using Trav	eller's Amex Card)			0.00
Airfare previously c	laimed by Travelle	er under this TA # (1	ENTER AS POSITIV	E \$ AMO	UNT)	
Cash Advanced / Re	turned (ENTER	AS POSITIVE \$ AM	OUNT)			
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
-				0.00	1.00000	0.00
Amount Owing to:		Employee		4,865,37	RCM	0.00

Expense Coding		
Account	Cost Center (Select One from drop down box )	In Canadian S
HST - Registration # 10793 5058 RT0001		440.9
740200 - Meals (domestic)	121 Lagal Services (Board)	67.3
741200 - Meals (foreign)		0.0
740100 - Hospitality (domestic)	₩	0.0
741100 - Hospitality (foreign)		0.0
740010 - Airfare (domestic)	, 121 Legal Services (Board)	2,253,2
741010 - Airfare (foreign)	_	0.0
740020 - Rail fare (domestic)	· ·	0.0
741020 - Rail fare (foreign)	<b>—</b>	0.0
740500 - Taxi fare (domestic)	121 Lagal Services (Board)	148.2
741500 - Taxi fare (foreign)	▼	0.00
740700 - Personal car mileage (domestic)	· ·	0.00
741700 - Personal car mileage (fereign)	<b>V</b>	0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)	<b>→</b>	0.00
741099 - Other transportation (foreign)	<b>*</b>	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	1,889.68
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	65.90
741900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)	•	0.00
0,00	1 100 Fine	0.00
0.00		0.00
· · · · · · · · · · · · · · · · · · ·	-	0.00
		0.00
54200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Con	iled	0.00
	orable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$4,734.63
	Variance %	
(Favarahla)/	variance %   Unfavorable Variance: Estimate on Hospitality versus actual expense claim	-49%
f= man mind's	Hospitality Variance %	\$0.00
	muspitanty variance %	#DIV/0 Updated 18/03/19



# Travel Expense Form 2019



authorized using the Auctority to Travel and Advance folia.									
as me travelle, place indicate d this cla Yes \$3 no \$6 *you indicated *Yes*, place	im covains my exceptions required appears and check which exception(s) were not pre-lip	il per the Corpovetal Traven, masphanky, Conference a eroved and require eponoval.	i Grent Palicy #51						
CEO APPROVAL REQUIRED (Presso Sidner)  Of Travel - Exceptions to Corp.	arme Travel, Hospitality, Conference & Event P	oloy #51 (Amex 28)							
D Hospitality - No pre-upprox D Hospitality - Em D Hospitality - Em D Hospitality - Mod D Hospitality - Mod D Hospitality - Fin D Hospitality - Em D Hospitality - Hos D Hospitality - Set	to spitality Policy #5), (Anner 20) at wishesd for the following: preside internal hospitality descrating Maximum ritial or internal hospitality obes exceeding 58, should be very a second of Policy Section #4.1) d & beverage that exceeded Policy Section #4.1) privatement provided (Policy Section 4.1) patality or exterted means provided to spouse o private pand by the PCON tolony place on the re-	000 (hunes 28 and 44.1) r Parson (Polity Section 44.1) r parson accompanying an elekt participany (Policy Sast Idinice of an ACM employee, Board member or ether pr							
Travel - Airfara - Higher lev Travel - Privately council with Travel - Privately council with Travel - Privately council with Travel - Car travel - London Travel - Excellent of the Hospitality - French of the Hospitality - Hospitality Travel - Afficiant original ten Travel - Intel - London original ten Hospitality - London original ten Hospitality - Convention Hospitality - Conventio	land basiness travel (Palicy Section 34.3) at that per-situad by policy (Palicy Section 20.3 at that per-situad by policy (Palicy Section 20.3 as of specified or published Chy Rate Lynns (Palicy Section 33.3) and from the specified or published Chy Rate Lynns (Palicy Section 33.3) and from the specific Section 33.3) and from contently up to \$1,500 and less than \$5,0 access not occorang relationary. Cost Per Perso Di Whase inetally a first class higher than use Standard Allows - to a larger versicle than the OverenderterStation of the cecipts. Explanation provided (Pelicy Sections) is level higher than the Uncernediste/Statised (eccipts. Explanation provided (Pelicy Sections) a level higher than the Standard Guss Room p	Intellent barest practical commercial center fore (Policy office Color Section 35.2 and 25.3)  Do and within Macroura Cost Per Person (Annex 28) in (Policy Section 44.1)  Ble Airfaire Class permitted by policy, at no excitations: a state date permitted by policy, at no excitational cost to fidded (les to accommodate 2 or more employees (Policy Cition 33.2);  Emitted by policy, at no excitational cost to RCM (Policy (1520), Marchael (\$250), Marchael (\$250), and Calgar (1520), Marchael (\$250), and Calgar (1520), and (1520), a	voct to RCM (Policy NCM (Policy section y services 2 t.b) section 2 t.b)						
Corporate Travel, Hospitality, Conference & S	this Expense Colm contains only eligible allows vent Policy HSL has applicable, that all require virint, and that the dam has been completed	nces that legislmote and actual expenses incut red in acc d supporting documentation is contained in this expense is accordance with those policies.	ardonea with the rcinies, that the						
Liver Had Les PRINT HAMES  Liver Mind Have (PRINT HAME)	2.Expense dalm prepared by (PRINT, NAME)	E.Approved by Traveller's Director with a popular mesuty	signing authority						
Signature to Expressed  Miller fell frey it's week	Prim Middle Benerica	Signature of Travellary Officeasy  Date							
The Learne of a harmoner continue that the helps	has continued the movement cinim including of a	ne supporting dutys of treating. That the supposes coding	d opposer						

She Traveller's Monager confirms that the/he has reviewed this impress claim including of she supporting documentarity, that the impresse claimed appear ressaucols, inceptions as named above are approved for required, and the cuter has been completed in accordance with the Consorne Insteil, hangitably, can been as been completed in accordance with the Consorne Insteil, hangitably, can been as severy has been as approved fire insteil to review and the instellation and instellation and instellation and instellation and instellation in the support of the second and th

		K.m. Maller Jor Victor Yeary
4.Approved by VP (as required)	S. Reviewed by GFO (CEU delime; fround claims; elaiete.	S.Approved by GSD & Problem Chair of BCD/Chair of
jortense senan uj	the residue prior to CiG approvals deter as regulated)	Lybrigh Commission (in commune)
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Date	Dete 09/30/2019	1000 100 100 100 100 100 100 100 100 10
7 Amount by House (1490); name)	acting for	F C

First opined Ainday 2019

uže (C)		Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Except	: Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAl
		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivaler
RCM Paid Fares (Air	-Domestic)							
RCM Paid Fares (Rai	il-Domestic)							
RCM Paid Fares (Air	-Foreign)							
RCM Paid Fares (Rai	l-Foreign)							
Employee Paid Fares	(Air - Domestic)	2,429.40	176.16					
Employee Paid Fares	(Air- Foreign)							
Imployee Paid Fares	(Rail- Domestic)							
Employee Paid Fares	(Rail - Foreign)							
Hotel Accommodation	ns (Domestic)	2,135.33	245.65					
Iotel Accommodation	ns (Foreign)							
Taxis (Domestic)		160.69	12.48					
'axis (Foreign)							·	
Mileage (\$0.57km)								
Business Telephone								
Parking								
Car Rental (Domestic	)				J			
Car Rental/Gas (Fore					Ì			
Personal Accommoda	tions							
Hospitality						· ·		
Saggage (Domestic)								
Saggage (Foreign)					- 1			
Others (code manual)	y)							
	-				- 1			
Others (total)								
Total Expenses		4,725.42	434.29					
er Diem Country				Canada				USA
•	1	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Aeal allowance rate	5	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts	\$20.50				\$20.50			
unches	\$20.10	1	20,10	0.96	\$20.10			
Dinners	\$50.65	1	50.65	2.41	\$50.65			
Total Meals			70.75	3,37				
ncidentals	\$17.30	4	69.20	3.30	\$17.30			
Total Expenses			139.95	6.66				
lote - Please use the	meal allowance c	alculator tab to			of meal allo	wances and in	cidentals	<u></u>
Frand Total CAD Ex				4,865.37		Grand Total US	_	
rand Total HST/GS				440.95				
Notes for Expen				100 P 10		1.00		
							d with Accomodations.	
							RCM but her return fli lling fee were charged to	
ould have been once u								wice mat h
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# 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.

<u>Yumbers only</u>		1.	vel date			1	22.			MON		Aug-1	7	-	Total				
75-	Sat		Sat	at Sun	Sun Mon	Mon	Mon	Mon	Tue	Wed	Thu	Fr	Fri Sat	Sun	Mon Tue	Wed	Thu	u Fri	allowances
reakfast																			
unch							1		27	-									
Dinner	15		3									No.							
ncidentals							1		1		<u> </u>		-						

	Eliter April traver dates use tot the								MON	TH:	43678	43678			
			18	20							****		<del></del>		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	ITus	Wed	Thu	Fri	<del></del>
Breakfast					08 9					TIAIOI I	Tue	AAGO	1 Nu	I-u	allowances
Lunch					-							do	1	1	0
HERROPALITY STATE		1													
Dinner					الخاصية أ						1		_	-	
Incidentals							<del> </del>	-		_	-	-	-		0
						Ĭ	<u> </u>					4			0

#### Muller, Kim

Front:

List, Christine

Sent:

Wednesday, October 2, 2019 9:49 AM

To:

Muller, Kim

Subject:

FW: Seeking approval - travel expense claim TABCC82518- Phyllis Clark-B19-038

FYI

From: Victor Young

Sent: October 1, 2019 12:40 PM
To: List, Christine <List@mint.ca>

Subject: Re: Seeking approval - travel expense claim TABCC82518- Phyllis Clark-B19-038

Approved.

From: List, Christine < List@mint.ca > Sent: October 1, 2019 11:03 AM

To: Victor Young <

Cc: Muller, Kim < mullerk@mint.ca>

Subject: FW: Seeking approval - travel expense claim TABCC82518- Phyllis Clark-B19-038

Good morning Victor,

I hope that you are well.

Simon has asked me to follow up with you regarding the email below.

As per the Mint's Policy Manual, the Chair of the Board's travel expenses require Audit Committee Chair approval.

Policy Manual s. 3.17.1.2: "The travel and out-of-pocket expenses of the Chairman of the Board are reviewed by the CFO and subsequently approved by the Chair of the Audit Committee."

The expense claim (Ms. Clark's travel expenses for the August Board meeting) has been reviewed by our Finance department and approved by the CFO prior to the Secretariat team sending it to you for final approval.

Please do not hesitate to contact me should you have any further questions; I would be happy to answer them.

Thank you, Christine

From: Kamei, Simon < kamel@mint.ca>

Sent: October 1, 2019 8:48 AM
To: List, Christine < List@mint.ca>

Subject: Fwd: Seeking approval - travel expense claim TABCC82518- Phyllis Clark-B19-038

Sent from my iPhone

Begin forwarded message:

From: Victor Young -

Date: October 1, 2019 at 8:18:14 AM EDT

To: "kamel@mint.ca" <kamel@mint.ca>

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

038

????

Sent from my iPhone

Begin forwarded message:

From: "Muller, Kim" <a href="mullerk@mint.ca">mullerk@mint.ca</a>
Date: October 1, 2019 at 9:41:44 AM NDT

To: "

Ce: "Simons, Deborah" <simons@mint.ca>

Subject: Seeking approval - travel expense claim TABCC82518- Phyllis

Clark-B19-038

Dear Mr. Young,

Attached is the travel claim B19-038 for approval for the amount of \$4,865.37. This claim represents the Chair's travel to Ottawa in August, to attend the Board and Committee meetings. There is only one exception, expense received over 30 days. The claim has been reviewed and approved by CFO. 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.

Have a good day,

KIM MÜLLER

ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ



7 Reviewed by Finance (FRINT MAJAE)

# **Travel Expense Form 2019**



"IMPORTANT - Travel expense citims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Event Policy \$53, (as applicable) and approved in accordance with the Delegation of Authority Policy \$43. Approver must have Delegation Authority at the time of signing. All travel plans must be presult or travel and Advance form.

As the Travell	er, Prase indicate (f this To ryou indicated "Yes",	cisim conteins any escaptions : plasse chack which escaption[s]	requiring approval per this were not pre-approved as	e Corporate Travel, Hospitality, Conference & Event Policy #5 nd require approval:
CEO APPROVA	L REQUIRED: (Please initial)			
		rporate Travel, Hospitality, Confe	erence & Event Policy #51	(Annex 2B)
CFO or CEO AP	PROVAL REQUIRED: (Plans	: initiel) o Hospitality Policy #51 (Annex 1	mt.	
	Hospitality - No pra-appr	ovel obtained for the following:	(a)	
	□ Kospitekty – E	stemal or internal lossitable en	oeediru Waximum Cost Pe	rrPerson (Annex 28)
	☐ Hompitality — E	Xtemal or internal hospitality co.	rina) 000.72 poliborous 25	ex 28 and 64, 1)
	☐ Hospitality—A ☐ Hospitality—5	contaits beverages provided (Po) and & beverage cost escanded &	lcy Section 44.1)	
	☐ Hospitality—E	ntertainment provided (Policy Se	reximum Cost Per Person ( etten 24 1)	(Policy Section 44.1)
	☐ Hospitelity—H	capitality or entertainment arrow	idad to supusa or norson a	Accompanying an event participant (Policy Section 44.1)
	□ Hospitskity – H	ospicelity poid by the RCM taking a 44.1 and 46.4)	place at the residence of	an RCM employee, Board member or other private residence
	☐ Hospitality – S <sub>i</sub> ☐ Hospitality – N	pacial forms of hospitality (Anne o pre-approval prior to expandit	: 26) ura (Saction 44,7)	
YP APPROVAL R	EQUIRED (CEO APPROVA)	IF TRAVELLER IS A VP): (Please in	mt.T.	
Q.	Trevel - Combining person	wilded business travel (Policy Sec	tion 14.31	
	Travel - Almare - Higher I	evel than permitted by policy (Po	liev Swetien 20.61	
ä	Travel - Privately owned w	enicles - Cilometer allowence in c cess of specified or published Cil	excess of the equivalent lo	wast practical commercial carrier fare (Policy Section 22.1)
م قر	Travel - Certraval - Lausen	ress (il apolineo or publisheo (il il Vehicles (Policy Section 28.1)	y Kata Limits (Policy Secti	ion 25.2 and 25.3)
<b>6</b>	Travel - Expense received	OVER 30 date (Policy Eaction 38.1	Ú	
0	Hospitality - External or in Hospitality - Food & bever	ternal hospitality up to \$1,500 bu age cost not exceeding Maximum	rt less then \$5,000 and wit A Cost Par Person (Folicy S	thin Maximum Cost Per Person (Annex 28) lection 44.1)
TRAVELLER'S DIE	RECTOR APPROVAL REQUIR	ED: (Please initial)		
				e Class permitted by policy, at so additional cost to RCM (Policy
				permitted by policy, at no additional cost to RCM (Policy section
	Travel - Cer rental - upgra	de to a lurger vehicle then the in	termediate/Stendard size	to accommodate 3 or more employees (Policy section 28.3)
_	A LEAST - SMINSTER DANKING IN	NTII 220 PECAIOTE. AXBIANATION NIK	ASKARA JERNIKU CARNIAN TO TI	) w policy, at no additional cost to RCM (Policy section 25.1)
	I YEARD LIGHTI LISTE AL GREE	255 OT UTTENIA (SJUDI), WAININGS	(\$1551 Taranta (\$200) M	instead (C10N) Managaran Manak
				ided (Policy section 25.2)
	rasing orginal Kemizas r	scelpts. Explanation provided (Pi has listed and explained on a se	Miry cartion 35 2)	•
5	Hospitality - External or ins	ernal hospitality up to \$1,500 an	perate document) dwithin Standard Coat Per	Paruss (Jenney 38)
Anchology 11 Hard	I I WHITE THE CONTRACTOR OF THE ACT		STORE OF DESCRIPTION OF THE PARTY.	egitimate and actual expenses incurred in accordance with the my documentation is contained in this expense claim, that the
L ag	indour ris combilets and bi	ccurate, and that the claim has b	een completed in eacordin	nee with these policies.
Kim Ma.	0			
1.Treveller Naz	D (PRINT NAME)	2 Espainse claim propared by		
1 41 1	e at t	(PROTENAME)		S Approved by Traveller's Director with signing authority (PRINT Manual
ווטוע שש	(s l'Inv	The same of the sa		As and any a colorist form.
<i>U ["7"</i>	In Charle	nim mul		
Semestre en un	Meller	Signature		Elgnadure of Traveller's Director
מו אענטוע	W. Wille Cilosof	127/na/2000		
Date:	( ) ind mis change	101/2019	and the second second	
	menter of the resource of the sal year liquid.	and the state of t	market with the strong to the experiment of	Burker of contract contraction and accordance to the second contract of the second contract
The Traveller's Mo	mager confirms that shafts	in the parliment this areanan sink	مستسبب عباء لام معاشية م	ing documentation, that the arganess claimed appear
reasonable, excep	tions as noted above are a	unround for montred and the ol	s wermaniñ en tus arhibita	any documentopon, makine expenses claimed appear accordance with the Corporate Travel, Hospitality, Conference
A Event Policy #51	l (as applicable).Please not	s. If exceptions have been pre-on	min seed access appropriate in Comment surface to several the	accommence with the Corporate Travel, Hospitality, Conference : Travel's Director can proceed in signing the expense claim. By
pigning below, the	VP or CEQ confirms that si	ne/he has reviewed the exception	s as noted above requiring	g her/his approved and hereby grants it.
4 Approved by V	P (as required)	5.Neviewed by GFO (CEO clair		6:Approved by CEO & President/Chair of BOD/Chair of
(PEINT NAME)		for review prior to CEO appro	wall, other as required)	Andit Committee (as required)
		\$		
Signature of VP		Change of State		
Summer of Al.		Signature of CPO		Signature of CEO/Chair of Board/Chair of Audit
				Committee
Diete		Date		Date
		,		§ mass

Claimant:	Phyllis Cla	ırk	De	parture Dat	e: 19-Aug		Return Date	22-Au
Location:	Edmontor	n/Ottawa/Edr	nonton		<u> </u>			
Purpose:								
	to attend	Board and Co	mmittees mee	eting and Bu	siness dinner:	<u> </u>		
TRAVEL EXP	ENSE		_ Amount	_	Meals & in	cidentals		· · · · · · · · · · · · · · · · · · ·
Airfare			\$ 2,429.40		Note: Piea	se use the me	al allowance	e calculator
Baggage Fe	es			]		etermine the		
Change Fee	es e			1		ances and inc		
VIA Rail								
Hotel Accomi	modations		\$ 2,135.33			Rate	# Meals	Total
Mileage (\$.05	57/km)		\$ -	1	Breakfast	\$20.50	0	\$ -
Parking					Lunches	\$20.10	1	\$ 20.1
<b>Taxis</b>			\$ 160.69	]	Dinners	\$50.65	1	\$ 50.6
Car Rental					Incidentals	\$17.30	4	\$ 69.2
Sasoline						-		\$ 139.9
rivate Accom	nodation (\$50/	'ngt)			Total Travel	Expenses		7 20010
ther						•		
	<b>Total Trave</b>	el Expenses	\$ 4,725.42					
	Total Meal,	/Incidentals	\$ 139.95					
		TOTAL	\$ 4,865.37					
feai allowand	ce and inciden	tal calculato						
sert Date			19-Aug	20-Aug	21-Aug	22-Aug		]
	Sat	Sun	Mon	Tue	Wed	Thu	Frl	Total
reakfast								0
ınch						1		1
inner			1					1
cidentals			1	1	1	1		4
	_							
er Diem Calcu	ulator				21-Aug	22 Aug	-22 Jan	
	ulator		19-Aug	20-Aug	ZITAUE	7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	<u> </u>	
er Diem Calco sert Date →	Sat	Sun	19-Aug Mon	Tue	Wed	Thu	Fri	Total

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

#### **CRA Calculated Taxi Tax 2019**

Taxis for

Ontario &

\$ 91.69

Quebec

\$ 91.69
\$ 9.82
\$ 81.87

Taxis for Nova Scotia &

PEI &

New Foundland &

**New Brunswick** 



**Taxis for** 

BC&

Saskatchewan &

Alberta & Manitoba

\$ 69.00

69.00 2.65 66.35

The figures you need

**GRAND TOTAL TOTAL TAX** 

**SUMMARY Page total** 

Ś 160.69 \$ 148.21

# BLUE LINE TAXI

024 993 040 43752284 1279 ELEMENT 10-PERCHANI III-अभावाः । । ORIVER III but 1151 irip mbeek 6858 PHSM IRANS: 85-22-2019 \$10RT: 07:47 LND: 67:40 FARE HIDUNT. \$ 5.81 \$ 1.58 THE ANDIANT: IOIAL B./31. Sell Fig. 1617600VAL NUMBER **84185** MINORPASSENGER COPYNOR

CUSTONER SERVICE 1-COU-443-2012 INOUTRY JIAATTAB COM TAXITAB



Cab from hotel to RCM

DIAMOND SEDAN AND TAXI 2628 43 ST EDMONTON, AB TEL 581

Rerchant ID: 0082888884838663 Term ID: 08128886 82388198817

Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000060031010 Entry Method: Chip

08/19/19

Batch#: 000404

09:59:58

Ref#: 900007751891

Inv #: 000769 Appr Code: 009981

Anount: \$ 68.60 Tip: \$ 9.00

Total: \$ 69.00

Customer Capy

BLUE LINE TAXI (613) 238 - 1111

INIKCHASE

FAME AMOUNT: \$ 33.65
TIP AHOUNT: \$ 5.88
TOTAL: CAD \$: 389.93

AID: AMALECATION NAME: AMALECATION NAME: NEDIT NAME: APPROVED: GGG

APPROVED: GGG

APPROVED: G44241

RESP CU: G0

TVR: 88880888988

TSI: 5988

ENTRY NETHOD: CONTACT CHIP

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

INCUIRYMIAXITAB. COM

DESCRIPTION: \_

Cab gram residence to Edmanton airport

Cab gran octawa airport to hoke

falls triber Heffities tithe feether the venue in bktyle to TRIP HUMBLE PASSE NULRS 08/22/2019 START. 11:42 Li 11. FARE AMOUNT J8.65 pr "but 5 80 IUTAL : \$ 44 45 SALE :

APPROVAL NUMBER :

W7186

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

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

Cab your hotel to cotawa

acrport



Receipt No. multiple

10175 - 100 A Street Edmonton, AB T5J 0R7 (780) 428-6031 fax (780) 425-5

(780) 428-6031 fax (780) 425-5193 Email: info@paulltravel.com

lame ddress lity thone	Phyllis Clark  Province PC	Date Order No. Rep FOB	5/27/2019 Donna
Qty	Description Travel for Phyllis Clark	Unit Price	TOTAL
19-Aug 22-Aug	Flight Edmonton-Ottawa Air Canada GST/HST on ticket Flight Ottawa-Toronto Air Canada GST/HST on ticket Pauli Travel Fee GST/HST on fee	\$1,143.12 \$57.16 \$629.12 \$81.79 \$2.50	\$629.12 \$81.79
0	yment Deta Cash Check Credit Card		\$1,822.24 \$141.45 \$1,963.69 \$0.00
	Official Rec		



Receipt No.

