

NOT RELEVANT

NOT RELEVANT

Thellend, Talia

From: Simons, Deborah
Sent: June 13, 2019 1:26 PM
To: Phyllis Clark
Subject: Travel Expense Claim
Attachments: [REDACTED]_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

**Royal Canadian Mint / Monnaie royale canadienne**

320 Sussex Drive
OTTAWA, ON
K1A 0G8
Canada

ELECTRONIC FUNDS TRANSFER

s.19(1)

PHYLLIS CLARK

Telephone 613-993-3500
Fax
Date 13/06/2019
Vendor account [REDACTED]
Date of payment 14/06/2019
Reference No. 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
		CAD			<hr/> 1,182.76	BOD MEETING BALANCE

Simons, Deborah

From: Victor Young - [REDACTED]
Sent: Tuesday, May 07, 2019 2:10 PM
To: Simons, Deborah
Cc: 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 I have included all of the supporting documentation. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

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

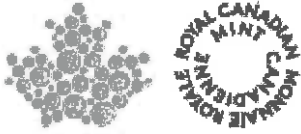
<image001.jpg>

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

Tel/Tél. : 613-716-4439

simons@mint.ca | simons@monnaie.ca
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<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

613-993-3500

Fax

Date

15/05/2019

Vendor account

Date of payment

17/05/2019

Reference No.

PV144061

Fax

E-mail

simons@mint.ca

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



Travel Expense Form 2019

OTJ #:

TA #:

EAHCE #

TABCC82727

EAHCE12189

Claimant

Phyllis Clark

Cost Centre

Cost estimate provided on TA

\$4,665.35

Hospitality estimate provided on TA

Departure Date

12-May-19

Return Date

15-May-19

Travel Location and Reason

(attach supporting documents):

THEMIS # (P and Board claims only)

2965

B19-019

To attend Board of Directors meetings and business dinners.
Edmonton/Winnipeg/Edmonton

* AIRFARE ONLY

Currency Conversion Table

1 Unit of	is Worth	of
USD		CAD
		CAD
		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 \$ 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

558.86

RCM

0.00

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		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
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00
FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$4,106.49)
	Variance %	-88%
	(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
	Hospitality Variance %	000258

Updated 18/03/19

Form updated January 2018



Travel Expense Form 2019

TA # 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 pre-authorized using the Authority to Travel and Advance form.**

As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes ☐ No ☒ If you indicated "Yes", please check which exception(s) were not pre-approved and require approval:

CEO APPROVAL REQUIRED: (Please initial)

- ☐ Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 2B)

CFO or CEO APPROVAL REQUIRED: (Please initial)

- ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 2B)
- ☐ Hospitality - No pre-approval obtained for the following:
- ☐ Hospitality - External or Internal hospitality exceeding Maximum Cost Per Person (Annex 2B)
 - ☐ Hospitality - External or Internal hospitality costs exceeding \$5,000 (Annex 2B and 44.1)
 - ☐ Hospitality - Alcoholic beverages provided (Policy Section 44.1)
 - ☐ Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
 - ☐ Hospitality - Entertainment provided (Policy Section 44.1)
 - ☐ Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
 - ☐ Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4)
 - ☐ Hospitality - Special forms of hospitality (Annex 2B)
 - ☐ Hospitality - No pre-approval prior to expenditure (Section 44.7)

VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial)

- ☐ Travel - Combining personal and business travel (Policy Section 14.3)
- ☐ Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6)
- ☐ Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1)
- ☐ Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3)
- ☐ Travel - Car travel - Leased Vehicles (Policy Section 23.1)
- ☐ Travel - Expense received over 30 days (Policy Section 33.1)
- ☐ Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 2B)
- ☐ Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

- ☐ Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3)
- ☐ Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2)
- ☐ Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1)
- ☐ Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2)
- ☐ Missing original itemized receipts. Explanation provided (Policy section 26.2)
- ☐ Other exceptions (traveller has listed and explained on a separate document)
- ☐ Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 2B)