334441

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

ime dress y one	Phyllis Clark Province PC	Order No.	5/24/2019 Оолпа
Qty	Description	Unit Price	TOTAL
2-Ѕер	Travel for Phyllis Clark Flight Ottawa-Edmonton Air Canada GST/HST on ticket Pauli Travel Fee GST/HST on fee	\$1,060.12 \$116.50 \$50.00 \$2.50	\$1,060.12 \$116.50 \$50.00 \$2.50
	C. L. C. L. C.		d Man of
0	ment Details Cash	SubTotal GST Less paid	\$1,110,12 \$1,229.12
— ○ Name CC#		TOTAL	\$0.00

uni Bell 🗢

10:54 AM

70%

Cancel Boarding Pass - Air Canada

Add



GATE SEAT 52 2A

EDMONTON-YEG

YEG



AWATTO

YOW

FLIGHT AC358 DATE 19 AUG 80ARDING 10:40 ZONE

PHYLLISMARIE CLARK

CABIN Business



# CLARK PHYLLISMARIE BUSINESS CLASS / CLASSE AFFAIRES EIKT

Frequent Flyer / Woyageur assidu

Flight / Vol

AC453

From / De

OSTAWA



Destination

TORONTO

Boarding time / Heure d'embarquement 12:30

22AUG/AOU

Gate / N/F

Seat / Place 24

Zone



Departure Time / Heure de départ 13:00 Remarks / Observations

Airline use / Ausage interne 8053 MC

Boarding Pass | Carte d'accès à bord



A STAR ALLIANCE MEMBRE DU RÉSEAU STAR A



1 Rideau Street Otiawa, ON, Canada K1N 887 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775 Room/Chambre : 0476

Folio #

Invoice #

Cashler/Cassler # : 226475

Page #

: 1 of 2

Reference No.

Arrival/Arrivée

: 08-19-19

Departure/Départ : 08-22-19

Ro	yai Canadian Mint
Ms	Phyllis Clark

Date	Description	Additional Information/Supplementaire	Charges	Credits
08-19-19	Room Charge		799.00	
08-19-19	Municipal Accommodation Ta	ax (	31.96	
	Room HST (13%)	(	108.02	
08-19-19	•		549.00	
08-20-19	Room Charge	mu I	21.96	
08-20-19	Municipal Accommodation T	ax (	74.22	
08-20-19	Room HST (13%)		469.00	
08-21-19	Room Charge		18.76	
08-21-19	Municipal Accommodation T	ax (		
08-21-19	Room HST (13%)		63.41	

For Information or reservations, visit us at 
www.falmnont.com or call Fairment 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 Hétels Fairmont de:

Étata-Unis ou Canada 1 860 441 1414

Tay \$ 245.65 Norm Cost \$ 1887,66

I agree that my EabEty for this bill is not resided and I ingree to be held personally liable in the event that the ingree to be held personally liable in the event that the ingree person is supported by the personal person in the personal common substance and the state of the state of the state of the state of 1.5% personal rates one events. (\*10.05% per sevents.) I have accepted delivery of the Globs and Mail, Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Set,) orac2 to my account. (All personals.)

Je me porte personnelizenant responsable du niglement total de cette rote au cas ou la compagnia, l'association ou son représentant désigné au révisionel le présentent Les comptios en seulitaires sont sajole à un intérêt de 1,6% per mote après un mote. (18,00% par année) J'apse présent le livraion de journel Tris gébbe and Mail. Si l'avaise résuré, j'avaisi pu obtenir un cristit à mon compte de 1,00% per jour (se Lundi qui véendreil) et de 2,006 fa Sarredél. (Dans les kôtels participants.)



1 Rideau Street Ottawa, ON, Canada K1N BS7 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775

Royal Canadian Mint Ms Phyllis Clark

Rcom/Chambre

: 0476

s.19(1)

Folio# invoice #

Cashier/Cassier # : 226475

Page #

2 of 2

Reference No.

Arrival/Arrivée

: 08-19-19

Departure/Départ : 08-22-19

Date Description			Addition	al Information/Supplementaire	Charges	Credits
				Total	2,135.33	0.00
			-	Balance Due/Solde	2,135.33	
GST S	ummary / Sommaire		HST Summary ! \$	Sommaire		
	Chambre	0.60	Room/Chambre	245.65		
F&B/Re	stauration	0.00	F&B/Restauration	0.00		
Other/A	kutres	0.00	Other/Autres	0.00		
Total		0.00	Total	<b>245.65</b>		

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Mr. Rick Corcoran, General Manager, at Rick.Corcoran@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. Rick Corcoran, Directeur général, à Rick.Corcoran@fairmont.com. Nous vous invitons également à partager les souvenirs de votre expérience sur notre forum - www.averyonesanoriginal.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: Étata-Linia ou Canada 1 800 441 1414

I agree that my liability for this bill is not waked and I agree to be held personally liable in the event that the inclinated person, company or association fails to pay for cury dort of or the fit amount of these charges. Overthe balance subject to a surchange at the rate of 1.0% per month after one month, (1.00% per month after one month, (1.00% per minute.). I have accepted delivery of The Gobbs and Mild. Hed I refused, I would have been mightle for a \$1.00 Geor-Friend \$2.00 (Sect.) credit to my excount. (At persolpeting healths)

Jis the ports personnellement responsable du réglement total de cette note au ces ou la compagne, l'executation ou son représentant édables en reflaceré le patierner. Les complets on souffrance sont aujets à un injérât de 1,9% par mote après un mote. (16,0% par sont de l'extra par mote après un mote. (16,0% par sont de la Personnel de l'extra de l'ex





### Memorandum / Note de service

To / Destinataires: Vice-Presidents / Vice-présidents

Directors / Directeurs

From / Expéditeur: Jennifer Camelon

Interim President and CEO / Présidente Intérimaire

Date:

October 22, 2018 / le 22 octobre 2018

# Delegation of Signing Authority

Délégation du peuvoir de signature

Please he advised that Bob Zintel will be absent from the Mint December 3-14, 2018 inclusively. During that time, the following individuals will be Acting Chief Financial Officer and will have full authority to act on his behalf:

December 3-7, 2018 - Jana Pritz December 10-14, 2018 - Norman Teye

La présente est pour vous aviser que Bob Zintel sera absente de la Monnaie le 3 au 14 decembre 2018, inclusivement. Pendant cette période, les personnes suivantes sers chef de la direction financière par intérim et, à ce titre, aura tout pouvoir d'agir en son nom :

3 au 7 decembre 2018 - Jama Fritz 10 au 14 decembre 2018 - Norman Toye

Jeensfor Camelon

Interim President and CEO / Présidente Intérimaire

For Pinneski Transcition to per Policy (C Appendix E Porther approved by Bob Ziatel

Acting CFO and VP Finetics and Administration

#### Simons, Deborah

From:

Phylis Clark <

Sent:

Sunday, September 08, 2019 6:46 PM

To: Subject: Simons, Deborah **New Note** 

Attachments:

ATT00001.txt; Scanned Documents.pdf

Here is the boarding pass Ottawa to Toronto and the can from the hotel to the airport in Ottawa.

My travel agent is doing the invoice from Edmonton to Ottawa and Ottawa to Toronto. I could get Edmonton to Ottawa return but I do not have the Boarding pass for that.

I do not need the cab from Edmonton airport to my home

Please let me know if this works.

I will be in Toronto for three days. if we need to talk, I can easily call you.

Sorry to make this complex. I am trying not to double count.

Thanks so much.

perces from minutes

1A TABCC 82518
B19-038

#### Smith, Cindy

From:

Smith, Cindy

Sent:

Monday, September 30, 2019 8:37 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 September 29-October 1,2019 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 29 septembre au 1 octobre 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

Muni, 3025

From:

Simons, Deborah

Sent:

Tuesday, September 17, 2019 1:58 PM

To:

Gorski, Zbigniew

Cc:

lezzi, Mark; Muller, Kim; Zimonjic, Donna; Davies, Catrin

Subject:

RE: Trip invoice - from Board Chair

No problem, we will wait. If the claim is over 30 days, we'll highlight that when seeking the required approvals.

Thanks!

Debby

From: Gorski, Zbigniew

Sent: Tuesday, September 17, 2019 1:53 PM To: Simons, Deborah <simons@mint.ca>

Cc: lezzi, Mark <iezzi@mint.ca>; Muller, Kim <mullerk@mint.ca>; Zimonjic, Donna <Zimonjic@mint.ca>; Davies, Catrin

<daviesc@mint.ca>

Subject: RE: Trip invoice - from Board Chair

Hello,

Be honest I am not sure... I think Donna will be more helpful than me.. Is it ok to wait to tomorrow morning? Cat and Donna have a training all day, but tomorrow the should be available.

Regards, Ziggy

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

Sent: September 17, 2019 1:45 PM To: Gorski, Zbigniew <<u>Gorski@mint.ca</u>>

Cc: lezzi, Mark < iezzi@mint.ca >; Muller, Kim < mullerk@mint.ca >

Subject: FW: Trip invoice - from Board Chair

Hi Ziggy,

Just wondering if you had a chance to look at this? I wouldn't normally be in a rush for this, but this claim is approaching 30 days.

1

Thank you.

Debby

From: Simons, Deborah

Sent: Monday, September 16, 2019 3:37 PM To: Gorski, Zbigniew < Gorski@mint.ca>

Cc: lezzi, Mark < lezzi@mint.ca>

Subject: FW: Trip invoice - from Board Chair

'!H

	the attached and let me know whether or not what the Chair has provided is sufficient/acceptable
e to take a look at	l just received out-of-office messages for both Catrin and Donna. Just wondering if you might be al

Thanksl

Deppy

From: Simons, Debotah

Sent: Monday, September 16, 2019 3:35 PM

To: Davies, Catrin <a href="mailto:davies">davies</a>, Catrin <a href="mailto:davies">davies</a>, Catrin <a href="mailto:davies">davies</a>, Catrin invoice - from Board Chair Subject: FW: Trip invoice - from Board Chair

Hi Catrin,

For our August Board meetings, the Board Chair travelled from Edmonton to Ottawa, then Ottawa to Toronto). She has provided Edmonton/Ottawa/Toronto boarding passes. Since I indicated that we would also require evidence of what the trip would have cost had she not travelled to travel agent has provided the attached. Can you let me know whether or not this is fine?

Lyank kon.

Debby

Simons, Debora	ah
From: Sent: To:	Phyllis Clark < Tuesday, August 27, 2019 10:21 AM Simons, Deborah
Subject:	Re: Travel Expense Claim
Yes, she can get the will send soon.	nat for me and I will send the itinerary as well. I have a receipt to the Ottawa airport which I
Phyllis C. Phone: Ernell:	
information. Contact me	NING itended for the use of the recipient to which it is addressed, and may contain confidential, personal, and/or privileged in itended for the intended recipient of this communication, and do not copy, distribute, or take action initiation received in error, or subsequent reply, should be deleted or destroyed.
On Tue, Aug 27, 2 Dear Phyllis,	019 at 4:46 PM Simons, Deborah <simons@mint.ca> wrote:</simons@mint.ca>
	ou are right now - if in hope all is well! Just confirming what I have from you so far its for your stay in Ottawa:
	(Edmonton to Ottawa);
- Cab from resider - Cab from Ottawa	nce to Edmonton airport; a airport to hotel;
- Cab from hotel t - Hotel invoice.	<u>-</u>
on day of departure includes your trav	laim I will eventually need your flight itinerary, cab from Mint or hotel to the Ottawa airport re, and cab from Edmonton airport to residence when you return. If your flight itinerary rel to might your travel agent be able to provide an itinerary that illustrates what the seen for Edmonton/Ottawa/Edmonton?
Safe travels.	
Best,	
Debby	
Original Mess	
From: Phyllis Clar Sent: Monday, Au	gust 19, 2019 4:43 PM
To: Simons, Debo	rah <simons@mint.ca></simons@mint.ca>



# Travel Expense Form 2019

OTJ#: TA #: TABCC82518 1319-

Claimant **Cost Centre** 

Phyllis Clark	
121 Legal Services (Board)	

EAHCE # EAHCE12272 Cost estimate provided on TA \$9,600.00 Hospitality estimate provided on TA

Travel Location and Reason (attach supporting documents): Departure Date 19-Aug-19 **Return Date** 22-Aug-19

nie eine Emporting documents).	THEMIS	# (VP and Board claims only)	302
B19-038	Currency C		
To attend Board and Committees meeting and Business dinners	1 Unit of	is Worth	of
Imonton/Ottawa/Edmonton	USD		CAD
			CAD
amonton/Ottawa/Edmonton			CAD
			CAD
			CAD

Total Travel Expenses (inclusive of fares) 4,865.37 Prepaid Fares (Paid using Amex Corporate Billing Account) 0.00Airfare 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** 4,865.37 **RCM** 0.00

Expense Coding		
Account	Cost Center ( Select One from drop down box )	In Canadian \$
HST - Registration # 10793 5058 RT0001		440.95
740200 - Meals (domestic)	121 Legal Services (Board)	67.38
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)	•	0.00
741100 - Hospitality (foreign)	_	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	2,253.24
741010 - Airfare (foreign)	-	
740020 - Rail fare (domestic)	_	0.00
741020 - Rail fare (foreign)	•	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	148.21
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)	1,889.68
741400 - Accommodations (foreign)	_	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	65.90
741900 - Incidentals (foreign)	_	0.00
740000 - Baggage & Travel (domestic)	ENTERED	0.00
741000 - Baggage & Travel (foreign)		0.00
0.00	007 - 000	0.00
0.00	OCT - 8 2019  AR 439195	0.00
	00.00	0.00
	HV 437195.	0.00
54200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Cod	ed	0.00
OR FINANCE USE ONLY (Favo	rable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$4,734.63)
	Variance %	-49%
ECEIVED (Favorable)/U	Infavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
OCT 0.3 2019	Hospitality Variance %	#DIV/0!

Updated 18/03/19



# **Travel Expense Form 2019**



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

As the Traveller, plantse indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51

		he supporting documentation, that the expenses claimed appear
The fox Phyllos Clus	27/09/2019 Date	Signature of Traveller's Director
Phyllis Cluk	Kim Muller	Signature of Traveller's Director
veller Name (PRINT NAME)	2.Expense claim prepared by (PRINT, NAME)	3.Approved by Traveller's Director with signing authority (PRINT NAME)
Travel - Car rental - upg 23.3) Travel - Car rental - upg Travel - Missing original Travel - Hotel - upgrade Travel - Hotel - upgrade Travel - Hotel - rate in e (\$145), or published City Missing original itemizec Other exceptions (travel Hospitality - External ori trate Travel, Hospitality, Conference noted exceptions ore complete and	rade to a larger vehicle than the intermediate/Stan itemized receipts. Explanation provided (Policy section a level higher than the Standard Guest Room perscess of Ottawa (\$200), Winnipeg (\$155), Toronto street Limit. VP pre-approval not obtained Justifical receipts. Explanation provided (Policy section 26.) ler has listed and explained on a separate document internal hospitality up to \$1,500 and within Standar that this expense claim contains only eligible allowant & Event Policy #51 (as applicable), that all required discourage, and that the claim has been completed in accurate, and that the claim has been completed in the claim has been completed.	idard size to accommodate 3 or more employees (Policy section 23.3) tition 33.2) remitted by policy, at no additional cost to RCM (Policy section 25.1) (\$520), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas atton provided (Policy section 25.2) 2) titlograms of the policy section 25.2) and Calgary (\$180), Las Vegas atton provided (Policy section 25.2) and Calgary (\$180), Las Vegas atton provided (Policy section 25.2) and Calgary (\$180), Las Vegas atton provided (Policy section 25.2) and Calgary (\$180), Las Vegas atton provided (Policy section 25.2) and Calgary (\$180), Las Vegas atton provided (Policy section 25.1) and Calgary (\$180), Las Vegas atton provided (Policy section 25.1) and Calgary (\$180), Las Vegas atton provided (Policy section 25.1) and Calgary (\$180), Las Vegas atton provided (Policy section 25.1) and Calgary (\$180), Las Vegas atton provided (Policy section 25.1) and Calgary (\$180), Las Vegas atton provided (Policy section 25.2) and Calgary (\$180), Las Vegas atton provided (Policy section 25.2) and Calgary (\$180), Las Vegas atton provided (Policy section 25.2) and Calgary (\$180), Las Vegas atton provided (Policy section 25.2) and Calgary (\$180), Las Vegas atton provided (Policy section 25.2) and Calgary (\$180), Las Vegas atton provided (Policy section 25.2) and Calgary (\$180), Las Vegas atton provided (Policy section 25.2) and Calgary (\$180), Las Vegas atton provided (\$180), Las Vegas atton provide
LLER'S DIRECTOR APPROVAL REQL	JIRED: (Please initial)	
Travel - Privately owned Travel - Hotel - Rate in Travel - Car travel - Leas Travel - Expense receive Hospitality - External or	vehicles - Kilometer allowance in excess of the equexcess of specified or published City Rate Limits (Poled Vehides (Policy Section 23.1) and over 30 days (Policy Section 33.1) internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 but less than \$5,00 internal hospitality up to \$1,500 internal ho	vivalent lowest practical commercial carrier fare (Policy Section 22.1) office Section 25.2 and 25.3) office Section 25.2 and 25.3) office Section 25.2 and 25.3)
☐ Travel - Combining pers	onal and business travel (Policy Section 14.3)	
☐ Hospitality -	Special forms of hospitality (Annex 2B)	1
☐ Hospitality -	Hospitality or entertainment provided to spouse or	person accompanying an event participant (Policy Section 44.1) dence of an RCM employee, Board member or other private residence
Hospitality – Hospitality – Hospitality –	External or Internal hospitality costs exceeding \$5,000 Alcoholic beverages provided (Policy Section 44.1) Food & beverage cost exceeded Maximum Cost Pe	000 (Annex 2B and 44.1)
☐ Hospitality - Exceptions ☐ Hospitality - No pre-app	to Hospitality Policy #51 (Annex 28) proval obtained for the following	
		olicy #51 (Annex 2B)
☐ 1ravel - Exceptions to C r CEO APPROVAL REQUIRED. (Pleas ☐ Hospitality - Exceptions	orporate Travel, Hospitality, Conference & Event Pose se initial) to Hospitality Policy #51 (Annex 28)	DII(cy #51 (Annex 2B)
	Travel - Exceptions to Control of the control of th	Hospitality – No pre-approval obtained for the following  Hospitality – External or internal hospitality exceeding Maximum Hospitality – External or internal hospitality costs exceeding 55, Computable of Hospitality – External or internal hospitality costs exceeding 55, Computable of Hospitality – Food & Deverage sprovided (Policy Section 44.1)  Hospitality – Food & Deverage cost exceeded Maximum Cost Pellow Hospitality – Hospitality or entertainment provided to spouse or Hospitality – Hospitality paid by the RCM taking place at the resignation of Hospitality – Hospitality paid by the RCM taking place at the resignation of Hospitality – Special forms of hospitality (Annex 28)  Hospitality – Special forms of hospitality (Annex 28)  Hospitality – Special forms of hospitality (Annex 28)  Hospitality – Pre-approval prior to expenditure (Section 44.7)  Travel – Combining personal and business travel (Policy Section 14.3)  Travel – Alfare – Higher level than permitted by policy (Policy Section 20.6)  Travel – Hotel – Rate in excess of specified or published City Rate Limits (Policy Section 23.1)  Travel – Car rravel – Leased Vehicles (Policy Section 23.1)  Travel – Expense received over 30 days (Policy Section 23.1)  Hospitality – External or internal hospitality up to \$1,500 but less than \$5.00 Hospitality – Food & Deverage cost not exceeding Maximum Cost Per Person District of the Person Cost of the

(Approved by VP (as required)	5. Reviewed by CFO (ŒO claims; Board claims; claims	6.Approved by CEO & President/Chair of BOD/Chair of
PRINT NAME)	for review prior to CEO approval; other as required)	Audit Committee (as required)
	7 7	Viz Mallador Victor Heling
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit
	1///	Committee
	19/80/2016	m/07/70/19
Date	Date	Date
	1 - Int	
Reviewed by Finance (PRINT NAME)	antre 10	Date

Oct 8/19

Form updated January 2018

#### Muller, Kim

From:

List, Christine

Sent:

Wednesday, October 2, 2019 9:49 AM

To:

Muller, Kim

Subject:

FW: Seeking approval - travel expense claim TABCC82518- Phyllis Clark-B19-038

FYI

From: Victor Young

Sent: October 1, 2019 12:40 PM To: List, Christine <List@mint.ca>

Subject: Re: Seeking approval - travel expense claim TABCC82518- Phyllis Clark-B19-038

#### Approved.

From: List, Christine <<u>List@mint.ca</u>>
Sent: October 1, 2019 11:03 AM

To: Victor Young <

Cc: Muller, Kim < mullerk@mint.ca>

Subject: FW: Seeking approval - travel expense claim TABCC82518- Phyllis Clark-B19-038

Good morning Victor,

I hope that you are well.

Simon has asked me to follow up with you regarding the email below.

As per the Mint's Policy Manual, the Chair of the Board's travel expenses require Audit Committee Chair approval. Policy Manual s. 3.17.1.2: "The travel and out-of-pocket expenses of the Chairman of the Board are reviewed by the CFO and subsequently approved by the Chair of the Audit Committee."

The expense claim (Ms. Clark's travel expenses for the August Board meeting) has been reviewed by our Finance department and approved by the CFO prior to the Secretariat team sending it to you for final approval.

Please do not hesitate to contact me should you have any further questions; I would be happy to answer them.

Thank you, Christine

From: Kamel, Simon < kamel@mint.ca>

Sent: October 1, 2019 8:48 AM
To: List, Christine < List@mint.ca >

Subject: Fwd: Seeking approval - travel expense claim TABCC82518- Phyllis Clark-B19-038

Sent from my iPhone

Begin forwarded message:

From: Victor Young

Date: October 1, 2019 at 8:18:14 AM EDT

To: "kamel@mint.ca" <kamel@mint.ca>

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

038

????

Sent from my iPhone

Begin forwarded message:

From: "Muller, Kim" < mullerk@mint.ca> Date: October 1, 2019 at 9:41:44 AM NDT

Cc: "Simons, Deborah" <simons@mint.ca>

Subject: Seeking approval - travel expense claim TABCC82518- Phyllis

Clark-B19-038

Dear Mr. Young,

Attached is the travel claim B19-038 for approval for the amount of \$4,865.37. This claim represents the Chair's travel to Ottawa in August, to attend the Board and Committee meetings. There is only one exception, expense received over 30 days. The claim has been reviewed and approved by CFO. 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.

Have a good day,

#### KIM MÜLLER

ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ

		Canada - (Exce	pt NWT, N	VT, Yukon)	d	USA - (Except	t Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-	Domestic)				ll i			
RCM Paid Fares (Rail-	-Domestic)							
RCM Paid Fares (Air-	Foreign)							
RCM Paid Fares (Rail-		,			i i			
Employee Paid Fares (		2,429.40	/ 176.16	/				
Employee Paid Fares (			-		il ii			
Employee Paid Fares (	Rail- Domestic)				ÿ.			
Employee Paid Fares (								
Hotel Accommodation		2,135.33	/ 245.65	7	Î			
Hotel Accommodation					1			
Taxis (Domestic)	(	160.69	12.48	/				
Taxis (Foreign)				/				
Mileage (\$0.57km)								
Business Telephone								
Parking								
Car Rental (Domestic)			=====					
Car Rental/Gas (Forei							1 1	
Personal Accommodat	· .							
Hospitality	ions							
Baggage (Domestic)							1	
Baggage (Foreign)					3			
Others (code manually	)				1			
	,							
Others (total)					Ġ.		-	-/-
Total Expenses		4,725.42	434.29					
Per Diem Country		4,720.42	434127	Canada			-	USA
Tel Diem Country	1	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Maal allawanaa sataa		allowances	allowance	GST/HST	1	allowances	allowance	Equivalent
Meal allowance rates Breakfasts	\$20.50	anowances	anowance	031/1131	\$20.50	anowances	anowance	Equivalent
Lunches		1	20.10	0.96	\$20.50		+	
	\$20.10	l						
Dinners Total Masla	\$50.65	1	50.65 <b>70.75</b>	2.41	\$50.65			
Total Meals Incidentals	\$17.30	4	69.20	3.37	\$17.30		+	
	\$17.30	4	139.95		\$17.30		+	
Total Expenses				6.66				
Note - Please use the	meal allowance c	alculator tab to	determine 1	the exact No.	of meal allo	owances and ir	icidentals	
Grand Total CAD Exp	enses			4,865.37		Grand Total US	SD Expenses	
Grand Total HST/GST				440.95				
Notes for Expen								
Breakfast was provided								
lunch on August 21 & 2							o RCM but her return flig	
to Edmonton is claimed. would have been once u								vice that it
would have been once u	sually. 30 We are fiol	reciaining the sec	ond tees. He	i taxi iioiii Edi	пошон апрог	t to residence wil	i not be claimed	

## Meal allowance and incidental calculator

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

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

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

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

	Enter	your tra	vel dates	here fo	r	CANA	DA			MON	TH:	Aug-1	9		
Numbers only			19	20	21	2	22								Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast									IN CONTRACT				N STATE		0
Lunch				TEN AL			1								1
Dinner	Dan		1	ADER.			9								1
Incidentals			1	1	1		1		G (1)						
															4
	Enter	your tra	vel dates	here fo	r the	US				MON	TH:	4367	8		
			19	20	21	2	2						T	T	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast											1 7 7 7				
															0
Lunch															0
Lunch Dinner															0 0

RCM BOARD C	F DIRECTORS	_							
Claimant:	Phyllis Clar	k	Dep	parture Dat	e: 19-Aug	]	Return Date	: 2	22-Aug
Location:	Edmonton	/Ottawa/Edm	nonton						
Purpose:									
	to attend B	oard and Cor	mmittees mee	ting and Bu	siness dinners				
TRAVEL EXPEN	ISE		Amount	•	Meals & Inc	identals			
Airfare			\$ 2,429.40		Note: Please	e use the mea	al allowance	calcu	ulator
Baggage Fee	S				below to det	termine the e	xact numbe	r of	
Change Fees					meal allowar	nces and incid	dentals.		
VIA Rail									
Hotel Accommodations			\$ 2,135.33			Rate	# Meals		Total
Mileage (\$.057/km)			\$ -		Breakfast	\$20.50	0	\$	-
Parking					Lunches	\$20.10	1	\$	20.10
Taxis			\$ 160.69		Dinners	\$50.65	1	\$	50.65
Car Rental					Incidentals	\$17.30	4	\$	69.20
Gasoline								\$	139.95
Private Accome	odation (\$50/	ngt)		1,	Total Travel I	Expenses		<u> </u>	
Other									
	Total Trave	l Expenses	\$ 4,725.42						
	Total Meal/	Incidentals	\$ 139.95						
		TOTAL	\$ 4,865.37						
Meal allowance	e and inciden	tal calculator							
Insert Date →	- Silve interestin		19-Aug	20-Aug	21-Aug	22-Aug		1	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Т Т	otal
Breakfast								<del>-</del>	0
Lunch						1			1

D	D:	C 1	
Per	Diem	Calcu	lator

Dinner

Incidentals

Insert Date $\rightarrow$			19-Aug	20-Aug	21-Aug	<b>22</b> Aug	-22-Jan		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total //	2
			9	1	1	1		34	(

1

Claimant Signature: Lin Meeller for Myllis Clark Date: 27/09/2019

1

1

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

1

1

4



Receipt No. multiple

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

Official Receipt

Receipt Customer Date Name Phyllis Clark 5/27/2019 Address Order No. City Province Rep Donna Phone FOB **Unit Price** TOTAL Qty Description Travel for Phyllis Clark Flight Edmonton-Ottawa Air Canada 19-Aug 10.40 am \$1,143.12 \$1,143.12 GST/HST on ticket \$57.16 \$57.16 22-Aug Flight Ottawa-Toronto Air Canada \$629.12 \$629.12 GST/HST on ticket \$81.79 \$81.79 Paull Travel Fee \$50.00 \$50.00 GST/HST on fee \$2.50 \$2.50 SubTotal \$1,822.24 **Payment Details GST** \$141.45 0 Cash \$1,963.69 Less paid 0 Check ©6 Credit Card TOTAL \$0.00 Name CC# **Expires** 

Our Goal: "To go above and beyond"



Receipt No.



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

Receipt Customer Name Phyllis Clark Date 6/24/2019 Address Order No. City Province PC Rep Donna Phone **FOB** Qty Description **Unit Price** TOTAL Travel for Phyllis Clark 12-Sep Flight Ottawa-Edmonton Air Canada \$1,060.12 \$1,060.12 GST/HST on ticket \$116.50 \$116.50 **Paull Travel Fee** \$50.00 \$50.00 GST/HST on fee \$2.50 \$2.50 Not dameng as only occupied SubTotal \$1,110.12 **Payment Details GST** \$119.00 Cash Less paid \$1,229.12 Check ©6 Credit Card TOTAL \$0.00 Name CC# **Expires** Official Receipt

■ Bell 🗢

10:54 AM

70%

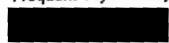
Cancel Boarding Pass - Air Canada

Aut



# CLARK PHYLLISMARIE BUSINESS CLASS / CLASSE AFFAIRES ETKT

Frequent Flyer / Voyageur assidu



Flight / Vol

AC453

22AUG/AOU

From / De

OFTAWA

0

Destination

TORONTO

Boarding time / Heure d'embarquement 12:30

Gate /

N/A

Seat / 2A Place



Departure Time / Heure de départ 13:00 Remarks / Observations & Constitutions

Airline use / À usage interne 0053 MO

Boarding Pass | Carte d'accès à bord

AIR CANA

A STAR ALLIANCE MEMBRE DU RÉSEAU STAR /



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

**Royal Canadian Mint** Ms Phyllis Clark

Room/Chambre : 0476

Folio#

Invoice #

Cashier/Cassier # : 226475

Page #

: 1 of 2

Reference No.

Arrival/Arrivée

: 08-19-19

Departure/Départ : 08-22-19

Date	Description	Additional Information/Supplémentaire	Charges	Credits
08-19-19	Room Charge		799.00	
08-19-19	Municipal Accommodation Tax	(	31.96	
08-19-19	Room HST (13%)		108.02	
08-20-19	Room Charge		549.00	
08-20-19	Municipal Accommodation Tax	(	21.96	
08-20-19	Room HST (13%)		74.22	
08-21-19	Room Charge		469.00	
08-21-19	Municipal Accommodation Tax	. (	18.76	
08-21-19	Room HST (13%)		63.41	

Tax \$ 245.65

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 I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.0% per annum.)

I have accepted delivery of The Globe and Mail. Had I refused. I would have been plainly for a 5.0 (Mos.Exif.). 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 Je me porte personnellement responsable du réglement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en soutfrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) Jrai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.005 par jour (du Lundi au Vendredi) et de 2.00\$ te Samedi. (Dans les hôtels participants.)



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

**Royal Canadian Mint** Ms Phyllis Clark

Room/Chambre : 0476

Folio#

Invoice #

Cashier/Cassier # : 226475

Page #

: 2 of 2

Reference No.

Arrival/Arrivée

: 08-19-19

Departure/Départ : 08-22-19

te Description	Description Additional Information/Supplémentaire			Charges	Credits	
			Total	2,135.33	0.00	
		_	Balance Due/Solde	2,135.33		
GST Summary / Somm	aire	HST Summary / S	Sommaire			
Room/Chambre	0.00	Room/Chambre	245.65			
F&B/Restauration	0.00	F&B/Restauration	0.00			
Other/Autres	0.00	Other/Autres	0.00			
Total	0.00	Total	245.65			

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Mr. Rick Corcoran, General Manager, at Rick.Corcoran@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. Rick Corcoran, Directeur général, à Rick.Corcoran@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 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-Frt) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du réglemen Je me porte personnellement responsable du réglement lotal de celte note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont supets 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 Mall. Si Javais refusé, j'aurais pu obtenir un crédit à mon compte de 1.005 par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

#### CRA Calculated Taxi Tax 2019

Taxis for

Ontario &

91.69

Quebec

\$ 91.69
\$ 9.82
\$ 81.87

Taxis for

Nova Scotia &

PEI &

New Foundland &

**New Brunswick** 

\$
\$
\$ _

Taxis for

BC &

Saskatchewan &

Alberta &

Manitoba

69.00

\$ 69.00
\$ 2.65
\$ 66.35

The figures you need

**GRAND TOTAL TOTAL TAX** SUMMARY Page total

\$ 160.69
12.48
\$ 148.21

# BLUE LINE TAXI

TERMINAL TO: 324 303 840 MERCHANT III 4325220A VEHICLE ID : DRIVER IT 00051151 TRIP NUMBER 6858 PASSENGERS. U6 22 2019 START: 07:47 END: 07:48 Lakt ahouni \$ 6.81 TIP AMOUNT. 1.50 TOTAL 8.31 APPROVAL NUMBER : ЖЖЖРASSENGER COPYЖЖЖ CUSTOMER SERVICE 1 800 443 2812 INDUIRYUTAXITAB.COM TAXLIAB



(ab from hotel
to RCM

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

Merchant ID: 600000004838663 Term ID: 08128885 82380190017

#### Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010 Entry Method: Chip

08/19/19

Batch#: 000404

09:59:58

Ref#:000007751091

Inv #: 000769 Appr Code: 009981

Amount:

\$ 60.00 \$ 9.00

Total:

\$ 69.00

Catomer Copy

61 UE LINE TAXI (613) 238 - 1111

PURCHASE

TOTAL :

\$ 5.85 \$ 5.08

CAD \$:

38.93

APPLICATION NAME:

CREDIT \*\*\*\*

APPROVED:
ADDITIONAL CODE:
RESP CD:
TVR:
TSI:
ENTRY METHOD:

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

DESCRIPTION: \_\_\_\_\_

INUUTRY@TAXTTAB.COM

Cab grom residence to Edmonton airport

Cab gram ottawa airport to hotel

BUTH LITTE TOXI tiday you that HERMINAL TO: MERCHANT ID: VITILIA ID ; 184 my age DRIVER ID : A DOMESTIC Part innuiture TRIP NUMBER. PASSENGERS: 08/22/2019 START: 11:42 FARE AMOUNT 1 38.65 He Bant. 5.80 IUTAL : \$ 94.45 SALE :

APPROVAL NUMBER :

07186

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

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

Cab grown hotel to ottawn

000383



## **ELECTRONIC FUNDS TRANSFER**

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

**PHYLLIS CLARK** 

Telephone Fax Date Vendor account Date of payment Reference No.

613-993-3500

2<del>4</del>/10/2019

25/10/2019 PV149307

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82518	17/10/2019	CAD CAD	2,476.95	0.00	2,476.95 2,476.95	THEMIS # 3036 NOV FLIGHT EAHCE12358 OTTAVVA

#### Thellend, Talia

From: Simons, Deborah

**Sent:** December 12, 2019 9:21 AM

To: Phyllis Clark s.19(1)

**Subject:** Reimbursement

Attachments: 08632982\_4.pdf

#### Dear Phyllis,

Best,

I am pleased to advise that you will receive an electronic transfer of funds on December 13<sup>th</sup>, in the amount of \$1,438.37 as a reimbursement of your travel expenses to attend the November 2019 Board and Committee meetings in Ottawa. A copy of the electronic funds transfer notification is attached.

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT
COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

330 CHESEA DBIAL I 330

320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8 Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca



#### Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

# **ELECTRONIC FUNDS TRANSFER**

**PHYLLIS CLARK** 

Telephone 613-993-3500 Fax Date 12/12/2019

Date 12/12/2019
Vendor account
Date of payment 13/12/2019
Reference No. PV150613

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82518 B19-039 B	03/12/2019	CAD CAD	1,438.37	0.00	1,438.37 1,438.37	THEMIS # 3036 EAHCE12358 OTTAWA

		Travel	Expe	nse Form 20	19	OTJ#	:
						TA#	: TABCC82518
C0-1			<b>-</b>			EAHCE;	
Claimant	Phyllis Clark		┧	Cost es	timate pr-c	vided on TA	\$9,600.00
Cost Centre	121 Legal Services (Board)		.0	Hospitality es	timate pro	vided on TA	
						parture Date	
Travel Location a	nd Reason					Return Date	777 4500 100
_(attach supportin	g documents):			THIC		and Board chime only	
B19-039			T	Curren	cy Conve	and Board chime only	3036
To attend Board and C	ommittee meetins and Busin	ese Diners		1 Unit of	cy Convey		
			USD	1 Out of		is Worth	of
			000	·		<del> </del>	CAD
Edmonton/Ottawa/Edm	nonton					ļ	CAD
							CAD
							CAD
TD - 1 TD - 1 TD				<del></del>		<u> </u>	CAD
	nses (inclusive of fares						2,476,95
Prepaid Fares (Pal	d using Amex Corpora	ate Billing A	ecount)				0.00
Airfare Previously	Claimed by Traveller	(Paid using	Travelle	r's Amex Card)			0.00
				_			0.00
Autare previously	claimed by Traveller	ander this I	A# (EN	TER AS POSITIV	E \$ AMO	UNT)	
Cash Advanced / R	leturned (ENTER AS	POSITIVE	\$ AMOU	INT)			
Currency	Advanced	Returned		Outstanding		FX to CAD	CAD Equivalent
					0.00	1.00000	0.00
Amount Owing to:		Employee			2,476.95	RCM	0.00

2,476.95

RCM

0.00

Employee

Account	Cost Center (Select One from drop down box)	In Canadian S
HST - Registration # 10793 5058 RT000	1	119.70
740200 - Meals (domestic)	<b>▼</b>	0.00
741200 - Meals (foreign)	<b>▼</b>	0.00
740100 - Hospitality (domestic)	<u> </u>	0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	2,357,25
741010 - Airfare (foreign)	<u> </u>	0,00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)	▼	0.00
740500 - Taxi fare (domestic)	▼	0.00
741500 - Taxi fare (foreign)	<b>▼</b>	
740700 - Personal car mileage (domestic)	▼	0.00
741700 - Personal car mileage (foreign)	<b>—</b>	0.00
740030 - Car rental (domestic)	<b>▼</b>	0.00
741030 - Car rental (foreign)	₩ .	
740800 - Parking (domestic)	· ·	0.00
741099 - Other transportation (foreign)	1907	0.00
740400 - Accommodations (domestic)	▼	0.00
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	-	0.00
41900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
41000 - Baggage & Travel (foreign)		0.00
0,00		0.00
.00		. 0.00
		0.00
		0.00
54200 - Prepaid Fares		90.0
out of Balance - Discrepancy in Expenses	Coded	0.00
	Favorable)/Unfavorable Variance: Estimate on TA versus actual expense clain	0.00
Favoral	Variance % ole)/Unfavorable Variance: Estimate on Hospitality versus actual expense clain	
6- = 100 to	Homeston commercial traspetanty versus actual expense clain	\$0.00
	Hospitality Variance %	
		Updated 18/03/19
		Form update 000387 <sub>01</sub>



# Travel Expense Form 2019



	avel and Advance force.	12 - md- wit consi bear west pe bu
As the Travellar, please indicate if	this claim contains any exceptions requiring approval per	the Corporate Travel, Hospitality Conference & Event Policy #51
CEO APPROVAL NEQUIRLD: (Please b		and require approval:
☐ Travel – Excaptions	ucesy to Corporate Travel, Hospitality, Conference & Event Policy #.	51 (Annex 28)
CFO or CEO APPROVAL REQUIRED: (F	fease initial)	
C Manufactor of any	ons to Hospitality Folicy #51 (Annex 28)	
□ Hospitality No pre-	approval obtained for the following:	
nospinali Hospitali	y - External or internal hospitality exceeding Maximum Cost	Per Person (Annox 26)
Hospitali:	y — External or internal hospitality costs exceeding \$5,000 (A y — Alcoholic beverages provided (Policy Section 44.1)	nnex 2B and 44,1)
☐ Hospitalit	y - Food & beverage cost exceeded Maximum Cost Per Parec	Taller Contact at at
Li Hospitalit	Y Enterminment remarked (Dolley Coming 44 of	·
☐ Hespitalit	/ — Hoteltelity or entertainment sensitive to account	6 BATTON MINISTER CO. ALCOHOL CO.
☐ Hosphalic	- Hospitality paid by the RCM taking place at the residence	n accompanying an event particlescent (Policy Section 44.1) of an RCM employee, Board marchiper or other private residence
(Policy Ser	tions 44.1 and 46.4)	the residence
☐ Hospitality	r - Special forms of hospitality (Annex 2B) r - No pre-approvel prior to expenditure (Section 44,7)	
	•	
☐ Irave - Combining pa	VAL IF TRAVELLER IS A VP): (Please initial) recruel and business travel (Policy Section 14.3)	
C Finne - YOUR CHAI	90 Valtirles - Kilomotor alloumnes is some of the section to the	lowest practical commercial carrier fare (Policy Section 22.1)
☐ Travel - Hotel Rate	in excess of specified or published City Rate Limits (Policy Se	ction 25.2 and 25.3)
	mend Vehicles (Policy Section 23.1) Wed over 30 days (Policy Section 33.1)	,
☐ Hospitality - External (	orintemal hotoltality on to \$1 555 but income at one or a	•
Hospitality - Food & b	or internal hospitality up to \$1,500 but less than \$5,000 and a everage cost not exceeding Maximum Cost Per Person (Poko	Within Meximum Cost Per Person (Annex 28) / Section 44.1)
TRAVELLER'S CHRECTOR ADDRESSAL OC	Nichen, Manager S. Lat. M.	·
Ci Travel Alefare upg	rade to a fare class higher then the Standard Allowable Airli	are Class parmitted by policy, at the additional cost to RCM (Policy
☐ Trevel - Car rents) - u	gride to a larger vehicle than the intermediate/Standard at	is permitted by policy, at no additional cost to RCM (Policy section
25.3}	Streets to a fearner of the street of	a permitted by puncy, at no additional cost to RCM (Policy section
☐ Travel – Missing origin	al hemized receipts. Explanation provided (Policy section 33	a to accommodate 3 or more entroloyees (Policy section 23.3)
□ TMAN = HRA = +===	de terre de contrata de la contrata del contrata de la contrata del contrata de la contrata del contrata del contrata de la contrata del contrata del contrata de la contrata del contrata de la contrata del contra	<del></del>
Travel - Hotel - rate in	ancess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200),	by policy, at no additional cost to RCM (Folicy section 25.1) Montreal (\$190), Vencouver (\$200), and Calgary (\$180), Lss Vagas bylded (Policy section 25.3)
□ Missing original items	by Rate Limit. YP pre-approval not obtained. Justification pr	byided (Policy section 25.2)
	ed receipts. Explanation provided (Policy section 26.2) eller has listed and explained on a separate document)	
☐ Hospitality - External o	rinternal hospitality up to \$1,500 and within Standard Cost F	of Parcen (Armey 18)
By planting balance than Tomortion on the	al-rate	
Corporate Traval, Hospitelity, Conferen	wot that expense claim contains only eligible allowances on 2 & Event Policy US1 (as applicable), that all required evan-	l legitimate and actual expenses incurred in accordance with the ting documentation is Contained in this expense claim, that the large with these military
above noted acceptions are complete as	id accurate, and that the claim has been completed in occord	ince with these policies.
Whidle Chief	1/. n/ //	
Trivilis Clark	him Muller	
1.Traveller Name (PRIST NAME)	2. Expanse claim prepared by	S Approved by Travelles's Director with signing authority
A secondary to prove the complete range.	(Print NAME)	(PCMAT (LANCE)
1 . Advelle Int Phille Clical	Ila Adaille	The state of the s
Chapture of televille	Signature	
The third at the control of the same of the control	The state of the s	Signature of Trausiler's Director
[h]n]2019	10/10/2019	White he was a second of the s
Date	Bath	- Table
Le facilité foi Phyll's Clark Steineture of traveller 10/10/2019 Bate  The Traveller's Manager confirms these	or the state of the second of	1 Claim
The Traveller's Manager confirms that all	of he has reviewed this expense claim including all the support to opproved (as required), and the claim has been expendent	rting documentation, that the extremes elaboration
& Event Policy #51 for prolimble blooms	e approved (as required), and the claim has been completed	rling documentation, that the expenses claimed appear in accordance with the Corporate Travel, Hospitality, Conference or Travel's Diseases
signing below, the VP or CEO confirms the	that, y exceptions note seen pre-approved prior to travel, it it she/he has reviewed the exceptions as noted above requir	in occordance with the Corporate Travel, hospitality, Conference or Travel's Director can proceed in signing the expense claim. By
		and was with contract and velecit deauth it.
	Jenny Candon	
4 Approved by VP (as required)	S.Reviewed by CPO (CEO claims, Board claims, claims	
(PRINT NAME)	for review prior to (20 approval, other as required)	5 Approved by CEO & Protections/Chair of BOD/Chair of
		Audit Committee (as required)
te en	1 Made	
Signature of VP	Signature of CO	Granden at Control and a service of
		Signature of CEG/Chair of Beard/Chair of Audit
	1 1 1 -1 -1	
B. 45.	$\perp$ $\vee$ () $\alpha$ 18 12 $\alpha$ 18	*
Date	Data O T 13   Date	1 Deck
7.Reviewed by France (PRINT NAME)		I.a.
		Date