By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

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

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO Fenech	Signature of CEO/Chair of Board/Chair of Audit Committee Please refer to the attached e-mail approval from Victor Young
Date	Date May 6/2019	Date 07/05/19
7. Reviewed by Finance (PRINT NAME)		000259



Per Diem Country		Canada	
Meal allowance rates		No. of meal allowances	Total CAD allowance
			Calculated GST/HST
Breakfasts	\$20.50		
Lunches	\$20.10		
Dinners	\$50.65		
Total Meals			
Incidentals	\$17.30		
Total Expenses			

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

558.86

29.11

11/11/2019

Notes for Expenses

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised January 1, 2015

Claimant: Phyllis Clark Departure Date: 12-May Return Date: 15-May

Location: Winnipeg

Purpose: To attend Board of Directors meetings and Board business dinners.

TRAVEL EXPENSE

Amount

Airfare	\$ 558.86
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	
Mileage (\$.055/km)	\$ -
Parking	
Taxis	
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ 558.86
Total Meal/Incidentals	\$ -
TOTAL	\$ 558.86

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.50	0	\$ -
Lunches	\$20.10	0	\$ -
Dinners	\$50.65	0	\$ -
Incidentals	\$17.30	0	\$ -
			\$ -

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →		12-May	13-May	14-May	15-May			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch								0
Dinner								0
Incidentals								0

Per Diem Calculator

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

Claimant Signature: Phyllis Clark

Date: 06/05/19

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, CANADA**PREPARED FOR
CLARK/PHYLLIS MARIE MSPAULL TRAVEL
10175 100A Street, Edmonton, AB T5J
0R7
780-428-6031
DONNA@PAULLTRAVEL.COMRESERVATION CODE [REDACTED]
AIRLINE RESERVATION CODE [REDACTED] (AC)**DEPARTURE: SUNDAY 12 MAY** Please verify flight times prior to departure**AIR CANADA**
AC 8518Operated by:
/AIR CANADA EXPRESS - JAZZDuration:
2hr(s) 14min(s)Class:
EconomyStatus:
Confirmed**YEG**
EDMONTON INTL AB,
CANADADeparting At:
6:15pmTerminal:
Not Available**YWG**
WINNIPEG MB,
CANADAArriving At:
9:29pmTerminal:
Not AvailableAircraft:
DEHAVILLAND DASH 8-
400 TURBOPROP

Distance (in Miles): 740

Stop(s): 0

Passenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
02D / ConfirmedFrequent Flyer #:
[REDACTED] / AIR CANADAeTicket Receipt(s):
[REDACTED]**DEPARTURE: WEDNESDAY 15 MAY** Please verify flight times prior to departure**AIR CANADA**
AC 8517Operated by:
/AIR CANADA EXPRESS - JAZZDuration:
2hr(s) 28min(s)Class:
EconomyStatus:
Confirmed**YWG**
WINNIPEG MB,
CANADADeparting At:
4:15pmTerminal:
Not Available**YEG**
EDMONTON INTL AB,
CANADAArriving At:
5:43pmTerminal:
Not AvailableAircraft:
DEHAVILLAND DASH 8-
400 TURBOPROP

Distance (in Miles): 740

Stop(s): 0

Passenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
02D / ConfirmedFrequent Flyer #:
[REDACTED] / AIR CANADAeTicket Receipt(s):
[REDACTED]**OTHER: WEDNESDAY 15 MAY****OTHER**Status:
Confirmed**YEG**
EDMONTON INTL AB, CANADAInformation:
BOOKING MANAGEMENT FEE - 50.00

OTHER: SATURDAY 12 OCT

OTHER

Status:
Confirmed

YEA
EDMONTON AB, CANADA

Information:
HAVE A SAFE AND PLEASANT TRIP

Notes

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

.....
..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	[REDACTED]
INVOICE ISSUE DATE	15 Apr 2019
RECORD LOCATOR	[REDACTED]
CUSTOMER NUMBER	[REDACTED]