E The second sec

*0		Canada - (Exce	pt NWT, N	VT, Yukon)	USA - (Exc ept Alaska)				
Puge 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD	
1704		(incl HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent	
RCM Paid Fares (Air	-Domestic)								
RCM Paid Fares (Rai	1-Domestic)								
RCM Paid Fares (Air	-Foreign)								
RCM Paid Fares (Rai	l-Foreign)								
Employee Paid Fares	(Air - Domestic)	2,476.95	119.70						
Employee Paid Fares							<del>                                     </del>		
Employee Paid Fares									
Employee Paid Fares	(Rail - Foreign)						<del></del>		
Hotel Accommodation									
Hotel Accommodation	•								
Taxis (Domestic)	(								
Taxis (Foreign)							-		
Mileage (\$0.57km)									
Business Telephone			_					77.77	
Parking									
Car Rental (Domestic		<del></del>					-		
Car Rental/Gas (Fore				-			<u> </u>		
Personal Accommoda	0,		-						
Hospitality	HORE								
Baggage (Domestic)									
Baggage (Foreign)									
Others (code manual)	9)	200							
Od - 4 - 1				<u> </u>				Α	
Others (total)		0.484.08	440 =0		),				
Total Expenses		2,476.95	119.70			L			
Per Diem Country				Canada	J.			USA	
		No. of meal	Total CAD	Calculated	1	No. of mea)	Total USD	Total CAD	
Meal allowance rate		allowances	allowance	GST/HST		allowances	allowance	Equivalent	
Breakfasts	\$20,35				\$20.35				
Lunches	\$20.60				\$20.60				
Dinners	\$50.56				\$50.55				
Total Meals					Į.				
Incidentals	\$17.30				\$17.30			11	
Total Expenses									
Note - Please use the	meal allowance c	alculator tab to	determine t	he exact No.	of meal alk	owances and inc	identals		
Grand Total CAD Ex	Mana			2,476.95		Crand Tatal Year			
Grand Total HST/GST						Grand Total US	Expenses		
Granti 10th H31/G3.	L			119.70					
Notes for Exper				504					
Board and committeess	meetings are in Nove	amber 2019. Flights	to be reimbu	rse, since meeti	ngs are a mo	onth away. Her trav	el plans changed		
								`	
ľ.								i	
								1	

#### Muller, Kim

From:

Victor Young <

Sent:

Wednesday, October 16, 2019 1:21 PM

To:

Muller, Kim

**Subject:** 

Re: Seeking approval - travel expense claim- TABCC82 5 18 Phyllis Clark B19-039

Thanks Kim...Approved.

Vic

Sent from my iPhone

On Oct 16, 2019, at 1:14 PM, Muller, Kim <mullerk@mint.ca> wrote:

Dear Mr. Young,

Attached is the travel expense claim for approval. This claim represents the airfare related to Phyllis' upcoming travel to Ottawa to attend the November Board and committee meetings. There are no exceptions, and I have attached all supporting documentation. The claim has been reviewed and approved by CFO. 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.

Thank you and have a good day,

#### KIM MÜLLER

ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ

<image003.jpg>

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

Tel/Tél.: 613-355-6458

mullerk@mint.ca | mullerk@monnaie.ca

mint.ca | monnaie.ca

<B19-039-Clark-AIR-Ottawa November 17-20, 2019.pdf>

Claimant:	Phyllis Clar	k	De	parture Date	201-11-17	]	Return Date	20-Nov	
Location:	Edmonton	Edmonton/Ottawa/Edmonton							
Purpose:									
11	to attend B	loard and Con	nmittees mee	eting and Bus	iness dinners				
TRAVEL EXPEN	EXPENSE Amount Meais & Incidentals								
Airfare	\$ 2,476.95				Note: Please use the meal allowance calculator				
Baggage Fees	3			below to determine the exact number of				r of	
Change Fees				meal allowances and incidentals.					
VIA Rall				1					
Hotel Accomm	odations		·			Rate	# Meals	Total	
Mileage (\$.057)	/km)		\$ -		Breakfast	\$20.50	0	\$ -	
Parking					Lunches	\$20.10	0	\$ -	
Taxis					Dinners	\$50.65	0	\$ -	
Car Rental					Incidentals	\$17.30	0	\$ -	
Gasoline								\$ -	
Private Accomo	dation (\$50/ı	ngt)			Total Travel I	Expenses			
Other		12				·			
	Total Travel	Expenses	\$ 2,476.95						
	Total Meal/	_	\$ -						
		TOTAL	\$ 2,476.95						
Meal allowance	and incident	al calculator							
insert Date →			19-Aug	20-Aug	21-Aug	22-Aug			
	Sat	Sun	Mon	Tue	Wed	Thu			
Breakfast				1.00	1100	TITU	Fri	Total	
Lunch								0	
Dinner		· ·						0	
Incidentals			`					0	
Per Diem Calcula	ator							<u> </u>	
insert Date →			19-Aug	20-Aug	21-Aug	Aug	22 ion		
	Sat	Sun	Mon	Tue	Wed	Thu	22-Jan Fri	Total	
			0					0	
Claimant Signatu	ire: Kui/	Muller of	for the fle	s Clary	Date: . [6/10	1/2019			
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 75J 0R7

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM



#### Electronic Invoice

#### Prepared For:

CLARK/PHYLLIS MARIE MS

SALES PERSON

INVOICE NUMBER

INVOICE ISSUE DATE

RECORD LOCATOR

**CUSTOMER NUMBER** 

70

23 Sep 2019

Client Address PHYLLIS CLARK



Flight: AIR CANADA 358

From

**EDMONTON INTL** 

Departs

9:00am

To

Type

AB, CANADA OTTAWA ON, CANADA

Arrives

2:55pm

**Duration** 

3hr(s) 55min(s)

**AIRBUS** 

Cabin Meal

Business Breakfast

**INDUSTRIE A320** 

JET

Stop(s) Non Stop

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

MARIE MS

Seat(s) - 02D

AC - XXXXXXXX

DATE: Wed, Nov 20

Flight: AIR CANADA 363

Fro m

OTTAWA ON.

Departs ·

5:20pm

To

CANADA **EDMONTON INTL** 

Arrives

7:53pm

Duration

4hr(s) 33min(s)

AB, CANADA

**AIRBUS** 

Cabin Meal

Business Meals

Туре

Stop(s)

INDUSTRIE A320

Non Stop

Seat(s) Details CLARK/PHYLLIS MARIE MS

**JET** 

Seat(s) - 02D

AC - XXXXXX

DATE: Wed, Nov 20

Others

**EDMONTON INTL** 

AB

**BOOKING** MANAGEMENT FEE - 50.00

PFE

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

CAD \* 50.00 CAD \* 2.50

DATE: Sat, Mar 21

Others

EDMONION AB HAVE A SAFE AND PLEASANT TRIP

#### Ticket Information

**Ticket Number** 

Passenger Billed to:

CLARK PHYLLIS MARIE MS

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

CAD CAD

\* 1933.25 \*98.50

Total base fare amount

CAD 1916.00 CAD 67.25

To tal Taxes Total V.A.T. G.S. T./H.S.T. Net Credit Card Billing

CAD 101.00 \* CAD 2084.25

Total Am o unt 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 fiammable liquids, aboard the aircraft is torbidden. 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 75J 0R7

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

#### Electronic Invoice

#### Prepared For:

#### CLARK/PHYLLIS MARIE MS

SALES PERSON

**INVOICE NUMBER** 

INVOICE ISSUE DATE

RECORD LOCATOR

**CUSTOMER NUMBER** 

Client Address

70

s.19(1)

08 Oct 2019

PHYLLIS CLARK

#### DATE: Sun, Nov 17

#### Flight: AJR CANADA 358

From

**EDMONTON INTL** AB, CANADA

Departs

9:00am

·Τρ

OTTAWA ON. CANADA

**Amives** 

2:48pm

Duration

3hr(s) 48min(s)

Cabin

**Business** 

Туре

**AIRBUS** 

Meal

Breakfast

**INDUSTRIE A320** JET

Stop(s)

Seat(s) Details

Non Stop

**CLARK/PHYLLIS** MARIE MS

Seat(s) - 03C

AC - XXXXXXXX

#### DATE: Wed, Nov 20

#### Flight: AIR CANADA 8970 Operated by: IAIR CANADA EXPRESS - JAZZ

From

OTTAWA ON,

Departs

5:30am

To

MONTREAL TRUDEAU,

CANADA

Arrives

6:18am

CANADA

**Economy** 

Duration Type

Stop(s)

Ohr(s) 48min(s) DEHAVILLAND

Cabin Meal

**DASH 8-400** 

TURBOPROP

Seat(s) Details

Non Stop

**CLARK/PHYLLIS** MARIE MS

Seat(s) - 03C

AC - XXXXXXX

#### DATE: Wed, Nov 20

#### Flight: AIR CANADA 1589 Operated by: IAIR CANADA ROUGE

From

**MONTREAL** TRUDEAU.

**Departs** 

7:50am

To

CANADA **EDMONTON INTL** 

Arrives

10:30am

Duration 4hr(s) 40min(s) Cabin Business Туре **AIRBUS** Meal **Breakfast** INDUSTRIE A319 **JET** Stop(s) Non Stop CLARK/PHYLLIS Sear(s) Details AC - XXX >₹XXX Seat(s) - 02C MARIE MS DATE: Wed, Nov 20 Others EDMONTON INTL AB BOOKING MANAGEMENT FEE - 35.00 PFE Billed to: (XXXXXXXXXXXXXX CAD \* 35.00 V.A.T/G.S.T/H.S.T. CAD \* 1.75 Subtotal Billed to **Credit Card** CAD \* 36.75 DATE: Wed, Mar 18 Others **EDMONTON AB** HAVE A SAFE AND PLEASANT TRIP Ticket Information **Ticket Number CLARK PHYLLIS MARIE M** Passenger Exchange Billed to: XXXXXXXXXXXXXXXX CAD \* 339.00 V.A.T./G.S.T./H.S.T, CAD \*16.95 Total base fare amount CAD 374.00 Total Taxes **CAD 0.00** Total V.A.T./G.S.T./H.S.T. CAD 18.70 Net Credit Card Billing <sup>e</sup> CAD 392.70 Total Amount Due CAD 0.00 ITINERARY NOTES: ..AN ADMINISTRATION FEE WILL BE APPLIED ON ..EACH CHANGE REQUESTED ..PREPARED BY DONNAKRUEGER ..AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA ..INTERNATIONAL 001-303-876-4247 ..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY.

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.

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,

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 efficient receipt for total charges.



### Memorandum / Note de service

To / Destinataires: Vice-Presidents / Vice-présidents

Directors / Directeurs

From / Expéditeur: Jennifer Camelon

Interim President and CEO / Présidente Intérimaire

Date:

October 22, 2018 / le 22 octobre 2018

### Delegation of Signing Authority

Délégation du pouve de signature

Please be advised that Bob Zintel will be absent from the Mint December 3-14, 2018 inclusively. During that time, the following individuals will be Acting Chief Financial Officer and will have full authority to act on his behalf:

December 3-7, 2018 - Jama Fritz December 10-14, 2018 - Norman Taye

La présente est pour votes aviser que Bob Zintel sera absente de la Reformate le 3 au 14 decembre 2018, inclusive xment. Pendant cette période, les personnes suivantes sera chef de la direction financière par intérim et, à ce titre, aura tout pouvoir d'agir en son nom :

3 au 7 decembre 2018 - Jaurg Fritz 10 au 14 decembre 2018 - Norman Toye

Jennifer Camelon

Interim President and CEO / Presidente Intérimetre

For Planacial Transaction as per Pulley 45- Appendix R Forther approved by Bob Zintel

Acting CFO and VP Finance and Administration



### **ELECTRONIC FUNDS TRANSFER**

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

**PHYLLIS CLARK** 

Telephone Fax Date Vendor account Date of payment Reference No.

613-993-3500 12/12/2019

13/12/2019 PV150613

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82518 B19-039 B	03/12/2019	CAD CAD	1,438.37	0.00	1,438.37 1,438.37	THEMIS # 3036 EAHCE12358 OTTAWA



### Travel Expense Form 2019

OTJ#: TABCC82518
EAHCE# EAHCE12358

Claimant
<b>Cost Centre</b>

Phyllis Clark

121 Legal Services (Board)

Cost estimate provided on TA \$9,600.00

Hospitality estimate provided on TA

Departure Date 17-Nov-19

### **Travel Location and Reason**

(attach supporting documents):

 Return Date
 20-Nov-19

 THEMIS # (VP and Board claims only)
 3036

B19-039		Currency C	onversion Table	
To attend Board of Directors meetings and business dinners.		1 Unit of	is Worth	of
	USD			CAD
Edmonton/Ottawa/Edmonton				CAD
				CAD
* EXPENSES				CAD
				CAD

Total Travel Expense	s (inclusive of far	es)			3,915.32
Prepaid Fares (Paid u	sing Amex Corpo	orate Billing Account	)		0.00
Airfare Previously Cl					2,476.95
Airfare previously cla	imed by Travelle	r under this TA # (E	NTER AS POSITIVE \$ AMO	UNT)	2,476.95
Cash Advanced / Retu	irned (ENTER A	S POSITIVE \$ AMO	OUNT)		
Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00
Amount Owing to:		Employee	1,438.37	RCM	0.00

Expense Coding Account	Cost Center ( Select On	ne from drop down box )	In Canadian \$
HST - Registration # 10793 5058 RT0001			263.36
740200 - Meals (domestic)	121 Legal Services (Board)	_	87.38
741200 - Meals (foreign)		▼	0.00
740100 - Hospitality (domestic)		▼	0.00
741100 - Hospitality (foreign)		~	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	~	2,357.25
741010 - Airfare (foreign)		~	0.00
740020 - Rail fare (domestic)	The second secon	₩	0.00
741020 - Rail fare (foreign)		•	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	₩	177.34
741500 - Taxi fare (foreign)		▼	0.00
740700 - Personal car mileage (domestic)		•	0.00
741700 - Personal car mileage (foreign)		₩.	0.00
740030 - Car rental (domestic)	4		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)		964.08
741400 - Accommodations (foreign)		~	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	_	65.90
741900 - Incidentals (foreign)		-	0.00
740000 - Baggage & Travel (domestic)		•	0.00
741000 - Baggage & Travel (foreign)			0.00
Prepaid claimed flights	121 Legal Services (Board)	~	(2,476.95
0.00		~	0.00
		▼	0.00
		₩	0.00
154200 - Prepaid Fares			0.00
Out of Balance - Discrepancy in Expenses Co	ded		0.00
FOR FINANCE USE ONLY (Fav	orable)/Unfavorable Variance: Estima	ate on TA versus actual expense clain	n (\$5,684.68
3 I I I I I I I I I I I I I I I I I I I		Variance %	-59%
(Favorable)	/Unfavorable Variance: Estimate on H	ospitality versus actual expense clain	\$0.00
		Hospitality Variance %	

Opulated 18/000398



7.Reviewed by Finance (PRINT NAME)

### Travel Expense Form 2019

TA# TABCC82518

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

and the same of th	ority to Fravel and Advance form.  Indicate if this claim contains any exceptions requiring approval per t	the Corporate Travel, Hospitality, Conference & Event Policy #51.
Yes No if you in	dicated "Yes", please check which exception(s) were not pre-approved	and require approval:
CEO APPROVAL REQUIRED:	(Please Initial) cceptions to Corporate Travel, Hospitality, Conference & Event Policy #5	i1 (Annex 2B)
CFO or CEO APPROVAL REC		
	/ - Exceptions to Hospitality Policy #51 (Annex 2B)	
	<ul> <li>No pre-approval obtained for the following:</li> <li>Hospitality – External or internal hospitality exceeding Maximum Cost</li> </ul>	Per Person (Annex 2B)
_	Hospitality – External or Internal hospitality costs exceeding \$5,000 (Ar	
	Hospitality – Alcoholic beverages provided (Policy Section 44.1)	(Police Faction 44.1)
	Hospitality – Food & beverage cost exceeded Maximum Cost Per Perso Hospitality – Entertainment provided (Policy Section 44.1)	in (Policy Section 44.1)
	Hospitality – Hospitality or entertainment provided to spouse or person	n 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 44.1and 46.4)	
	Hospitality – Special forms of hospitality (Annex 2B) Hospitality – No pre-approval prior to expenditure (Section 44.7)	
	Hospitality - No pre-approval prior to expenditure (section 44.77	
	CEO APPROVAL IF TRAVELLER IS A VP): (Please initial)	
☐ Travel - Ai	ombining personal and business travel (Policy Section 14.3) irfare – Higher level than permitted by policy (Policy Section 20.6)	
☐ Travel - Pr	lvately owned vehicles - Kilometer allowance in excess of the equivalent	t lowest practical commercial carrier fare (Policy Section 22.1)
	otel – Rate in excess of specified or published City Rate Limits (Policy Se r travel – Leased Vehicles (Policy Section 23.1)	action 25.2 and 25.3)
☐ Travel – Ex	(pense 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	<ul> <li>Food &amp; beverage cost not exceeding Maximum Cost Per Person (Police</li> </ul>	cy Section 44.1)
RAVELLER'S DIRECTOR AP	PROVAL REQUIRED: (Please initial)	Control of the second distance of the second distance of the second seco
☐ Travel – Al section 20.	rfare – upgrade to a fare class higher than the Standard Allowable Air	fare Class permitted by policy, at no additional cost to RCM (Policy
☐ Travel – Ca	ar rental - upgrade to a larger vehicle than the Intermediate/Standard s	size permitted by policy, at no additional cost to RCM (Policy section
23.3)	ar rental – upgrade to a larger vehicle than the Intermediate/Standard s	size to accommodate 3 or more employees (Policy section 23.3)
☐ Travel – M	issing original itemized receipts. Explanation provided (Policy section 3	(3.2)
☐ Travel – Ho	otel - upgrade to a level higher than the Standard Guest Room permitte	ed by policy, at no additional cost to RCM (Policy section 25.1)
☐ Travel – He	otel – rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200 published City Rate Limit. VP pre-approval not obtained. Justification p	), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas provided (Policy section 25.2)
	iginal itemized receipts. Explanation provided (Policy section 26.2)	,,,
	ptions (traveller has listed and explained on a separate document) r - External or internal hospitality up to \$1,500 and within Standard Cosi	+ Por Porcon (Annay 28)
y signing below, the Trave	ller confirms that this expense claim contains only eligible allowances a ty, Conference & Event Policy #51 (as applicable), that all required supp	ind legitimate and actual expenses incurred in accordance with the
orporate Travel, Hospitali bove noted exceptions are	complete and accurate, and that the claim has been completed in acco	ordance with these policies.
	$\sim 11$	
1 Traveller Name (PRINT	NAME) / 2.Expense claim prepared by	3.Approved by Traveller's Director with signing authority
14/11/2 11	UI PRINT NAMES THAT SIMON	(PRINT NAME)
May X: MO	moulta Malala Simon	
Signature of traveller	Signature	Signature of Traveller's Director
Mar in a	00/14/10	
Ells I Vari	6 18/11/19	
late 2	Date	Date
88111	[[9]	ana thing documentation that the expenses claimed appear
ie Traveller's Manager co.	nfirms that she/he has reviewed this expense claim including all the sup toted above are approved (as required), and the claim has been complet	ted in accordance with the Corporate Travel, Hospitality, Conference
Event Policy #51 (as appl	icable).Please note, if exceptions have been pre-approved prior to trove	ol, the Travel's Director can proceed in signing the expense claim. By
gning below, the VP or CE	O confirms that she/he has reviewed the exceptions as noted above req	uiring her/his approval and hereby grants it.
1.Approved by VP (as req	uired) 5.Reviewed by CFO (CEO claims; Board claims; da	irns   6:Approved by CEO & President/Chair of BOD/Chair of
(PRINT NAME)	for review prior to CEO approval; other as require	1/ //
	M. also	Plan Aller An Attoritant
	Inne	Ment 10 man an
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee
	1 1 -16	Marillo Marill
	NNLAIDON	DIVIUM WIDONVILL YORK
Date	Date   W  =   W	Date
		Willow Yours
		WALTER IMPARILA

with CO	Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Except	Alaska)	
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
2.00	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-Domestic)							
RCM Paid Fares (Rail-Domestic)							
RCM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)							1
Employee Paid Fares (Air - Domestic)	2,476.95	119.70					<del></del>
Employee Paid Fares (Air- Foreign)							
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)	1,089.42	125.34					
Hotel Accommodations (Foreign)							
Taxis (Domestic)	188.00	10.66					
Taxis (Foreign)							
Mileage (\$0.57km)					1 50		
Business Telephone							
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations							· · · · · · · · · · · · · · · · · · ·
Hospitality							
Baggage (Domestic)							
Baggage (Foreign)							
Others (code manually)							
Prepaid claimed flights	(2,476.95)						
	(_,,,						
Others (total)	(2,476.95)						
Total Expenses	1,277.42	255.70					
Per Diem Country			Canada	ı			USA
	No. of meal	Total CAD	Calculated	Ī	No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts \$20.35				\$20.35			2 qui i mivii
Lunches \$20.60	2	41.20	1.96	\$20,60			
Dinners \$50.55	1	50.55	2.41	\$50.55			
Total Meals		91.75	4.37	4			
Incidentals \$17.30	4	69.20	3.30	\$17.30			
Total Expenses		160.95	7.66				
	-11-41			-6 > -7			
Note - Please use the meal allowance co	alculator tab to	determine t	he exact No.	of meal allo	owances and in	cidentals	
Grand Total CAD Expenses			1,438.37		Grand Total US	D Expenses	
OTHER TOMI CLED PUBLISHS		1	263.36				
Grand Total HST/GST		- 1	203.30				
Grand Total HST/GST		I	203.30				

#### Simons, Deborah

From:

Victor Young <

Sent:

Monday, December 02, 2019 12:25 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABCC82518 - Phyllis Clark - B19-039

#### Approved.

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

Sent: December 2, 2019 1:09 PM

To: Victor Young

Subject: Seeking approval - travel expense claim TABCC82518 - Phyllis Clark - B19-039

Dear Victor,

Attached is a travel expense claim for approval. This represents the expenses related to Phyllis' attendance at last month's Board of Directors meetings in Ottawa (expenses only – airfare has already been claimed). There are no exceptions, and the claim has been reviewed and approved by the CFO. 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.