Client Address
PHYLLIS CLARK
[REDACTED]**DATE: Sun, May 12****Flight: AIR CANADA 8518 Operated by: /AIR CANADA EXPRESS - JAZZ**

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

DATE: Wed, May 15**Flight: AIR CANADA 8517 Operated by: /AIR CANADA EXPRESS - JAZZ**

From	WINNIPEG MB, CANADA	Departs	4:15pm
To	EDMONTON INTL AB, CANADA	Arrives	5:43pm
Duration	2hr(s) 28min(s)	Class	Economy
Type	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXXX [REDACTED]

DATE: Wed, May 15**Others**

EDMONTON INTL
AB
BOOKING
MANAGEMENT
FEE - 50.00
PFE

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

XXXXXXXXXXXX

CAD * 50.00
CAD * 2.50

DATE: Sat, Oct 12

Others

EDMONTON AB
HAVE A SAFE AND
PLEASANT TRIP

Ticket Information

Ticket Number	AC		Passenger	CLARK PHYLLIS MARIE MS		
			Billed to:	XXXXXXXXXXXX		
				V.A.T./G.S.T./H.S.T.	CAD	* 482.25
					CAD	* 24.11
				Total base fare amount	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.

**PAULL TRAVEL**

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

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM

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

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

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
12May19	AIR CANADA AC 8518	EDMONTON INTL AB, CANADA Time 6:15pm	WINNIPEG MB, CANADA Time 9:29pm	Airline Reservation Code [REDACTED] 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 [REDACTED] 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 centimeters
 ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS
 /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER
 INTERNET,ETC

Carry On Allowances

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

Payment/Fare Details

Form of Payment	CREDIT CARD - [REDACTED] : XXXXXXXXXXXXX [REDACTED]
Endorsement / Restrictions	AC ONLY/NONREF/CHGE FEE
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 - CANADA EXCEPT ON/NS/QC/NB/NF/PE)
	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 ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THERE OF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER. CHECK WITH YOUR CARRIER FOR MORE INFORMATION.

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

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

Important Legal Notices



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

s.19(1)

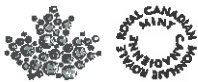
ELECTRONIC FUNDS TRANSFER

PHYLLIS CLARK

Fax
E-mail simons@mint.ca

Telephone 613-993-3500
Fax
Date 13/06/2019
Vendor account [REDACTED]
Date of payment 14/06/2019
Reference No. PV145108

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			<hr/> 1,182.76	



Travel Expense Form 2019

OTJ #:

TA #:

EAHCE #

TABCC82727

EAHCE12189

Claimant

Phyllis Clark

Cost Centre

121 Legal Services (Board)

Cost estimate provided on TA

\$4,665.35

Hospitality estimate provided on TA

Departure Date

12-May-19

Return Date

15-May-19

THEMIS # (V, F and Board claims only)

2965

Travel Location and Reason

(attach supporting documents):

B19-019	Currency Conversion Table		
To attend Board of Directors meetings and business dinners.	1 Unit of	is Worth	of
Edmonton/Winnipeg/Edmonton	USD		CAD
			CAD
			CAD
			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)		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)		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
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	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$2,923.73)
	Variance %	-63%
	(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
	Hospitality Variance %	000270 #DIV/0!



Travel Expense Form 2019

TA # 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 pre-authorized using the Authority to Travel and Advance form.**

As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51.
Yes ☐ No ☒ If you indicated "Yes", please check which exception(s) were not pre-approved and require approval:

CEO APPROVAL REQUIRED: (Please Initial)

- ☐ Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 28)

CFO or CEO APPROVAL REQUIRED: (Please Initial)

- ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 28)
- ☐ Hospitality - No pre-approval obtained for the following:
- ☐ Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 28)
 - ☐ Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 28 and 44.1)
 - ☐ Hospitality - Alcoholic beverages provided (Policy Section 44.1)
 - ☐ Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
 - ☐ Hospitality - Entertainment provided (Policy Section 44.1)
 - ☐ Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
 - ☐ Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4)
 - ☐ Hospitality - Special forms of hospitality (Annex 28)
 - ☐ Hospitality - No pre-approval prior to expenditure (Section 44.7)

VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please Initial)

- ☐ Travel - Combining personal and business travel (Policy Section 14.3)
- ☐ Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6)
- ☐ Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1)
- ☐ Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3)
- ☐ Travel - Car travel - Leased Vehicles (Policy Section 23.1)
- ☐ Travel - Expense received over 30 days (Policy Section 33.1)
- ☐ Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 28)
- ☐ Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please Initial)

- ☐ Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3)
- ☐ Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2)
- ☐ Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1)
- ☐ Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2)
- ☐ Missing original itemized receipts. Explanation provided (Policy section 26.2)
- ☐ Other exceptions (traveller has listed and explained on a separate document)
- ☐ Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 28)

By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

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

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO <i>Paula</i>	Signature of CEO/Chair of Board/Chair of Audit Committee <i>Please refer to attached</i>
Date	Date <i>June 10/2019</i>	Date <i>e-mail approval from Victor Young 10/06/19</i>
7. Reviewed by Finance (PRINT NAME)		Date

-000274



Per Diem Country			Canada	
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST
Breakfasts	\$20.50	1	20.50	0.98
Lunches	\$20.10	1	20.10	0.96
Dinners	\$50.65	1	50.65	2.41
Total Meals			91.25	4.35
Incidentals	\$17.30	4	69.20	3.30
Total Expenses			160.45	7.64

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

Grand Total CAD Expenses
Grand Total HST/GST

Grand Total USD 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.

Simons, Deborah

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

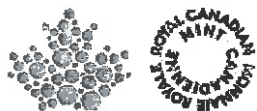
From: Simons, Deborah <simons@mint.ca>
Sent: June 10, 2019 12:32 PM
To: Victor Young
Subject: Seeking approval - Travel expense claim TABCC82727 - Phyllis Clark - B19-019

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

Meal allowance and incidental calculator

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

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

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

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

Enter your travel dates here for														CANADA	MONTH:		May-19	Total allowances						
Numbers only																								
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri											
Breakfast			1												1									
Lunch			1												1									
Dinner		1													1									
Incidentals		1	1	1	1										4									

Enter your travel dates here for the US														MONTH: 43586	
	12	13	14	15										Total allowances	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised May 6, 2019

Claimant: **Phyllis Clark** Departure Date: **12-May** Return Date: **15-May**

Location: **Winnipeg**

Purpose: **Board of Directors meetings and business dinners.**

TRAVEL EXPENSE

Amount

Airfare	
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 860.86
Mileage (\$.055/km)	\$ -
Parking	
Taxis	\$ 161.45
Car Rental	
Gasoline	
Private Accommodation (\$50/ngt)	
Other	

Total Travel Expenses \$ 1,022.31
Total Meal/Incidentals \$ 160.45
TOTAL \$ 1,182.76

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.50	1	\$ 20.50
Lunches	\$20.10	1	\$ 20.10
Dinners	\$50.65	1	\$ 50.65
Incidentals	\$17.30	4	\$ 69.20
			\$ 160.45

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →	12-May	13-May	14-May	15-May			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast			1				1
Lunch			1				1
Dinner		1					1
Incidentals		1	1	1	1		4

Per Diem Calculator

Insert Date →	12-May	13-May	14-May	15-May			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
		1	1	1	1		4

Claimant Signature: *Debby Simons for Phyllis Clark*

Date: *06/06/19*

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



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

Hotel waived the room rate for
the night of May 14 due to
excess noise in
the hotel.