Manuelana	Entery	your trav	1			CANA	LDA .			MON	TH:	Nov-1	9		
Numbers only		17	18	19	20				En al						Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
3reakfast															
_unch		1	1	9710555											
Dinner		1	Religion		2004	100000									
			<del>                                     </del>	-											
ncidentals		1	1	]1	1										
ncidentals	Enter	our trav	el dates	here fo	r the	US				MON	TH:	4377	0		
ncidentals	Enter y	our trav	el dates			-				MON	TH:	4377	0		Total
	Enter y	17				-	Fri	Sat	Sun	MON				Fri	Total
		17	18	19	20		Fri	Sat	Sun		TH:	43770 Wed	O Thu	Fri	
3reakfast		17	18	19	20		Fri	Sat	Sun					Fri	100000000000000000000000000000000000000
Breakfast Lunch Dinner		17	18	19	20		Fri	Sat	Sun					Fri	Total allowances

OL:	Division of the		٦ _					
Claimant:	Phyllis Clari	<	Dep	arture Date	17-Nov		Return Date:	20-Nov
Location:	Ottawa							
5								
Purpose:	Deand of D:			10				
	Board of DI	rectors meet	ings and busin	ess ainners.				
TRAVEL EXPEN	ISE		Amount		Meals & Incid	dentals		
Airfare					Note: Please	use the mea	l allowance	calculator
Baggage Fees	5				below to dete	ermine the e	xact number	of
Change Fees					meal allowan	ces and incid	lentals.	
VIA Rail						,		4
Hotel Accomm	odations		\$ 1,089.42			Rate	# Meals	Total
Mileage (\$.057	/km)		\$ -		Breakfast	\$20.35	0	\$ -
Parking					Lunches	\$20.60	2	\$ 41.20
Taxis			\$ 188.00		Dinners	\$50.55	1	\$ 50.55
Car Rental					Incidentals	\$17.30	4	\$ 69.20
Gasoline								\$ 160.95
Private Accomo	dation (\$50/r	ngt)			Total Travel E	xpenses		
Other								
	<b>Total Travel</b>	Expenses	\$ 1,277.42					
	Total Meal/	Incidentals	\$ 160.95					
		TOTAL	\$ 1,438.37					
Meal allowance	and incident	al calculator						
Insert Date →		17 Nov.	18 Nov.	19 Nov.	20 Nov.			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch		1	1					2
Dinner		1						1
Incidentals		1	1	1	1			4
Day Diana Calaul	-4							
Per Diem Calcul Insert Date →	ator	17 Nov.	18 Nov.	19 Nov.	20 Nov.			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
	Α	1	1	1	1			4
Claimant Signat	Phie	y Inm	ens for	nual Harnitali		8)11/19		
Travel expense rep	orts must compl	y with the KCIV	is corporate ira	ivei, nospitali	ty, Conjerence an	u Event Policy (	Policy # 51).	



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

: 0376

Folio#

Invoice #

Cashier/Cassier # : 226297

Page #

: 1 of 2

Reference No.

Arrival/Arrivée

: 11-17-19

Departure/Départ : 11-20-19

Ms Phyllis Clark

Date	Description	Additional Information/Su	ipplémentaire	Charges	Credits
11-17-19	Room Charge			309.00	
11-17-19	Municipal Accommodation Tax	(		12.36	
11-17-19	Room HST (13%)			41.78	
11-18-19	Room Charge			309.00	
11-18-19	Municipal Accommodation Tax	(		12.36	
11-18-19	Room HST (13%)			41.78	
11-19-19	Room Charge			309.00	
11-19-19	Municipal Accommodation Tax (			12.36	
11-19-19	Room HST (13%)			41.78	
11-20-19		XXXXXXXXXXXX	XX/XX		1,089.42



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

0.00

Total

Room/Chambre

: 0376

Folio#

Invoice #

Cashier/Cassier # : 226297

Page #

: 2 of 2

Reference No.

Arrival/Arrivée

: 11-17-19

Departure/Départ : 11-20-19



Total

Date	Description		Addition	al Information/Supplémentaire	Charges	Credits
BLANCE AND PARTIES OF THE SECOND SHEET			_	Total	1,089.42	1,089.42
			East.	Balance Due/Solde	0.00	
GST S	Summary / Sommaire		HST Summary /	Sommaire		
Room/	Chambre	0.00	Room/Chambre	125.34		
F&B/R	estauration	0.00	F&B/Restauration	0.00		
Other/	Autres	0.00	Other/Autres	0.00		

Thank you for choosing Fairmont Hotels & Resorts.

125.34

To provide feedback about your stay, please contact Mr. Rick Corcoran, General Manager, at Rick.Corcoran@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. Rick Corcoran, Directeur général, à Rick.Corcoran@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 lagree that my liability for this bill is not welved and I agree to be held personally liable in the event that the indicated person, company or association fails to pay 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 Je me porte personnellement responsable du réglement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si 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.)







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

Merchant ID: 000000004838663 Term ID: 08128885 82380190017

#### Purchase

CREDIT

XXXXXXXXXXX

AID: A0000000031010 Entry Method: Chip

11/17/19

Batch#: 000431

07:53:59

Ref#:000092662685

Inv #: 000874 Appr Code: 028621

Amount:

60.00

Tip:

9.00

Total:

\$ 69.00

Customer Copy

Cab from residence to Edmonton airport. VEHICLE ID: TRIP NUMBER:

1.1.15.53 6:243

M:9":30

BLUE LINE TAXI (613) 238 - 1111

Herchant ID: 4325116A Driver ID: 50936 Record Nun.: 0092

Sale

Application Label: CREDIT XXXXXXXXXXX AID: A9000000031010

Entry Hethod: Chip Acount: 32.69 Tip: 1.53

Total: CADS 37.82

2019/11/20 Resp Code: 09 TVII: 8988888888 ISI: 7888

Inv#: 000600 Appr Code: (2)14EI Approd: Online Batchil: W. (E2 TRN Ref #: 3093243286411514 Validation Code: ITLN

DESCRIPTION: NU SIGNATURE RECUIRED

> CUSTOMER SERVICE 1-880-443-2812 INQUIRYOTAXI TAB. COM TAXITAB

> > MERCHANT COPY

DIAHOND SEDAN AND TAXI 2628 43 ST EDMONTON, AB TEL EGS

Herchant ID: 800000884838663 Term ID: 88128883 82388190817

Purchase

CREDLI XXXXXXXXXXXX AID: #0000000031010 Entry Method: Chip

Batch#: 000859 11/20/19 10:59:40

Ref#: 000007538614 Inv #: 001585 Appr Code: 034601 Anount:

60.00 Tip: 9.00 Total: 69.00

Customer Copy

Cab Gram
Cab Gram Bo
to residence. Cab Gram Bo
to residence. Munugement
to note.

REGAL ET CROWN TAXI 165 RUE JEAN-PROULX GATRIEAU, QC JBZ 1T4 819-777-5231

SALE

MID: 6420689 TID: 223 Batch #: 322001 11/19/19

REF#: 00000018 RRN: 00000018 2106:12

APPR CODE: 084101

Proximity

AMOUNT TIP TOTAL

\$10.50 \$1.68 \$12.18

APPROVED

SIGNATURE NOT REQUIRED

CREDIT ID: A0000000031010 TVR: 00 00 00 00 00

> I AGREE TO PAY ABOVE TOTAL ABOUNT ARREMENT (MERCHANT AGREEMENT IF CREDIT VONCHER)
> RETAIN THIS COPY FOR STATEMENT
> VERIFICATION

THANK YOU / MERCH

#### CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec

\$ 37.82 \$ 12.18 Ontario 437.82

Quebec #12.18.

50.00 5.36

44.64

Taxis for Nova Scotia & PEI & New Foundland & **New Brunswick** 

Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ 138.00

\$ 138.00
\$ 5.31
\$ 132.69

The figures you need

**GRAND TOTAL TOTAL TAX** SUMMARY Page total

\$ 188.00
\$ 10.66
\$ 177.34



### Memorandum / Note de service

To / Destinataires:

Vice-Presidents / Vice-présidents

Directors / Directeurs

From / Expéditeur: Jennifer Camelon

Interim President and CEO / Présidente Intérimaire

Dete:

October 22, 2018 / le 22 octobre 2018

# Delegation of Signing Authority

Délégation du pouvoir de signature

Please he advised that Bob Zintal will be absent from the Mint December 3-14, 2018 inclusively. During that time, the following individuals will be Acting Chief Financial Officer and will have full authority to act on his behalf:

December 3-7, 2018 - Jama Pritz December 10-14, 2018 - Norman Teye

La présente est pour vous aviser que Bob Zintel sera absente de la Monnaie le 3 au 14 decembre 2018, inclusivement. Pendent cette période, les personnes suivantes sera chef de la direction financière par intérim et, à ce titre, sure tout pouvoir d'agir en son nom :

3 au 7 decembre 2018 - Jame Fridz 10 au 14 decembre 2018 - Norman Toye

Jeanifer Camelon

Interim President and CEO / Presidente Intérimaire

For Financial Transfection as per Policy 41- Appendix E Frether approved by Bob Zintel

Acting CFO and VP Finance and Administration



Travel Location and Reason

## Travel Expense Form 2019

OTJ#: Blanket

TA #:

TABCC82518 EAHCE # **EAHCE12358** 

\$9,600.00

Updated 18/03/19 Form updat 0004413<sub>2018</sub>

Claimant **Cost Centre** 

Phyllis Clark 121 Legal Services (Board)

Cost estimate provided on TA Hospitality estimate provided on TA

**Departure Date** 17-Nov-19 **Return Date** 

20-Nov-19

(attach supporting documents):	THE	MIS # (VP and Board claims only)	3036
B19-039		cy Conversion Table	3030
To attend Board of Directors meetings and business dinners.	1 Unit of	is Worth	of
Edwarton/Ottown/Edward	USD		CAD
Edmonton/Ottawa/Edmonton			CAD
* EXPENSES			CAD
LAI LINGLO			CAD
			CAD

Total Travel Expenses (inclusive of fares) 3,915.32 Prepaid Fares (Paid using Amex Corporate Billing Account) 0.00 Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card) 2,476.95 Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMOUNT) 2,476.95 Cash Advanced / Returned ( ENTER AS POSITIVE \$ AMOUNT ) Currency Advanced Returned Outstanding FX to CAD **CAD Equivalent** 0.00 1.00000 Amount Owing to: **Employee** 1,438.37 RCM 0.00

Expense Coding			
Account	Cost Center (Sel	ect One from drop down box )	In Canadian \$
HST - Registration # 10793 5058 RT0001		F 20.12 2012)	263.36
740200 - Meals (domestic)	121 Legal Services (Board)	-	-
741200 - Meals (foreign)		_	87.38
740100 - Hospitality (domestic)		-	0.00
741100 - Hospitality (foreign)			0.00
740010 - Airfare (domestic)	121 Legal Services (Board)		0.00
741010 - Airfare (foreign)	3	¥	2,357.25
740020 - Rail fare (domestic)		- i	0.00
741020 - Rail fare (foreign)			0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	_	0.00
741500 - Taxi fare (foreign)		_	177.34
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)		0.00
741400 - Accommodations (foreign)		_	964.08
740900 - Incidentals (domestic)	121 Legal Services (Board)	_	0.00
741900 - Incidentals (foreign)		_	65.90
740000 - Baggage & Travel (domestic)	-	- Y	0.00
741000 - Baggage & Travel (foreign)		ENTERED	0.00
Prepaid claimed flights	121 Legal Services (Board)		0.00
0.00		P 443 90	(2,476.95)
		DEC B3 2019	0.00
	- 16	0:00 = 1	0.00
54200 - Prepaid Fares		V44340	0.00
Out of Balance - Discrepancy in Expenses Code	ed	- Anne Spirite State Sta	0.00
		Estimate on TA versus actual expense claim	0.00
			(\$5,684.68)
RECEIVED (Favorable)/U	nfavorable Variance, Estimate	Variance %	-59%
( avoiable)/Oi	and to a diance: Estimate	on Hospitality versus actual expense claim	\$0.00
DEC 0.3 2019	100	Hospitality Variance %	#DIV/0!



### Travel Expense Form 2019

TA # TABCC82518

approved in accordance with the Delegatio authorized using the Authority to Travel an	n of Authority Policy #41. Approver must have Delegatio	n Authority at the time of signing. All travel plans must be pre-
As the Traveller, please indicate if this cla Yes \( \square\) No \( \square\) If you indicated "Yes", please.	im contains any exceptions requiring approval per the ease check which exception(s) were not pre-approved and	Corporate Travel, Hospitality, Conference & Event Policy #51. require approval:
CEO APPROVAL REQUIRED: (Please initial)  Travel – Exceptions to Corp.	orate Travel, Hospitality, Conference & Event Policy #51 (A	innex 2B)
Hospitality - No pre-approv Hospitality - Ext. Hospitality - Ext. Hospitality - Alco Hospitality - Foo Hospitality - Foo Hospitality - Spe	Hospitality Policy #51 (Annex 2B) all obtained for the following: ernal or internal hospitality exceeding Maximum Cost Perfernal or internal hospitality costs exceeding \$5,000 (Annex obtains between the service of th	28 and 44.1) olicy Section 44.1)
☐ Travel - Airfare — Higher lev☐ Travel - Privately owned veh☐ Travel - Hotel — Rate in exce☐ Travel - Car travel — Leased N☐ Travel — Expense received o⊓ Hospitality - External or inte	TRAVELLER IS A VP): (Please initial) and business travel (Policy Section 14.3) el than permitted by policy (Policy Section 20.6) iicles - Kilometer allowance in excess of the equivalent low ess of specified or published City Rate Limits (Policy Section Vehicles (Policy Section 23.1) ver 30 days (Policy Section 33.1) rnal hospitality up to \$1,500 but less than \$5,000 and with the cost not exceeding Maximum Cost Per Person (Policy Se	in 25.2 and 25.3)
section 20.6)  Travel – Car rental – upgrade 23.3)  Travel – Car rental – upgrade Travel – Missing original item  Travel – Hotel – upgrade to a Travel – Hotel – rate in exce (\$145), or published City Rat Missing original itemized rec	o a fare class higher than the Standard Allowable Airfare to a larger vehicle than the Intermediate/Standard size p to a larger vehicle than the Intermediate/Standard size to nized receipts. Explanation provided (Policy section 33.2) a level higher than the Standard Guest Room permitted by	ontreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas ded (Policy section 25.2)
Corporate Travel, Hospitality, Conference & E	this expense claim contains only eligible allowances and le Event Policy #51 (as applicable), that all required supportin Eurate, and that the claim has been completed in accordan	gitimate and actual expenses incurred in accordance with the g documentation is contained in this expense claim, that the ce with these policies.
ATTraveller Name (PRINTINAME)	2.Expense claim prepared by SIMONS (PRINT NAME)	3.Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller	Signature OS 11 19	Signature of Traveller's Director
reasonable, exceptions as noted above are ap & Event Policy #51 (as applicable).Please note	has reviewed this expense claim including all the supporti proved (as required), and the claim has been completed in	accordance with the Corporate Travel, Hospitality, Conference Travel's Director can proceed in signing the expense claim. By
4.Approved by VP (as required) (PRINT NAME)	5.Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	©Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee
Date	Date NW 29/10/1	Date Mark approval grown
7.Reviewed by Finance (PRINT NAME)		Date Duny.

000414 Form updated January 2018

with CD	Canada - (Exce	ept NWT, N	VT, Yukon)		USA - (Except	Alaska)	
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
Tuge 2	(incl. HST/GST)		HST/GST				
RCM Paid Fares (Air-Domestic)	(mei: HS1/GS1)	11517051	1131/031		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Rail-Domestic)						+	
RCM Paid Fares (Air-Foreign)						<del> </del>	
RCM Paid Fares (Rail-Foreign)			_				
Employee Paid Fares (Air - Domestic)	/2.476.05	110.70					
Employee Paid Fares (Air- Foreign)	2,476.95	119.70					
							10-10-10-10-10-10-10-10-10-10-10-10-10-1
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)	1						
Hotel Accommodations (Domestic)	1,089.42	125.34	/				
Hotel Accommodations (Foreign)							
Taxis (Domestic)	188.00	10.66					
Taxis (Foreign)	V	~			100000000000000000000000000000000000000		
Mileage (\$0.57km)							-
Business Telephone							
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)				-			7
Personal Accommodations							
Hospitality							
Baggage (Domestic)				i			
Baggage (Foreign)							
Others (code manually)					-		
Prepaid claimed flights	(2,476.95)						
Others (total)	(2,476.95)					<del>                                     </del>	
Total Expenses	1,277.42	255.70					
Per Diem Country	3,2771.2	200110	Canada	ı			NG.
,	No. of meal	Total CAD	Calculated	Ī	No. of meal	Total USD	USA
Meal allowance rates	allowances	allowance	GST/HST		allowances		Total CAD
Breakfasts \$20.35		anowance	GSI/HSI	620.25	anowances	allowance	Equivalent
Lunches \$20.60	2	41.20	1.96	\$20.35			
Dinners \$50.55	1	50.55		\$20.60			
Total Meals	1	-/-	2.41	\$50.55			
	1	91.75	4.37	04= 00			
	4	69.20	3.30	\$17.30			
Total Expenses  Note - Please use the meal allowance c	alculator tab to	160.95 determine t					
Grand Total CAD Expenses			1,438.37		Grand Total US	D Expenses	
Grand Total HST/GST		ļ	263.3				
Notes for Expenses	0					50	
Airfare has already been claimed; 2) Breal November, and lunch on 19 November; 4) Pl	cfast on 17, 18, 19 nyllis paid for 4 cab	& 20 was inc fares - for al	luded with flig l other trips be	hts and accom tween RCM/h	nmodations; 3) RO otel/dinners she e	CM provided dinner on I ither walked or rode with	8 & 19 h someone else.