Room : 1809
Folio # :
Cashier # : 1073 s,19(1)
Page # : 1 of 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		0.80	
05-13-19		Personal	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		XXXXXXXXXXXX		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.

Personal

\$ 26.00

Room

\$ 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 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.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)

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

000276

s.19(1)

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

Merchant ID: 000000004838663
Term ID: 08128893
82380198017

Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000419

16:52:20

05/12/19

Ref#: 000031921255

Inv #: 001056 Appr Code: 098921

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

*Cab from residence
to airport*

Customer Copy

DIAMOND SEDAN AND TAXI
2628 43 ST
EDMONTON, AB T5L 5G1

Merchant ID: 000000004838663
Term ID: 08128891
82380190017

Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000288

05/15/19

18:37:57

Ref#: 000098951764

Inv #: 001029 Appr Code: 055631

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

Customer Copy

*Cab from
airport to
residence*

UNICITY TAXI- 226
340 HARGRAVE PL

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

TERM ID: B6136242
EMPLOYEE ID: 2

BATCH#: 050
SHIFT#: 000

Sale

INVT#: 0000000006

Proximity

SEQ#: 050001001006

Application Label: CREDIT

AID: A0000000031010

TVR: 00 00 00 00 00

TSI: 00 00

Amount: \$

20.39

Tip: \$

3.06

Total: CAD\$

23.45

APPROVED 081051
001/00

12-May -19

22:19:36

CUSTOMER COPY

*Cab from Winnipeg
Airport to hotel.*

CRA Calculated Tax 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	\$ 161.45
TOTAL TAX	\$ 6.21
SUMMARY Page total	\$ 155.24

Simons, Deborah

From: Hollywood Limousine Service Inc. <info@hollywoodlimoservice.com>
Sent: Tuesday, May 07, 2019 12:38 PM
To: Simons, Deborah
Subject: Conf# [REDACTED] 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
 CA
 Tel: (204) 999-1860 Fax: (204) 809-4724
 Email: info@hollywoodlimoservice.com
 816545420

Confirmation

Reservation Confirmation # [REDACTED]

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

Pick-up Date: 05/14/2019 - Tuesday ✓
Pick-up Time: 07:30 AM ✓
ServiceType: Point-to-Point
Passenger: RCM Board members ✓
Phone Number:
No. of Pass: 12 ✓
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,

000281

Simons, Deborah

From: Hollywood Limousine Service Inc. <info@hollywoodlimoservice.com>
Sent: Tuesday, May 07, 2019 12:38 PM
To: Simons, Deborah
Subject: Conf# [REDACTED] 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 # [REDACTED]

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

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
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,

Simons, Deborah

From: Hollywood Limousine Service Inc. <info@hollywoodlimoservice.com>
Sent: Tuesday, May 07, 2019 12:39 PM
To: Simons, Deborah
Subject: Conf# [REDACTED] 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 # [REDACTED]

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

Pick-up Date: 05/15/2019 - Wednesday ✓
Pick-up Time: 07:00 AM ✓
ServiceType: Point-to-Point
Passenger: RCM Board members ✓
Phone Number:
No. of Pass: 12 ✓
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

Simons, Deborah

From: Victor Young - [REDACTED]
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 Expense Form 2019

OTJ #:

TA #:

EAHCE #

TABCC82727
EAHCE12189
\$4,665.35
12-May-19
15-May-19
2965

Claimant

Phyllis Clark

Cost Centre

121 Legal Services (Board)

Cost estimate provided on TA

Hospitality estimate provided on TA

Departure Date

12-May-19

Return Date

15-May-19

Travel Location and Reason

(attach supporting documents):

THEMIS # (VP and Board claims only)

2965

B19-019

To attend Board of Directors meetings and business dinners.

Edmonton/Winnipeg/Edmonton

* EXPENSES

Currency Conversion Table

1 Unit of	is Worth	of
USD		CAD
		CAD
		CAD
		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)		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)		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
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

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

(\$2,923.73)

Variance %

-63%

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

\$0.00

Hospitality Variance %

#DIV/0!

Updated 000285

Form updated January 2018

JUN 11 2019

ENTERED

JUN 12 2019

AP429856



Travel Expense Form 2019

TA # **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 pre-authorized using the Authority to Travel and Advance form.**

As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51.
Yes ☐ No ☒ If you indicated "Yes", please check which exception(s) were not pre-approved and require a approval:

CEO APPROVAL REQUIRED: (Please Initial)

- ☐ Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 2B)

CFO or CEO APPROVAL REQUIRED: (Please Initial)

- ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 2B)
- ☐ Hospitality - No pre-approval obtained for the following:
- ☐ Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 2B)
 - ☐ Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 2B and 44.1)
 - ☐ Hospitality - Alcoholic beverages provided (Policy Section 44.1)
 - ☐ Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
 - ☐ Hospitality - Entertainment provided (Policy Section 44.1)
 - ☐ Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
 - ☐ Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4)
 - ☐ Hospitality - Special forms of hospitality (Annex 2B)
 - ☐ Hospitality - No pre-approval prior to expenditure (Section 44.7)

VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial)

- ☐ Travel - Combining personal and business travel (Policy Section 14.3)
- ☐ Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6)
- ☐ Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1)
- ☐ Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3)
- ☐ Travel - Car travel - Leased Vehicles (Policy Section 23.1)
- ☐ Travel - Expense received over 30 days (Policy Section 33.1)
- ☐ Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 2B)
- ☐ Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please Initial)

- ☐ Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3)
- ☐ Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2)
- ☐ Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1)
- ☐ Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2)
- ☐ Missing original itemized receipts. Explanation provided (Policy section 26.2)
- ☐ Other exceptions (traveller has listed and explained on a separate document)
- ☐ Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 2B)

By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

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

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO <i>Paula</i>	Signature of CEO/Chair of Board/Chair of Audit Committee <i>Please refer to attached</i>
Date	Date <i>June 10/2019</i>	Date <i>e-mail approval from Victor Young 10/06/19</i>
7. Reviewed by Finance (PRINT NAME)		Date

CDawies

June 12/19



Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST
Breakfasts	\$20.50	1	20.50	0.98
Lunches	\$20.10	1	20.10	0.96
Dinners	\$50.65	1	50.65	2.41
Total Meals			91.25	4.35
Incidentals	\$17.30	4	69.20	3.30
Total Expenses			160.45	7.64

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

Grand Total HST/GST

81.18

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.

Meal allowance and incidental calculator

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

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

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

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

Enter your travel dates here for CANADA MONTH: May-19															Total allowances
Numbers only	12	13	14	15											
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast			1												1
Lunch			1												1
Dinner		1													1
Incidentals		1	1	1	1										4

Enter your travel dates here for the US MONTH: 43586															Total allowances
	12	13	14	15											
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised May 6, 2019

Claimant: Phyllis Clark **Departure Date:** 12-May **Return Date:** 15-May

Location: Winnipeg

Purpose: Board of Directors meetings and business dinners.

TRAVEL EXPENSE

Amount

Airfare	
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 860.86
Mileage (\$.055/km)	\$ -
Parking	
Taxis	\$ 161.45
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	

Total Travel Expenses \$ 1,022.31

Total Meal/Incidentals \$ 160.45

TOTAL \$ 1,182.76

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.50	1	\$ 20.50
Lunches	\$20.10	1	\$ 20.10
Dinners	\$50.65	1	\$ 50.65
Incidentals	\$17.30	4	\$ 69.20
			\$ 160.45

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →	12-May	13-May	14-May	15-May			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast			1				1
Lunch			1				1
Dinner		1					1
Incidentals		1	1	1	1		4