#### Simons, Deborah

From:

Victor Young <

Sent:

Monday, December 02, 2019 12:25 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABCC82518 - Phyllis Clark - B19-039

#### Approved.

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

Sent: December 2, 2019 1:09 PM

To: Victor Young <

Subject: Seeking approval - travel expense claim TABCC82518 - Phyllis Clark - B19-039

Dear Victor,

Attached is a travel expense claim for approval. This represents the expenses related to Phyllis' attendance at last month's Board of Directors meetings in Ottawa (expenses only – airfare has already been claimed). There are no exceptions, and the claim has been reviewed and approved by the CFO. 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 trav	el dates	s here fo	or	CAN	ADA			MON	ITH:	Nov-1	9		
Numbers only		17	18	3 19	20										Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast								B 8514							
Lunch		1	1			<b>EXE</b>									
Dinner		1													
						_			_	_					THE RESERVE AND ADDRESS OF THE PARTY OF THE
Incidentals		1	1	1	1 1	No.									The second
Incidentals	Enter	vour trav	/el dates	s here fo	or the	IIS				MON	тн	4377	0		
Incidentals	Enter	your trav				US				MON	ITH:	4377	0		Total
Incidentals	Enter Sat						Fri	Sat	Sun	MON Mon	TH:	4377 Wed	0 Thu	Fri	Total allowances
		17	18	19	20		Fri	Sat	Sun	1.72.30				Fri	
Breakfast		17	18	19	20		Fri	Sat	Sun	1.72.30				Fri	allowances
Incidentals  Breakfast Lunch Dinner		17	18	19	20		Fri	Sat	Sun	1.72.30				Fri	allowances

RCM BOARD OF	DIRECTORS							Rev	ised May
Claimant:	Phyllis Clark		Do	eparture Date	2: 17-Nov		Return Date	:	20-Nov
Location:	Ottawa								
Purpose:	Board of Dire	ectors meeti	ngs and bus	iness dinners.					
TRAVEL EXPENS	SE		Amount		Meals & Incid	lentals			
Airfare					Note: Please	use the mea	al allowance	calc	ulator
Baggage Fees					below to dete	rmine the e	xact numbei	of	
Change Fees					meal allowan	ces and incid	dentals.		
VIA Rail									
Hotel Accommo	dations		\$ 1,089.42	2		Rate	# Meals		Total
Mileage (\$.057/	km)		\$ -		Breakfast	\$20.35	0	\$	-
Parking					Lunches	\$20.60	2	\$	41.20
Taxis			\$ 188.00	)	Dinners	\$50.55	1	\$	50.55
Car Rental					Incidentals	\$17.30	4	\$	69.20
Gasoline								\$	160.95
Private Accomo	dation (\$50/ng	gt)			Total Travel E	xpenses			
Other									
	Total Travel I	Expenses	\$ 1,277.42	2					
	Total Meal/I	ncidentals	\$ 160.95	<u>;                                    </u>					
		TOTAL	\$ 1,438.37	, =					
841-11-									

Meal allowance and incidental calculator

Insert Date →		17 Nov.	18 Nov.	19 Nov.	20 Nov.			1
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch		1	1			-	A BIOLIS	2
Dinner		1						1
Incidentals		1	1	1	1			4

#### Per Diem Calculator

Insert Date →		17 Nov.	18 Nov.	19 Nov.	20 Nov.			1
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
	Δ.	1	1	1	1			4

Date:

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

70 SALES PERSON INVOICE NUMBER INVOICE ISSUE DATE RECORD LOCATOR **CUSTOMER NUMBER** 

**Client Address** PHYLLIS CLARK

#### DATE: Sun, Nov 17

Flight: AIR CANADA 358

From **EDMONTON INTL** 

AB, CANADA

Arrives

Cabin

Meal

Departs

2:55pm

9:00am

Business

Breakfast

AC - XXXXXXX

OTTAWA ON,

CANADA

3hr(s) 55min(s)

**AIRBUS** Type INDUSTRIE A320

**JET** 

Stop(s)

To

То

Duration

Туре

Duration

Seat(s) Details CLARK/PHYLLIS

MARIE MS

Non Stop

23 Sep 2019

#### DATE: Wed, Nov 20

Flight: AIR CANADA 363

From OTTAWA ON,

CANADA

**EDMONTON INTL** 

AB, CANADA

Arrives

Departs

Seat(s) - 02D

5:20 pm 7:53pm

4hr(s) 33min(s)

**AIRBUS** 

Cabin Meal

Business Meals

**INDUSTRIE A320** 

**JET** 

Stop(s) Seat(s) Details Non Stop

CLARK/PHYLLIS MARIE MS

Seat(s) - 02D

AC - XXXXXXX

#### DATE: Wed, Nov 20

#### Others

**EDMONTON INTL** 

AB

BOOKING MANAGEMENT FEE - 50.00

PFE

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



CAD \* 50.00 CAD \* 2.50

#### DATE: Sat, Mar 21

Others

EDMONTON AB HAVE A SAFE AND PLEASANT TRIP

### Ticket Information

**Ticket Number** 

AC

Passenger Billed to: CLARK PHYLLIS MARIE MS

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

CAD

\* 1933.25 \* 98.50

Total base fare amount

nt CAD 1916.00

Total Taxes

CAD 67.25

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

CAD 101.00

Net Credit Card Billing

\* CAD 2084.25

**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

#### Electronic Invoice

#### Prepared For:

#### CLARK/PHYLLIS MARIE MS

SALES PERSON INVOICE NUMBER INVOICE ISSUE DATE RECORD LOCATOR **CUSTOMER NUMBER** 

70 08 Oct 2019

Client Address PHYLLIS CLARK

#### DATE: Sun, Nov 17

Flight: AIR CANADA 358

From

**EDMONTON INTL** 

AB, CANADA

Departs

9:00am

To

OTTAWA ON, CANADA

Arrives

2:48pm

Duration

3hr(s) 48min(s)

Cabin

Business

Type

Stop(s)

**AIRBUS** 

**INDUSTRIE A320** 

Meal

Breakfast

**JET** Non Stop

MARIE MS

Seat(s) Details

CLARK/PHYLLIS

Seat(s) - 03C

AC - XXXXXXX

#### DATE: Wed, Nov 20

Flight: AIR CANADA 8970 Operated by: /AIR CANADA EXPRESS - JAZZ

From

OTTAWA ON,

Departs

5:30 am

CANADA

Arrives

6:18am

Economy

To

MONTREAL

TRUDEAU,

CANADA

Cabin

Duration Туре

0hr(s) 48min(s) **DEHAVILLAND** 

**TURBOPROP** 

**DASH 8-400** 

Meal

Stop(s)

Non Stop

MARIE MS

Seat(s) Details

CLARK/PHYLLIS

Seat(s) - 03C

AC - XXXXXX

#### DATE: Wed, Nov 20

Flight: AIR CANADA 1589 Operated by: /AIR CANADA ROUGE

From

To

MONTREAL TRUDEAU,

Departs

7:50 am

CANADA

**EDMONTON INTL** 

AB, CANADA

Arrives

10:30 am

Duration

4hr(s) 40min(s)

Type

AIRBUS

**INDUSTRIE A319** 

Cabin Meal

Business Breakfast

**JET** 

Stop(s)

Non Stop

Seat(s) Details

CLARK/PHYLLIS

MARIE MS

Seat(s) - 02C

AC - XXXXXXX

#### DATE: Wed, Nov 20

#### Others

**EDMONTON INTL** 

AB

BOOKING MANAGEMENT FEE - 35.00 PFE

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

Subtotal Billed to

Credit Card

XXXXXXXXXXX

CAD \* 35.00

CAD \* 1.75

CAD \* 36.75

#### DATE: Wed, Mar 18

#### Others

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

#### Ticket Information

**Ticket Number** 

Passenger Exchange Billed to:

CLARK PHYLLIS MARIE M

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

CAD \* 339.00 CAD \* 16.95

Total base fare amount

CAD 374.00

**Total Taxes** 

CAD 0.00

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

CAD 18.70 \* CAD 392.70

-----

**Total Amount Due** 

CAD 0.00

#### ITINERARY NOTES:

- ..AN ADMINISTRATION FEE WILL BE APPLIED ON
- ..EACH CHANGE REQUESTED
- ..PREPARED BY DONNA KRUEGER
- ..AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA
- ..INTERNATIONAL 001-303-876-4247
- .. THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY.

ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE.

IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE

DATE OF THE FIRST FLIGHT.

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

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



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

: 0376

Folio# Invoice #

Cashier/Cassier # : 226297

Page #

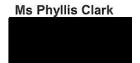
: 1 of 2

Reference No.

Arrival/Arrivée

: 11-17-19

Departure/Départ : 11-20-19



Date	Description	Additional Information/S	upplémentaire	Charges	Credits
11-17-19	Room Charge			309.00	
11-17-19	Municipal Accommodation Tax	(		12.36	
11-17-19	Room HST (13%)			41.78	
11-18-19	Room Charge			309.00	
11-18-19	Municipal Accommodation Tax	(		12.36	
11-18-19	Room HST (13%)			41.78	
11-19-19	Room Charge			309.00	
11-19-19	Municipal Accommodation Tax	(		12.36	
11-19-19	Room HST (13%)			41.78	
11-20-19	* * *	XXXXXXXXXXX	XX/XX		1,089.42

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



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

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Folio#

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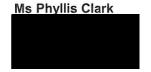
: 2 of 2

Reference No.

Arrival/Arrivée

: 11-17-19

Departure/Départ : 11-20-19



Description	n	Addition	al Information/Supplémentaire	Charges	Credits
			Total	1,089.42	1,089.42
			Balance Due/Solde	0.00	
GST Summary / Somn	naire	HST Summary /	Sommaire		
Room/Chambre	0.00	Room/Chambre	125.34		
F&B/Restauration	0.00	F&B/Restauration	0.00		
Other/Autres	0.00	Other/Autres	0.00		
Total	0.00	Total	125.34		

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Mr. Rick Corcoran, General Manager, at Rick Corcoran@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. Rick Corcoran, Directeur général, à Rick.Corcoran@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 des États-Unis ou Canada 1 800 441 1414

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

Merchant ID: 000000004838663 Term ID: 08128885 82380190017

#### Purchase

CREDIT

XXXXXXXXXXXXX

AID: A00000000031010 Entry Method: Chip

11/17/19

Batch#: 000431

07:53:59

Ref#:000092662685

Inv #: 000874 Appr Code: 02862I

Amount:

60.00

Tip:

9.00

Total:

\$ 69.00

Customer Copy

Cab from residence to Edmonton airport. VEHICLE ID: TRIP NUMBER: 13.65 6249

BLUE LINE TAXI

(613) 238 - 1111

Merchant ID: 4325116A Driver ID: 58936 Record Nua.: 6892

Sale

Application Label: CREDIT

AID: A8868886831010

Entry Method: Chip

Assumt: \$ 31.89 Tip: \$ 4.53

Total: CAD\$

37.82

2019/11/20 Resp Code: 00

TVK: 8988988888 1S1: 7880

Inv#: 000600 Appr Code: 6210EI
Apprvd: Online Batch#: 601.622
TRN Ref #: 389324328440514
Validation Code: 171N

DESCRIPTION: \_\_\_

NU SIGNATURE REQUIRED

CUSTOMER SERVICE 1-880-443-2812 INQUIRYOTAXI TAB.COM TAXITAB

MERCHANT COPY

Cab your hotel to attawa airport

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

Merchant ID: 800000884838663 Term ID: 86126888 82380190817

#### Purchase

CREDII-

AID: ABB000000031010 Entry Method: Chip

11/20/19

Batch#: 000859 10:59:40

Ref#:000007538614

Inv #: 001585 Appr Code: 03460I

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

Customer Copy

Cab Gram Camonton arrort to residence. REGAL ET CROWN TAXI 185 RUE JEAN-PROULX GATINEAU, QC J8Z 1T4 819-777-5231

SALE

MID: 6420689 TID: 223

Batch #: 322001 11/19/19 REF#: 00000018 RRN: 00000018 2106-12

APPR CODE: 084101

Proximity

AMOUNT TIP TOTAL \$10.60 \$1.68 \$12.18

APPROVED

SIGNATURE NOT REQUIRED

CREDIT
AID: A0000000031010
TVR: 00 00 00 00 00

I AGREE TO PAY ABOVE TOTAL AMOUNT IN ACCORDANCE MITH CARD ISSUER'S AGREEMENT IF CREDIT VOUCHER) RETAIN THIS COPY FOR STATEMENT VERIFICATION

THANK YOU / MERCH

MERCHANT COPY

Cab gram Board / Munugement dinner to hotel.

#### CRA Calculated Taxi Tax 2019

Taxis for

37.82 12.18

On Jario 437.82

Ontario & \$ \$ Quebec

Quebec #12.18.

\$ 50.00
\$ 5.36
\$ 44.64

Taxis for Nova Scotia & PEI & New Foundland & **New Brunswick** 

Taxis for BC& Saskatchewan & Alberta & Manitoba

\$ 138.00 Caberta 19.00 69.00 # 138.00

\$ 138.00 5.31 132.69

The figures you need

**GRAND TOTAL TOTAL TAX** SUMMARY Page total

\$ 188.00 \$ 177.34

Thellend, Talia s.19(1) s.21(1)(b)

From: Simons, Deborah

**Sent:** March 12, 2020 9:28 AM

**To:** Phyllis Clark **Subject:** RE: Receipts

#### Dear Phyllis,

I have carefully gone through all of the paperwork you provided and was able to print everything. For the two breakfasts at Wilfrid's with Marie, I will need to credit the appropriate per diems, unless you paid for Marie's breakfasts. If you hosted Marie, I would be able to claim the actual amounts paid as opposed to the per diems. For all other meals, again, unless you hosted someone I will need to claim per diems. This is what I have for per diems to be added to your claim:

Sunday: dinner

Monday: breakfast (either per diem or full reimbursement if Marie was hosted), lunch (RCM provided dinner)

Tuesday: nothing – meals provided by RCM Wednesday: nothing – meals provided by RCM

Thursday: dinner (RCM provided lunch)

Friday: breakfast (either per diem or full reimbursement if Marie was hosted), lunch

Once you are able to confirm whether or not you hosted the two breakfasts with Marie, I will be able to finalize your claim.

Best,

Debby

From: Phyllis Clark

**Sent:** March 8, 2020 8:36 PM

**To:** Simons, Deborah **Subject:** Receipts

I am struggling to send you the receipts that are outstanding from the cabs. I am going to flip you a file that I can't seem to download in anything other than html. My experience is that can be unreadable. I will keep trying on that. Also, I will send the Boarding passes.

In addition, I will send the meal listing from the hotel. The two Wilfrid's listings are from breakfasts with Marie. I don't have the detailed bills.

For claims:

use the per diems.

If the breakfasts can not be claimed because of lack of details, just use the per diems.

For other per diems. I would claim dinner on the 1st.

The next day - the 2nd - it was breakfast at Wilfrid's. Per diem for lunch. Dinner on the Mint.

Until Thursday dinner, all meals were included in the room or at the RCM. Per diem for dinner on Thursday.

s.19(1)

Friday - Wilfrids if you can use the bill that will come or per diem. Lunch - I included the detailed bill in the envelope If that doesn't work, per diem is fine. Dinner on the plane.

I hope this makes sense. If not, please call me.

Thanks for doing these for me.

Phyllis	Clark	
Phone:		Email:

#### **CONFIDENTIALITY WARNING**

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

## Thellend, Talia

From: Simons, Deborah

**Sent:** March 26, 2020 9:11 AM s.19(1)

To: Phyllis Clark
Subject: Reimbursement

Attachments: 08755642\_4.pdf

#### Dear Phyllis,

I am pleased to advise that you will receive an electronic transfer of funds on March 27th, in the amount of \$6,965.93 as a reimbursement of your travel expenses to attend this month's Board and Committee meetings in Ottawa. A copy of the electronic funds transfer 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



# **ELECTRONIC FUNDS TRANSFER**

#### Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

**PHYLLIS CLARK** 

Telephone Fax Date Vendor account Date of payment

Reference No.

613-993-3500 25/03/2020

27/03/2020 PV153577

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC83392 - B20-009	20/03/2020	CAD CAD	6,965.93	0.00	6,965.93 6,965.93	THEMIS # 3115 EAHCE12467 OTTAWA

	Trave	el Expense Form 2020	OTJ #: TA #:	TABCC83392
Claimant	Phyllis Clark		EAHCE#	EAHCE12467
Scale and the second se		Cost estimate pro		\$9,626.45
Cost Centre	121 Legal Services (Board)	■ ■ Hospitality estimate pro	vided on TA	
		Dep	parture Date	01-Mar-20
Travel Location	and Reason		Return Date	06-Mar-20
(attach support	ing documents):	THEMIS # (VP :	and Board claims only)	3115
B20-009		Currency Conver		#1
To attend Board of I	Directors meetings and business dinners.	1 Unit of	is Worth	of
		USD		CAD
Edmonton/Ottawa/E	dmonton			CAD
				CAD
				CAD
				CAD
	penses (inclusive of fares)			6,965.93
	Paid using Amex Corporate Billing			0.00
Airfare Previous	sly Claimed by Traveller (Paid usin	ng Traveller's Amex Card)		0.00
Airfare previous	ly claimed by Traveller under this	TA # (ENTER AS POSITIVE \$ AMO	TINT)	

Outstanding

Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT)

Returned

Advanced

Currency

Amount Owing to:	Employee 6,965.93	RCM	0.00
Expense Coding			
Account	Cost Center ( Select One from drop down bo	(X)	In Canadian \$
HST - Registration # 10793 5058 RT0001			476.42
740200 - Meals (domestic)	121 Legal Services (Board)		174.29
741200 - Meals (foreign)			0.00
740100 - Hospitality (domestic)	▼		0.00
741100 - Hospitality (foreign)	<b>V</b>		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)		4,179.25
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)	150	222,32
741500 - Taxi fare (foreign)	₩		0.00
740700 - Personal car mileage (domestic)	▼		0.00
741700 - Personal car mileage (foreign)	₩		0.00
740030 - Car rental (domestic)	V		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)		1,814.80
741400 - Accommodations (foreign)	₩		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)		98.86
741900 - Incidentals (foreign)	*		0.00
740000 - Baggage & Travel (domestic)			0.00
741000 - Baggage & Travel (foreign)			0.00
0.00			0.00
0.00	W		0.00
	V		0.00
	▼		0.00
154200 - Prepaid Fares			0.00
Out of Balance - Discrepancy in Expenses Co.	ed		0.00
	rable)/Unfavorable Variance: Estimate on TA versus actual ex	pense claim	(\$2,660.52)
		ariance %	-28%
(Favorable)/	Infavorable Variance: Estimate on Hospitality versus actual ex		\$0.00
,	Hospitality V		#DIV/0!
	mospitality (	arrance 70	#1017/01

Updated 01/01/20

FX to CAD | CAD Equivalent

0.00

1.00000



## Travel Expense Form 2020

TA # TABCC83392

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

	cate if this claim contains any exceptions requiring approval per the cated "Yes", please check which exception(s) were not pre-approved and	
CEO APPROVAL REQUIRED: (		
☐ Travel – Exc	eptions to Corporate Travel, Hospitality, Conférence & Event Policy #51 (	Annex 28)
CFO or CEO APPROVAL REQU		
	Exceptions to Hospitality Policy #51 (Annex 2B)  No pre-approval obtained for the following:	
	ospitality – External or internal hospitality exceeding Maximum Cost Per	Person (Annex 2B)
□ H	ospitality - External or internal hospitality costs exceeding \$5,000 (Anne.	
	ospitality – Akoholic beverages provided (Policy Section 44.1) ospitality – Food & beverage cost exceeded Maximum Cost Per Person (I	Policy Section 44 11
	ospitality – Entertainment provided (Policy Section 44.1)	Only Section 44.1)
<u></u>	ospitality - Hospitality or entertainment provided to spouse or person a	companying an event participant (Policy Section 44.1)
□ н	ospitality – Hospitality paid by the RCM taking place at the residence of	an RCM employee, Board member or other private residence
	olicy Sections 44.1 and 46.4)	
	ospitality – Special forms of hospitality (Annex 2B) ospitality – No pre-approval prior to expenditure (Section 44.7)	
	D APPROVAL IF TRAVELLER IS A VP): (Please initial) bining personal and business travel (Policy Section 14.3)	
	re – Higher level than permitted by policy (Policy Section 20.6)	***
	tely owned vehicles - Kilometer allowance in excess of the equivalent lov	
	<ul> <li>I – Rate In excess of specified or published City Rate Limits (Policy Section Property Property (Policy Section 23.1)</li> </ul>	on 25.2 and 25.3)
	nse received over 30 days (Policy Section 33.1)	
	external or Internal hospitality up to \$1,500 but less than \$5,000 and with	
☐ Hospitality -	Good & beverage cost not exceeding Maximum Cost Per Person (Policy S	ection 44.1)
	OVAL REQUIRED: (Please initial)	
☐ Travel – Airfa section 20.6)	re – upgrade to a fare class higher than the Standard Allowable Airfare	· Class permitted by policy, at no additional cost to RCM (Policy
	ental - upgrade to a larger vehicle than the Intermediate/Standard size	permitted by policy, at no additional cost to RCM (Policy section
23.3)		
	ental – upgrade to a larger vehicle than the Intermediate/Standard size in ing original itemized receipts. Explanation provided (Policy section 33.2)	
	I – upgrade to a level higher than the Standard Guest Room permitted b	
	I – rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), M	
	olished City Rate Limit. VP pre-approval not obtained. Justification proving itemized receipts. Explanation provided (Policy section 26.2)	ided (Policy section 25.2)
	ons (traveller has listed and explained on a separate document)	
☐ Hospitality - I	xternal or Internal hospitality up to \$1,500 and within Standard Cost Pe	r Person (Annex 28)
Ry signing below, the Travelle	confirms that this expense cloim contains only eligible allowances and l	ealtimate and actual expenses incurred in accordance with the
	Conference & Event Policy #51 (as applicable), that all required supporti	
above noted exceptions are co	mplete and accurate, and that the claim has been completed in accorda	nce with these policies.
Communication of the second		
L.Traveller Name (PRINT NA	ME) 2. Expense claim prepared by SIMMS	3.Approved by Traveller's Director with signing authority (PRINT NAME)
1.7.7. 9	-11 - 111013	(Filler table)
Maria Valant	MAN MINDE XAMIDAN	
CLASSIVI VILL SANDUVILLE		
Signature of traveller	Signature	Signature of Traveller's Director
Signature of traveller	Signature M16310n01	Signature of Traveller's Director
Signature of Traveller	16 103/2020	
Signature of viavelle	Signature   9   103   90 90   10   10   10   10   10   10	Signature of Traveller's Director  Date
hyllis Uar	10 103/2020 2020 Dete	Date
Date 19/83/1 The Traveller's Manager confin	Date	Date ting documentation, that the expenses claimed appear
Date J. 8 3/1 The Traveller's Manager conflired reasonable, exceptions as note	10 103/2020 2020 Dete	Date  ting documentation, that the expenses claimed appear accordance with the Corporate Travel, Hospitality, Conference
Date 2/5 2/1 The Traveller's Manager confii reasonable, exceptions as note & Event Policy #51 (as applical	Date  Date  Date  That she/he has reviewed this expense claim including all the support d above are approved (as required), and the claim has been completed in	Date  ting documentation, that the expenses claimed appear in accordance with the Corporate Travel, Hospitality, Conference to Travel's Director can proceed in signing the expense claim. By
Dabe Jose The Traveller's Manager confiireasonable, exceptions as note 8. Event Policy #51 (as applications)	Date  Date  This she/he has reviewed this expense claim including all the support of above are approved (as required), and the claim has been completed in the support of above are approved for required in the support of the support	Date  ting documentation, that the expenses claimed appear in accordance with the Corporate Travel, Hospitality, Conference to Travel's Director can proceed in signing the expense claim. By
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Date  Jose  Jose  The Traveller's Manager confiiresonable, exceptions as note 8. Event Policy #51 (as applicated in the Processing Signing Below, the VP or CEO of the Print NAME)  4. Approved by VP (as require (PRINT NAME)	Date  That she/he has reviewed this expense claim including all the support of above are approved (as required), and the claim has been completed in the she/he has reviewed the exceptions as noted above required that she/he has reviewed the exceptions as noted above required to the she/he has reviewed the exceptions as noted above required to the exceptions as noted above required to the she/he has reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)  Signature of CFO	Date  ting documentation, that the expenses claimed appear in accordance with the Corporate Travel, Hospitality, Conference travel's Director can proceed in signing the expense claim. By ing her/his approval and hereby grants it.  6.Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)  Signature of CEO/Chair of Board/Chair of Audit Committee
The Traveller's Manager conflictions as note & Event Policy #51 (as applications below, the VP or CEO of A Approved by VP (as require (PRINT NAME)	Date  Date  To stind she/he has reviewed this expense claim including all the support of above are approved (as required), and the claim has been completed in the left of the	Date  ting documentation, that the expenses claimed appear in accordance with the Corporate Travel, Hospitality, Conference travel's Director can proceed in signing the expense claim. By ing her/his approval and hereby grants it.  6.Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)  Signature of CEO/Chair of Board/Chair of Audit Committee