Per Diem Calculator

Insert Date →	12-May	13-May	14-May	15-May			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
		1	1	1	1		4

Claimant Signature: *Phyllis Clark*

Date: *06/06/19*

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, CANADA**PREPARED FOR
CLARK/PHYLLIS MARIE MSPAULL TRAVEL
10175 100A Street, Edmonton, AB T5J
0R7
780-428-6031
DONNA@PAULLTRAVEL.COMRESERVATION CODE [REDACTED]
AIRLINE RESERVATION CODE [REDACTED] (AC)**DEPARTURE: SUNDAY 12 MAY** Please verify flight times prior to departure**AIR CANADA**
AC 8518Operated by:
/AIR CANADA EXPRESS - JAZZDuration:
2hr(s) 14min(s)Class:
EconomyStatus:
Confirmed**YEG**
EDMONTON INTL AB,
CANADADeparting At:
6:15pmTerminal:
Not Available**YWG**
WINNIPEG MB,
CANADAArriving At:
9:29pmTerminal:
Not AvailableAircraft:
DEHAVILLAND DASH 8-
400 TURBOPROP

Distance (in Miles): 740

Stop(s): 0

Passenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
02D / ConfirmedFrequent Flyer #:
[REDACTED] /AIR CANADAeTicket Receipt(s):
[REDACTED]**DEPARTURE: WEDNESDAY 15 MAY** Please verify flight times prior to departure**AIR CANADA**
AC 8517Operated by:
/AIR CANADA EXPRESS - JAZZDuration:
2hr(s) 28min(s)Class:
EconomyStatus:
Confirmed**YWG**
WINNIPEG MB,
CANADADeparting At:
4:15pmTerminal:
Not Available**YEG**
EDMONTON INTL AB,
CANADAArriving At:
5:43pmTerminal:
Not AvailableAircraft:
DEHAVILLAND DASH 8-
400 TURBOPROP

Distance (in Miles): 740

Stop(s): 0

Passenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
02D / ConfirmedFrequent Flyer #:
[REDACTED] /AIR CANADAeTicket Receipt(s):
[REDACTED]**OTHER: WEDNESDAY 15 MAY****OTHER**Status:
Confirmed**YEG**
EDMONTON INTL AB, CANADAInformation:
BOOKING MANAGEMENT FEE - 50.00

OTHER: SATURDAY 12 OCT

OTHER

Status:
Confirmed

YEA

EDMONTON AB, CANADA

Information:

HAVE A SAFE AND PLEASANT TRIP

Notes

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

.....
..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	[REDACTED]
INVOICE ISSUE DATE	15 Apr 2019
RECORD LOCATOR	[REDACTED]
CUSTOMER NUMBER	[REDACTED]

Client Address
PHYLLIS CLARK
[REDACTED]

DATE: Sun, May 12

Flight: AIR CANADA 8518 Operated by: /AIR CANADA EXPRESS - JAZZ

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

DATE: Wed, May 15

Flight: AIR CANADA 8517 Operated by: /AIR CANADA EXPRESS - JAZZ

From	WINNIPEG MB, CANADA	Departs	4:15pm
To	EDMONTON INTL AB, CANADA	Arrives	5:43pm
Duration	2hr(s) 28min(s)	Class	Economy
Type	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXXX [REDACTED]

DATE: Wed, May 15

Others

EDMONTON INTL
AB
BOOKING
MANAGEMENT
FEE - 50.00
PFE

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

CAD * 50.00
 CAD * 2.50

DATE: Sat, Oct 12

Others

EDMONTON AB
 HAVE A SAFE AND
 PLEASANT TRIP

Ticket Information

Ticket Number	AC [REDACTED]	Passenger	CLARK PHYLLIS MARIE MS		
		Billed to:	[REDACTED] XXXXXXXXXXXX [REDACTED]	CAD	* 482.25
			V.A.T./G.S.T./H.S.T.	CAD	* 24.11
			Total base fare amount	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

IT INERARY NOTES:

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

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

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

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



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

Room : 1809
Folio # :
Cashier # : 1073
Page # : 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		0.80	
05-13-19		Personal	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		XXXXXXXXXXXXXX XX/XX		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.