<b>A</b>			43				-
<b>*</b> O	Canada - (Exc	ept NWT, N	VT, Yukon)		USA - (Except	t Alaska)	
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-Domestic)		ľ					
RCM Paid Fares (Rail-Domestic)					•		
RCM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)							
Employee Paid Fares (Air - Domestic)	4,390.05	210.80					,
Employee Paid Fares (Air- Foreign)							
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)							<u>-</u>
Hotel Accommodations (Domestic)	2,050.70	235.90					
Hotel Accommodations (Foreign)							
Taxis (Domestic)	238,38	16.06					
Taxis (Foreign)						1	
Mileage (\$0.565km)							
Business Telephone							
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)					-		
Personal Accommodations							
Hospitality				- 1			
Baggage (Domestic)							
Baggage (Foreign)							
Others (code manually)				2.0		-	
Others (code manually)	<del></del>					<del> </del>	
Others (total)	1						
Total Expenses	6,679.13	462,76					
Per Diem Country			Canada				USA
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Vieal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts \$20.3	5 2	40.70	1.94	\$20.35		anowance	Equivalent
Lunches \$20.6		41.20	1.96	\$20.60			
Dinners \$50.5		101.10	4.81	\$50.55		<del>                                     </del>	
Total Meals		183.00	8.71	20000			
Incidentals \$17.3	0 6	103.80	4.94	\$17.30		<del>                                     </del>	
Total Expenses	9	286.80	13.66	917.50		<del> </del>	
					2 2	No. of the last of	
Note - Please use the meal allowance	e calculator tab to	determine t	he exact No. o	of meal allo	wances and in	cidentals	
Grand Total CAD Expenses		Ī	6,965.93		Grand Total US	D Expenses	
Grand Total HST/GST			476.42			_	
Notes for Expenses							
Breakfast on 3, 4 & 5 March was included	with the accommoda	tions: RCM n	rovided lunch o	n 3. 4 & 5 M	larch and dinner	nn 2 3 & 4 March Dhall	ie ie cleimina
reakfast on 2 & 6 March even though bre	akfast would normally	have been in	cluded with the	accommoda	tions, as she held	breakfast meetings with	the CFO on
Tours of 2 of 0 Interest of the model of the							
oth dates and the CEO did not have access	s to the Gold Floor, th	erefore they l	ad to meet else	where; Phylli	is returned to Edn	nonton on 6 March instea	d of 5 March

# 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 trav	el dates	here for	r	CANAL	DA			MON	TH:	Mar-2	n		
Numbers only		1	2	3	4	5	Restau	6				Title 2			Total
	Sat	Sun .	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast			1			Diag.		1				E LOCAL	1110		
Lunch			1	Ber Sale	Marie A		100	1							2
Dinner	<b>MARKET</b>	1	Marin .			1							-		2
Incidentals		1	3 3 1	1	1			4					+		2
															6
													0.000		Committee of the Commit
	Enter	your trav	el dates	here for	r the	US				MON	TH.	4380	1		
	Enter	your trav	el dates	here for	r the	US 5	1	6		MON	TH:	4389	1	1	
	Enter :	your trav 1 Sun	el dates 2 Mon	2 3	the 4	5	Fri	6 Sat	Sun	MON Mon	TH:			Fri	Total
Breakfast		1	2	2 3	4	5		-	Sun			4389     Wed	1 Thu	Fri	
Breakfast Lunch		1	2	2 3	4	5		-	Sun					Fri	Total
		1	2	2 3	4	5		-	Sun					Fri	Total
		1	2	2 3	4	5		-	Sun					Fri	Total

Claimant:	Phyllis Clark	Departure Date: 01-Mar	Return Date: 06-Mar
Location:	Ottawa, Ontario		
Purpose:			
	To attend Board of Direct	ctors meetings and business dinners.	

TRAVEL EXPENSE	Amount
Airfare	\$ 4,390.05
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 2,050.70
Mileage (\$.0565/km)	\$ -
Parking	
Taxis	\$ 238.38
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.35	2	\$ 40.70
Lunches	\$20.60	2	\$ 41.20
Dinners	\$50.55	2	\$ 101.10
Incidentals	\$17.30	6	\$ 103.80
		9-38/0 (c) ( <del>C-70/0</del>	\$ 286.80

**Total Travel Expenses** 

**Total Travel Expenses** 

\$ 6,679.13

Total Meal/Incidentals

\$ 286.80

**TOTAL** \$ 6,965.93

#### Meal allowance and incidental calculator

Insert Date →		1-Mar	2-Mar	3-Mar	4-Mar	5-Mar	6-Mar	·
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast			1				1	2
Lunch			1				1	2
Dinner	nana a paga da a a an a garante da a a a a a a a a a a a a a a a a a a	1	V 1 MA 400 BG 400 I			1		2
Incidentals		1	1	1	1	1	1	6

#### Per Diem Calculator

Insert Date →		1-Mar	2-Mar	3-Mar	4-Mar	5-Mar	6-Mar	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
		1	1	1	1	1	1	6

Claimant Signature:

Date:

12/03/2020

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

## 01 MAR 2020 DOG MAR 2020 TRIP TO OTTAWA ON, CANADA

PREPARED FOR CLARK/PHYLLIS MARIE MS



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

RESERVATION CODE AIRLINE RESERVATION CODE

(AC)





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

AIR CANADA AC 0362

Duration: 3hr(s) 47min(s)

Cabin: **Business** 

Status: Confirmed YEG

EDMONTON INTL AB, CANADA

Departing At: 9:00am

Terminal: NotAvailable

YOW OTTAWA ON, CANADA

**Arriving At:** 2:47pm

Terminal: Not Available Aircraft:

EMBRAER EMB E90

Distance (in Miles): 1776

Stop(s): 0

Meals: Breakfast

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

02A/Confirmed

Frequent Flyer #:

AIR CANADA

eTicket Receipt(s):



DEPARTURE: FRIDAY 06 MAR Please verify flight times prior to departure

AIR CANADA AC 0363

Duration: 4hr(s) 34min(s)

Cabin: **Business** 

Status: Confirmed YOW

OTTAWA ON, CANADA

YEG

EDMONTON INTL AB,

CANADA

Departing At: 5:20pm

Terminal: **NotAvailable**  Arriving At: 7:54pm

Terminal: Not Available Aircraft:

**EMBRAER EMB E90 JET** 

Distance (in Miles): 1776

Stop(s): 0

Meals: Meals

DIMMER Provided

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

02A/Confirmed

Frequent Flyer #:

/AIR CANADA

eTicket Receipt(s):

OOTHER: FRIDAY 06 MAR

OTHER

YEG

EDMONTON INTL AB, CANADA

Status: Confirmed

Information:

**BOOKING MANAGEMENT FEE - 50.00** 

OOTHER: SUNDAY 23 AUG

OTHER

YEA

Status:

EDMONTON AB, CANADA

Confirmed

Information:

HAVE A SAFE AND PLEASANT TRIP

Notes

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

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

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



PAULL TRAVEL

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

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM

## Electronic Invoice

## Prepared For:

#### CLARK/PHYLLIS MARIE MS

SALES PERSON

INVOICE NUMBER

INVOICE ISSUE DATE

RECORD LOCATOR

**CUSTOMER NUMBER** 

70

25 Feb 2020



Client Address

PHYLLIS CLARK

DATE: Sun, Mar 01

Flight: AIR CANADA 362

From

**EDMONTON INTL** 

AB, CANADA

Departs

9:00am

To

OTTAWA ON,

CANADA

Arrives

2:47pm

Duration

Type

3hr(s) 47min(s)

EMBRAER EMB

Cabin Meal

**Business** Breakfast

E90 JET

Stop(s)

Seat(s) Details

Non Stop

MARIE MS

CLARK/PHYLLIS Seat(s) - 02A AC - XXXXXX

DATE: Fri, Mar 06

Flight: AIR CANADA 363

From

OTTAWAON,

Departs

5:20 pm

To

CANADA AB, CANADA

**EDMONTON INTL** 

Arrives

7:54pm

Duration

4hr(s) 34min(s)

EMBRAER EMB

Cabin Meal

Business Meals

Туре

E90 JET

Stop(s)

Seat(s) Details

Non Stop

CLARK/PHYLLIS MARIE MS

Seat(s) - 02A

AC - XXXXXXX

DATE: Fri, Mar 06

Others

**EDMONTON INTL** 

AB

BOOKING **MANAGEMENT** FEE - 50.00

PFE

Billed to:

XXXXXXXXXXX

CAD \* 50.00

DATE: Sun, Aug 23

Others

EDMONTON AB HAVE A SAFE AND PLEASANT TRIP s.19(1)

## Ticket Information

**Ticket Number** 

AC

Passenger Billed to: CLARK PHYLLIS MARIE MS

XXXXXXXXXXXXX V.A.T.IG.S.T.IH.S.T. CAD \* 4129.25

CAD

\* 208.30

Total base fare amount

CAD 4112.00

**Total Taxes** 

CAD 67.25

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

CAD 210.80

Net Credit Card Billing

\* CAD 4390.05

**Total Amount Due** 

CAD 0.00

#### ITINERARY NOTES:

..AN ADMINISTRATION FEE WILL BE APPLIED ON

..EACH CHANGE REQUESTED

..PREPARED BY DONNA KRUEGER

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

..INTERNATIONAL 001-303-876-4247

..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL

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

IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE DATE OF THE FIRST FLIGHT.

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

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



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

: 0488

Folio# Invoice #

Cashier/Cassier # : 836

Page #

: 1 of 2

Ms Phyllis Clark

Arrival/Arrivée

: 03-01-20

Departure/Départ : 03-06-20

Date	Description	Additional Information/Supplémentaire	Charges	Credits
03-01-20	Room Charge		349.00	
03-01-20	Municipal Accommodation Tax	(	13.96	
03-01-20	Room HST (13%)		47.18	
03-02-20	Room Charge		349.00	
03-02-20	Municipal Accommodation Tax	(	13.96	
03-02-20	Room HST (13%)		47.18	
03-03-20	Room Charge		349.00	
03-03-20	Municipal Accommodation Tax	(	13.96	
03-03-20	Room HST (13%)		47.18	
03-04-20	Room Charge		349.00	
03-04-20	Municipal Accommodation Tax		13.96	
03-04-20	Room HST (13%)		47.18	
3-05-20	Room Charge		349.00	,
03-05-20	Municipal Accommodation Tax (		13.96	
03-05-20	Room HST (13%)		47.18	
03-06-20		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		2,050.70

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 1 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. Overtue belance subject to a surcharge at the rate of 1.5% per month after one month. (18,0% per snnum.) 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 tolal de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les compties en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18.00% par année) J'al accepté la livrelson du journal The Globe and Mail. Si J'avica refué, J'aurais pu obtenir un crédit à mon compte de 1.005 par Jour (du Lund au Vendredi) et de 2.00\$ te Samedi. (Dans les hôtels participants.)



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

: 0488

Folio#

Invoice #

Cashier/Cassier # : 836

Page #

2 of 2

Ms Phyllis Clark

Arrival/Arrivée

: 03-01-20

Departure/Départ : 03-06-20

ate	Description		Addition	al Information/Supplémentaire	Charges	Credits	
	-		X 7	Total	2,050.70	2,050.70	
				Balance Due/Solde	0.00		
GST Sum	mary / Sommaire		HST Summary / S	Sommaire			
Room/Cha	mbre	0.00	Room/Chambre	235.90			
F&B/Resta	uration	0.00	F&B/Restauration	0.00			
Other/Autr	es	0.00	Other/Autres	0.00			
Total		0.00	Total	235.90			

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 egree that my liability for this bill is not walved and I agree to be held personally liable in the event that the indicated person, company or essociation falls to pay for any part of or the full amound of these cherges. Overdue belance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivery of The Globe and 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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DIAMOND SEUAN AND TAX: 2628 43 ST EDMONTON. AB T6L 5G1

Merchant ID: 000000004638663 lerm ID: 03128665 02380190017

## Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010 Entry Method: Chip

Batch#: 000461

03/01/20

07:51:49

Ref#:000063031391

Inv #: 000942 Appr Code: 075391

Amount:

60.00

lip:

9.00

Total:

69.00

TO ALRPORT YEG

Merchant Copy NO SIGNATURE REA" BLUE: LINE TAXI (513) 238 - 1111

F-URCHASE

TOTAL CO

A0000000031010

APPROVED
Approval Code
RESP CD :

678471 66 Brad400B Contactless Chip

PASSENGER COPY

Descriptions\_\_\_\_\_

INDUIRVETAXTIAB.COM

To City

ENTRY METHOD

Can guar residence to Edmonton airport Cab thom attawa airport to hotel

	lob#				
BLUE NE REI	CEIPT	FOR	CAB	FARE	13
Amount 7,50	Date	Mo	AR	102	1/2
From				_	¢.
То					
Cab No.	Driver				
H.S.T. Included in meter fare		VISA		SAL A	Rerac

Cab from nokel

# Amount Date From To Cab No. Drive HST included in meter fare

Cal Gram Run to bokel

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

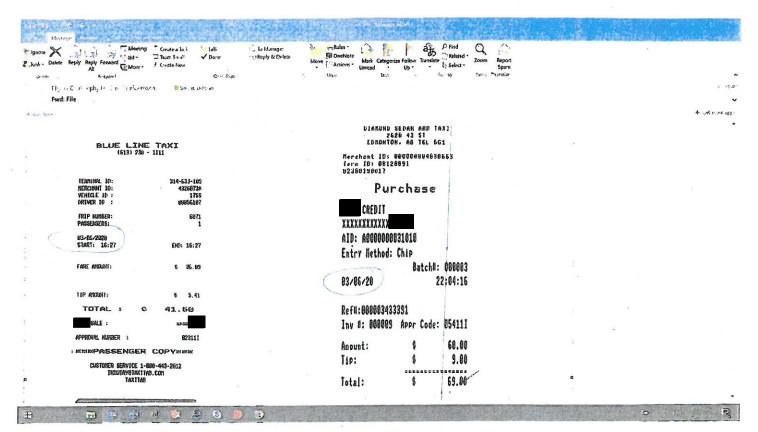
TERMINAL ID:	324-301-937
VEHICLE ID :	1220
DRIVER ID :	
	00052003
TRIP NUMBER.	
PASSENGERS.	9948
THOOLIVOLING.	1
03/05/2026	
START: 07:53	
01:55	END: 07:53
FARE AMOUNT:	
	\$ 7.45

TOTAL:	\$	7.45
TIP AMOUNT :	\$	
GRAND TOTAL:	\$	
***CASH	RECETO	T

CUSTOMER SERVICE 1-800-443-2812 INQUIRYQ1AXITAB.COM TAXITAB



Cab your hotel to Rey



Cab from hotel. to Calaura airport Cat from Edmonton airport to home

#### CRA Calculated Taxi Tax 2019

Taxis for Ontario &

\$ 100.38

Quebec

\$ 100.38 10.76 89.63

Taxis for Nova Scotia & PEI & New Foundland & **New Brunswick** 

L11.50 \$100 38

Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ 138.00

138.00 5.31 132.69

100/ta 69.00 \$138.00

The figures you need

**GRAND TOTAL TOTAL TAX SUMMARY Page total**  \$ 238.38 \$ 222.32

## Simons, Deborah

From:

Smith, Cindy

Sent:

March 18, 2020 2:28 PM

To:

Simons, Deborah

Subject:

FW: Seeking approval - TABCC83392 - Phyllis Clark - B20-009

Attachments:

B20-009 - Clark - Ottawa Mar. 1-6, 2020.pdf; ATT00001.htm; image002.jpg;

ATT00002.htm

See below

From: Camelon, Jennifer < Camelon@mint.ca>

Sent: March 18, 2020 2:22 PM
To: Smith, Cindy <smithc@mint.ca>

Subject: Fwd: Seeking approval - TABCC83392 - Phyllis Clark - B20-009

Hi Cindy,

Approved

Jennifer

Sent from my iPhone

Begin forwarded message:

From: "Smith, Cindy" < smithc@mint.ca>
Date: March 17, 2020 at 3:51:43 PM EDT
To: "Camelon, Jennifer" < Camelon@mint.ca>

Subject: FW: Seeking approval - TABCC83392 - Phyllis Clark - B20-009

Hi Jennifer,

Seeking your approval for Phyllis's expense claim for 6,965.93

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

Sent: March 17, 2020 3:50 PM

To: Smith, Cindy <smithc@mint.ca>

Subject: Seeking approval - TABCC83392 - Phyllis Clark - B20-009

Hi,

Re-sending the Chair's travel expense claim for approval. There are no exceptions. I would appreciate it if you could seek CFO approval via e-mail so that I can keep the claim moving along, until we are able to track down the original that was sent to you on 12 March.

Thanks so much!

## DEBBY SIMONS COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

[cid:image001.jpg@01D5D5F0.BDC613C0]

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

Tel/Tél.: 613-716-4439
<a href="mailto:barakat@mint.ca">simons@mint.ca<mailto:barakat@mint.ca>|
<a href="mailto:barakat@monnaie.ca">simons@monnaie.ca<mailto:barakat@monnaie.ca>
<a href="mailto:barakat@monnaie.ca">mint.ca</a>http://www.mint.ca/> | monnaie.ca</a>

## Simons, Deborah

From:

Victor Young <

Sent:

March 19, 2020 9:00 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - TABCC83392 - Phyllis Clark - B20-009

#### All approved!!!

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

Sent: March 19, 2020 12:51 PM

To: Victor Young <

Subject: Seeking approval - TABCC83392 - Phyllis Clark - B20-009

Dear Victor,

Attached is a travel expense claim for approval. This represents the Chair's expenses related to her attendance at this month's Board of Directors meetings in Ottawa. There are no exceptions, and the claim has been reviewed and approved by the CFO (since we are working remotely, the CFO approval is in the form of a separate e-mail, also attached). If you approve via e-mail, I 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 2020**

OTJ#: Blanket TA#:

TABCC83392 B20-009

Claimant Cost Centre Phyllis Clark

121 Legal Services (Board)

Cost estimate provided on TA

Hospitality estimate provided on TA

Departure Date 01-Mar-20

Return Date 06-Mar-20

EAHCE#

Travel Location and Reason (attach supporting documents): THEMIS # (VP and B

THEMIS # (VP and Board claims only) 3115

Total Travel Expenses (inclusive of fares)

6,965.93

**EAHCE12467** 

\$9,626.45

Prepaid Fares (Paid using Amex Corporate Billing Account)

0.00

Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card)

0.60

Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMOUNT)

Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT)

Currency	Advanced	Returned		FX to CAD	CAD Equivalent
			0.00	1.00000	0.00
Amount Owing to:		Employee	6,965.93	RCM	0.00

Expense Coding	V.		
Account	Cost Center (Select One from drop down box)	In Canadian \$	
HST - Registration # 10793 5058 RT0001		476.4	
740200 - Meals (domestic)	121 Legal Services (Board)	174.2	
741200 - Meals (foreign)	· · · · · · · · · · · · · · · · · · ·	0.0	
740100 - Hospitality (domestic)	▼	0.0	
741100 - Hospitality (foreign)		0.0	
740010 - Airfare (domestic)	121 Legal Services (Board)	4,179.2	
741010 - Airfare (foreign)	₩	0.0	
740020 - Rail fare (domestic)	*	0.0	
741020 - Rail fare (foreign)	<b>▼</b>	0.00	
740500 - Taxi fare (domestic)	121 Legal Services (Board)	222.32	
741500 - Taxi fare (foreign)	<b>▼</b>	0.0	
740700 - Personal car mileage (domestic)	ENTERED MARCH 23 2020 T	0.00	
741700 - Personal car mileage (foreign)	ENTERED WINKON 20 2020	0.00	
740030 - Car rental (domestic)	AP452119	0.0	
741030 - Car rental (foreign)	AP452119	0.0	
740800 - Parking (domestic)	▼	0.00	
741099 - Other transportation (foreign)	-	0.00	
740400 - Accommodations (domestic)	121 Legal Services (Board)	1,814.80	
741400 - Accommodations (foreign)	<b>▼</b>	0.00	
740900 - Incidentals (domestic)	121 Legal Services (Board)	98.80	
741900 - Incidentals (foreign)	*	0.00	
740000 - Baggage & Travel (domestic)	▼	0.00	
741000 - Baggage & Travel (foreign)	▼	0.00	
0.00	▼	0.00	
0.00	▼	0.00	
	•	0.00	
	*	0.00	
154200 - Prepaid Fares		0.00	
Out of Balance - Discrepancy in Expenses Co	ded	0.00	
FOR FINANCE USE ONLY (Fav	orable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$2,660.52)	
	Variance %	-28%	
(Favorable)	Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00	

Induted 01/01/28

Hospitality Variance %

0

#DIV/01

7.Reviewed by Finance (PRINT NAME)

# Travel Expense Form 2020

TA # TABCC83392

\*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.

approved in accordance and the bengation authorized using the Authority to Travel and	Advance form.	
As the Traveller, please indicate if this claim Yes  No  fryou indicated "Yes", plea	n contains any exceptions requiring approval per the Co se check which exception(s) were not pre-approved and re	rporate Travel, Hospitality, Conference & Event Policy #51. quine approval:
CEO APPROVAL REQUIRED: (Please Initial)  Travel — Exceptions to Corpor	ate Travel, Hospitality, Conference & Event Policy #51 (Am	nex 28)
Hospitality - No pre-approval Hospitality - Exter	spitality Policy#51 (Annex 2B)	B and 44.3)
Hospitašty – Hosp Hospitašty – Hosp (Policy Sections 44	tainment provided (Policy Section 44.1) Itality or entertainment provided to spouse or person acco Itality pold by the RCM taking place at the residence of an i .Jand 46.4) isi forms of hospitality (Annex 2B) re-approval prior to expenditure (Section 44.7)	mpanying an event participant (Policy Section 44.1) RCM employee, Board member or other private residence
Travel - Airfare - Higher leve Travel - Privately owned value Travel - Hotel - Rate in exces Travel - Car travel - Leased Vi Travel - Expense received own Hospitality - External or Inter	and business travel (Policy Section 14.3) I than permitted by policy (Policy Section 20.6) cles - Kilometer allowance in excess of the equivalent lower is of specified or published City Rate Limits (Policy Section chicles (Policy Section 23.1) er 30 days (Policy Section 33.1) nal hospitality up to \$1,500 but less than \$5,000 and within e cost not exceeding Maximum Cost Per Person (Policy Section	25,2 and 25,3) a Maximum Cost Per Person (Annex 28)
section 20.6) Travel - Car rental - upgrade 23.3) Travel - Car rental - upgrade Travel - Missing original item Travel - Hotel - upgrade to a Travel - Hotel - rate in exces (\$145), or published City Rate Missing original itemized rect Other exceptions (traveller in Hospitality - External or Inter	a fare class higher than the Standard Allowable Airfare C to a larger vehicle than the intermediate/Standard size pe to a larger vehicle than the intermediate/Standard size to ized receipts. Explanation provided (Policy section 33.2) level higher than the Standard Guest Room permitted by is s of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), More 2 Limit. VP pre-approval not obtained. Justification provid- sipts. Explanation provided (Policy section 26.2) as listed and explained on a separate document) nal tospitality up to \$1,500 and within Standard Cost Per F	oolicy, at no additional cost to RCM (Policy section 25.1) strea! (\$190), Vancouver (\$200), and Calgary (\$180), Las Veges ed (Policy section 25.2) verson (Annex 28)
Company Travel Moveltality Conference & P.	his expense claim contains only eligible allowances and lay vent Policy #51 (as applicable), that all required supporting urate, and that the claim has been completed in accordance	itimate and actual expenses incurred in accordance with the documentation is contained in this expense claim, that the with these policies.
Elipsontial plant (PRINT NAME) F K	2. Expense claim Depoted by 51M015	3.Approved by Traveller's Director with signing authority (PRINT NAME)
Sanshing or covalied wells layed	Signature 016312020 Date has reviewed this expense claim including all the supporting	Signature of Travellor's Director
reasonable, exceptions as noted above are op	nrowed (as required), and the claim has been completed in	accordance with the Corporate (revel, Hospitality, Contenence Travel's Director con proceed in signing the expense claim. By
4.Approved by VP (as required) (PRINT NAME)	5.Reviewed by CFO (CEO claims; Board claims; claims for rantew 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	Signature of CEO/Chair of Board/Chair of Audit Committee

w O	Canada - (Exc	ept NWT, 1	VVT, Yukon)		USA - (Excep	t Alaska)	
Page 2	Total Amount	Actual HST/GST	Calc HST/GST		USD Expenses	Actual Credit Card	Total CA
RCM Paid Fares (Air-Domestic)		,			Бареньев	CAD Exp.	Equivale
RCM Paid Fares (Rail-Domestic)						<del>                                     </del>	
RCM Paid Fares (Air-Foreign)						+	
RCM Paid Fares (Rail-Foreign)							
Employee Paid Fares (Air - Domestic)	4,390.05	210.8	0			<del>                                     </del>	
Employee Paid Fares (Air- Foreign)						+	
Employee Paid Fares (Rail- Domestic)	V					+	
Employee Paid Fares (Rail - Foreign)						<del> </del>	· ·
Hotel Accommodations (Domestic)	2,050.70	235.90					
Hotel Accommodations (Foreign)	V					<del>                                     </del>	
Taxis (Domestic)	238.38	16.06				<del> </del>	
Taxis (Foreign)	V	1				1	
Mileage (\$0.565km)		<b></b>				<del>                                     </del>	
Business Telephone			1		l		
arking -						<del> </del>	
Car Rental (Domestic)			<del>                                     </del>				
Car Rental/Gas (Foreign)							
ersonal Accommodations			<del>  </del>				
lospitality							
laggage (Domestic)							
aggage (Foreign)							
Others (code manually)							
thers (total)							
otal Expenses	6,679.13	462.76					
er Diem Country			Canada				USA
		Total CAD	Calculated		No. of meal	Total USD	Total CA
eal allowance rates	allowances	allowance	GST/HST	!	allowances	allowance	Equivaler
reakfasts \$20.35	2	40.70	1.94	\$20.35			7
ncher \$20.60	2	41.20	1.96	\$20.60			
nners \$50.55	2	101.10	4.81	\$50.55			
tal Meals	V	183.00	8.71				
cidentals \$17.30	6	103.80	4.94	\$17.30			
otal Expenses		286.80	13.66				

Grand Total CAD Expenses	
Grand Total HST/GST	

**Notes for Expenses** 

Breakfast on 3, 4 & 5 March was included with the accommodations; RCM provided lunch on 3, 4 & 5 March and dinner on 2, 3 & 4 March; Phyllis is claiming breakfast on 2 & 6 March even though breakfast would normally have been included with the accommodations, as she held breakfast meetings with the CEO on both dates and the CEO did not have access to the Gold Floor, therefore they had to meet elsewhere; Phyllis returned to Edmonton on 6 March instead of 5 March, so that she could attend a meeting at the Department of Finance with the CEO on 6 March.

## 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	Enter your travel dates here for				CANADA			MON	MONTH:		Mar-20			
Numbers only			1		3 4			6							Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Моп	Tue	Wed	Thu	Fri	allowances
3reakfast				<u> </u>		1		1							
Lunch						[		1							
Dinner			1	Ţ	the state of the state of		1								
			and the second second		NA CAMPAGNA	The second second			AND DESCRIPTION OF THE PARTY OF	-	-		-		
ncidentals			1	1	1		1,	1							
Incidentals	Enter	your tra	1 vel date	s here fo	or the	US	1,	11		MON	TH:	4389	1		
Incidentals	Enter	your tra	vel date	s here fo	or the		5	6		MON	TH:	4389	1		Total
incidentals	Enter	your tra	vel date	s here for	or the Wed		5)   Fri	6 Sat	Sun	MON Mon	TH:	4389     Wed	1	Fri	
			1	2 :	3 4				Sun			ni :		Fri	Total
Breakfast			1	2 :	3 4				Sun			ni :		Fri	Total
Incidentals  Breakfast  Lunch  Dinner			1	2 :	3 4				Sun			ni :		Fri	Total

Clathern	Dh. III. St				- 5	¬		_	
Claimant:	Phyllis Cla	ırk.	De	parture Da	te: 01-Mar	_}	Return Date		06-Mar
Location:	Ottawa, O	ntario							
Purpose:					· · · · · · · · · · · · · · · · · · ·			-	
	To attend	Board of Dire	ctors meeting	s and busin	ess dinners.				
TRAVEL EXPE	NSE		Amount	_	Meals & In	cidentals			
Airfare			\$ 4,390.05	\$ 4,390.05 Note: Please use the meal allowance ca					
Baggage Fee	es				below to de	etermine the e	xact numbe	rof	
Change Fees					meal allow	ances and incid	lentals.		
VIA Rail									
Hotel Accomm	nodations		\$ 2,050.70			Rate	# Meals	П	Total
Mileage (\$.056	65/km)		\$ -	]	Breakfast	\$20.35	2	\$	40,70
Parking				]	Lunches	\$20.60	2	\$	41.20
Taxis			\$ 238.38		Dinners	\$50.55	2	\$	101.10
Car Rental					Incidentals	\$17.30	6	\$	103.80
Gasoline						,		\$	286.80
Private Accome	odation (\$50/	'ngt)			Total Travel	Expenses			
Other									
	<b>Total Trave</b>	l Expenses	\$ 6,679.13						
	Total Meal,	Incidentals	\$ 286.80						
		TOTAL	\$ 6,965.93						
Meal allowance	e and inciden	tal calculator							
Insert Date $\rightarrow$		1-Mar	2-Mar	3-Mar	4-Mar	5-Mar	6-Mar	-	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Total
Breakfast			1				1		2
Lunch			1				1		2
Dinner		1				1			2
Incidentals		1	1	1	1	1	1		6
Per Diem Calcul	ator								
Insert Date $\rightarrow$		1-Mar	2-Mar	3-Mar	4-Mar	5-Mar	6-Mar		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	1	otal
	L_0	1 8	1	1	1	1	1		6
Claimant Signate	ure: <u>UM (</u> Inc. A	2 dime		<u></u>	Date:	12/83/2	7620		

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

## 01 MAR 2020 DO OF MAR 2020 TRIP TO OTTAWA ON, CANADA

PREPARED FOR CLARK/PHYLLIS MARIE MS



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

RESERVATION CODE AIRLINE RESERVATION CODE



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

AIR CANADA AC 0362

Duration: 3hr(s) 47min(s)

Cabin: Business Status:

Confirmed

YEG EDMONTON INTL AB, CANADA

Departing At: 9:00am

Terminal: **NotAvailable** 

YOW OTTAWA ON. CANADA

Arriving At: 2:47pm

Terminal: NotAvailable Aircraft:

**EMBRAER EMB E90** 

Distance (in Miles): 1776

Stop(s): 0

Meals: Breakfast

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

02A/Confirmed

Frequent Flyer #:

AIR CANADA

eTicket Receipt(s):



DEPARTURE: FRIDAY 06 MAR Please verify flight times prior to departure

AIR CANADA AC 0363

Duration: 4hr(s) 34min(s)

Cabin: Business

Status: Confirmed YOW

OTTAWA ON. CANADA

Departing At: 5:20pm

Terminal: **Not Available**  YEG

EDMONTON INTL AB, CANADA

Arriving At: 7:54pm

> Terminal: **Not Available**

Aircraft:

EMBRAER EMB E90 JET

Distance (in Miles): 1776

Stop(s): 0 Meals:

Meals

VIMMER Provided as pol phyllis

Passenger Name:

» CLARK/PHYLLIS MARIE MS

Seats:

02A/Confirmed

Frequent Flyer #:

AIR CANADA

eTicket Receipt(s):

**QOTHER: FRIDAY 06 MAR** 

OTHER

YEG

**EDMONTON INTL AB, CANADA** 

Status: Confirmed

Information:

**BOOKING MANAGEMENT FEE - 50.00** 

**OOTHER: SUNDAY 23 AUG** 

OTHER

YEA

Status:

EDMONTON AB, CANADA

Confirmed 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 A35.00 CHARGE PER AFTER HOURS CALL
TICKET IS NON-REFUNDABLE, CHANGE PENALTIES APPLY,
ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE,
IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE
DATE OF THE FIRST FLIGHT.

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



**PAULL TRAVEL** 

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

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

## Electronic Invoice

## Prepared For:

#### CLARK/PHYLLIS MARIE MS

SALES PERSON INVOICE NUMBER

INVOICE ISSUE DATE

RECORD LOCATOR

**CUSTOMER NUMBER** 

## 70

25 Feb 2020

Client Address

PHYLLIS CLARK

DATE: Sun, Mar 01

Flight: AIR CANADA 362

From

EDMONTON INTL AB, CANADA То

OTTAWA ON,

CANADA

Arrives

Departs

9:00am

2:47pm

Duration Type

3hr(s) 47min(s) EMBRAER EMB

E90 JET

Stop(s) Seat(s) Details

Non Stop CLARK/PHYLLIS

MARIE MS

Cabin Meal

Seat(s) - 02A

**Business** 

**Breakfast** 

AC - XXXXXXX

DATE: Fri, Mar 06

Flight: AIR CANADA 363

From

To

OTTAWA ON,

CANADA

Departs

5:20 pm

**EDMONTON INTL** 

AB, CANADA

**Arrives** 

7:54 pm

Duration

4hr(s) 34min(s)

EMBRAER EMB

Cabin Meal

**Business** Meals

Type

E90 JET

Stop(s) Seat(s) Details Non Stop

**CLARK/PHYLLIS** MARIE MS

Seat(s) - 02A

AC - XXXXX

DATE: Fri, Mar 06

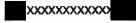
Others

**EDMONTON INTL** 

AB

BOOKING MANAGEMENT FEE - 50.00 PFE

Billed to:



CAD \* 50.00

Passenger

Billed to:

CAD \* 2,50

DATE: Sun, Aug 23

Others

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

## Ticket Information

Ticket Number

CLARK PHYLLIS MARIE MS XXXXXXXXXXX V.A.T.JG.S,T./H.S.T.

CAD CAD

\* 4129,25 \* 208.30

Total base fare amount

CAD 4112.00

**Total Taxes** 

CAD 67.25

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

CAD 210.80 \* CAD 4390.05

**Total Amount Due** 

**CAD 0.00** 

#### **ITINERARY NOTES:**

..AN ADMINISTRATION FEE WILL BE APPLIED ON

..EACH CHANGE REQUESTED

..PREPARED BY DONNA KRUEGER

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

..INTERNATIONAL 001-303-876-4247 ..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL TICKET IS NON-REFUNDABLE, CHANGE PENALTIES APPLY. ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE. IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE DATE OF THE FIRST FLIGHT.

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

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



1 Rideau Street Ottawa, ON, Canada K1N 8S7 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775 Room/Chambre : 0488

Folio#

Invoice #

Cashler/Cassier # : 836

Page # : 1 of 2

Ms Phylils Clark

Arrival/Arrivée

: 03-01-20

Departure/Départ : 03-06-20

Date	Description	Additional Information/Supplémentair	e Charges	Greens
03-01-20	Room Charge		349.00	
03-01-20	Municipal Accommodation Tax	.(	13.96	
03-01-20	Room HST (13%)		47.18	
03-02-20	Room Charge		349.00	
03-02-20	Municipal Accommodation Tax	(	13.96	
03-02-20	Room HST (13%)		47.18	
3-03-20	Room Charge	_	349.00	
3-03-20	Municipal Accommodation Tax	(	13.96	
3-03-20	Room HST (13%)		47.18	
3-04-20	Room Charge		349.00	
3-04-20	Municipal Accommodation Tax	(	13.96	
3-04-20	Room HST (13%)		47.18	
3-05-20	Room Charge		349.00	•
3-05-20	Municipal Accommodation Tax	(	13.96	
3-05-20	Room HST (13%)		47.18	
3-06-20		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		2,050.70

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

I agres that my liability for this bit is not waived and I agree to be hald personally liabile in the event that the indicated person, company or essociation fells to pay for any part of or the full amount of these thanges. Overther behavior of the sechanges. Overther behavior of the sechanges. Overther behavior of the personal fell of the full and the full of the

Ja me porte personnellament responsable du réglement total de cette note au cas ou la compagnie, l'association ou soin représentant désigné en refuserait la paiement. Les comptes en acutrance sont sujets à un mitteré da 1,5% per mois après un mois. (18,00% per ennée) 3/la accepté is liervision du journel The Globe end Meil. Si javais refusé, jeurais pu obtenir un crédit à mon compte de 1,005 per jour (du Lund au Vendradi) et de 2,005 le Samedi. (Durs les hôtels participants.)



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

: 0488

Folio#

Invoice #

Cashier/Cassler # : 836 Page #

2 of 2



Arrival/Arrivée

: 03-01-20

Departure/Départ : 03-06-20

me	December के कि	9	Addition	al Information/Supplementalite	Charges	circulus
				Total	2,050.70	2,050.70
				Balance Due/Solde	0.00	<del></del>
GST S	ummary / Sommaire		HST Summary / Sommaire			
Room/0	Chambre	0.00	Room/Chambre	235.90		
F&B/Re	estauration	0.00	F&B/Restauration	0.00		
Other/A	Lutres	0.00	Other/Autres	0.00		
Total		0.00	Total	235.90		

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Merci d'avoir choisi les Hôtels Fairmont.

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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 excell that the indicated person, company or association date to pay for any part of or the this amount of these charges. Overdue belience authlet to a such that a site that of 1.5% par mostly effect one month. (18.00% per ensum.) I have accepted defivery 0.0 The Slobe and Med. Heal I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Set.) credit to my ecount. (Al participating hotels.)

Je ma porte personnellement responsable du règlement idei de cette note au cas ou la compagnie, l'essociation ou son représentent désigné en refuserait le petiment. Les comptes en souffrance cont sujelle à un initiet de 1,6% per moit après un note, (15,0% per année) 3/al accepté à le inhesten de journal The Globe and Meil: Si j'avels setuse, l'auseus pu obtenir un ordicit à mon compte de 1,005 per four fet Lurial au Vendred) et de 2,005 le Samedi. (Dans les hôtes participants.)

DIAMOND SEUAN AND TAX: 2628 43 ST EDNORTON. AB TEL 561

Merchant ID: 0000000004038663 lerm ID: 00128865 82388190017

## Purchase

CREDIT XXXXXXXXXXXX AID: A000000

Entry Method: Chip

03/01/20

Batch#: 000461

07:51:49

Ref#: 000063031391

Inv #: 000942 Appr Code: 075391

Amount: 66.60 Tip: 9.00 69.00 Total:

TO AIRPORT YES

Merchant Copy NO SIGNATURE REP"

Cab gluson residence to Edmonton airport

# BLUE: LINE TAXI (613) 238 - 1111

FURC	HASE
NERCHANT	ARAS EVO
VEHICLE TO	8252
DRIVER ID	00055896
JRFP-MUMBER	
03/91/2620	1070
START: 16:28	16:29
JIM11 10.20	END: 16:29
FARE AMOUNT	
	\$ 31. <b>9</b> 3
TIP AHOUNT	\$ 5.00
TOTAL CAD	\$: 36.93
ALU:	AB860008031810
ADD TOLYCAL HALE	
APPLICATION NAME	
APPLICATION NAME	CREDIT
	CREDIT
APPROVED	
APPROVED APPROVEL Code	CREDIT
APPROVED APPROVED RESP CD :	GREDIT 980
APPROVED APPROVEL Code	CREDIT 600 878471

PASSENGER COPY

Description:\_\_\_

INQUIRYOTAXTTAB. COM

To City

Cab from ottowa airport to hotel

EL TEL TRE	o#
RECI	EIPT FOR CAB FARE
Amount 7,50	Date MMAR /02/20
From	
То	
Calo No. L. T. 3	Driver
H.S.T. Included in meter fore	

Cab from bokel to lear

BLUE LINE	Job # Reclupt for Cab Fare
Amount 7,	Date
To Cab No. // // // HST Included in meter fare	Drive Control of the

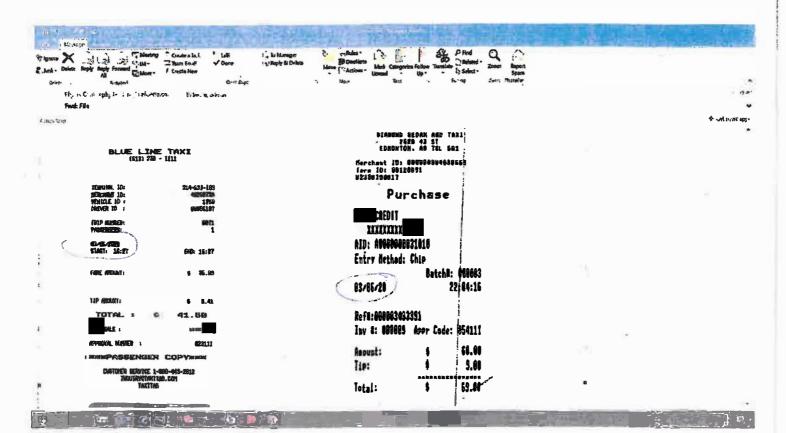
Call Grom Run to boker BLUE LINE TAXI (613) 238 - 1111

PERMINAL ID:	324-301-937
VEHICLE ID :	1220
ORIVER ID :	00052003
TRIP NUMBER.	9948
PASSENGERS.	1
03-95-2920 START: 87:53	END: 87:63
FARE AMOUNT:	\$ 7.45

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



Cab gram hoke to



Cab from hotel to Eddur airport Cab Grown Edmonton arport to home

#### CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec

\$ 100.38

\$ 100.38 \$ 10.76 \$ 89.63

Taxis for Nova Scotia & PEI & New Foundland & New Brunswick 04/10 36.93 7.00 7.45 41.50

\$ • \$ -\$

Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ 138.00

109.00 69.00 8138.00

\$ 138.00 \$ 5.31 \$ 1.32.69

The figures you need

GRAND TOTAL
TOTAL TAX
SUMMARY Page total

\$ 238.38 \$ 222.32