Personal \$26.00
Room \$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 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.)

Je me porte personnellement responsable du règlement total de cette note au cas où le compagne, 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)

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

000294

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

Merchant ID: 000000004838663
Term ID: 08128893
82380190017

Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000419

16:52:20

05/12/19

Ref#: 000031921255

Inv #: 001056 Appr Code: 098921

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

*Cab from residence
to airport*

Customer Copy

s.19(1)

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

Merchant ID: 000000004838663
Term ID: 08128891
82380190017

Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000288

05/15/19

18:37:57

Ref#: 000098951764

Inv #: 001029 Appr Code: 05563I

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

Customer Copy

*Cab from
Airport to
residence*

UNICITY TAXI- 226
340 HARGRAVE PL

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

TERM ID: B6136242
EMPLOYEE ID: 2

BATCH#: 050
SHIFT#: 000

Sale

INV#: 0000000006

Proximity

SEQ#: 050001001006

Application Label: [REDACTED]

CREDIT

AID: A0000000031010

TVR: 00 00 00 00 00

TSI: 00 00

***** [REDACTED]

Amount: \$

20.39

Tip: \$

3.06

=====

Total: CAD\$

23.45

APPROVED 08105I
001/00

12-May -19

22:19:36

CUSTOMER COPY

*Cab from Winnipeg
Airport to hotel*

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 \$ 161.45
TOTAL TAX \$ 6.21
SUMMARY Page total \$ 155.24

Simons, Deborah

From: Hollywood Limousine Service Inc. <info@hollywoodlimoservice.com>
Sent: Tuesday, May 07, 2019 12:38 PM
To: Simons, Deborah
Subject: Conf# [REDACTED] 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
CA
Tel: (204) 999-1860 Fax: (204) 809-4724
Email: info@hollywoodlimoservice.com
816545420

s.19(1)

Confirmation

Reservation Confirmation # [REDACTED]

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

Pick-up Date: 05/14/2019 - Tuesday ✓
Pick-up Time: 07:30 AM ✓
ServiceType: Point-to-Point
Passenger: RCM Board members ✓
Phone Number:
No. of Pass: 12 ✓
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,

Simons, Deborah

From: Hollywood Limousine Service Inc. <info@hollywoodlimoservice.com>
Sent: Tuesday, May 07, 2019 12:38 PM
To: Simons, Deborah
Subject: Conf# [REDACTED] 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 # [REDACTED]

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

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
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,

Simons, Deborah

From: Hollywood Limousine Service Inc. <info@hollywoodlimoservice.com>
Sent: Tuesday, May 07, 2019 12:39 PM
To: Simons, Deborah
Subject: Conf# [REDACTED] 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 #** [REDACTED]

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

Pick-up Date: 05/15/2019 - Wednesday ✓
Pick-up Time: 07:00 AM ✓
ServiceType: Point-to-Point
Passenger: RCM Board members ✓
Phone Number:
No. of Pass: 12 ✓
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 [REDACTED] 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 Deborah but I can do that again if you need it.
By now, you should have got the scans of the four cab receipts. (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.

Phyllis Clark

Phone: [REDACTED] Email: [REDACTED]

CONFIDENTIALITY WARNING

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

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised May 6, 2019

Claimant: Phyllis Clark **Departure Date:** 4-Jul **Return Date:** 4-Jul

Location: Calgary

Purpose: To attend the unveiling of the 1919 Victory Stampede coin.

TRAVEL EXPENSE

	Amount
Airfare	\$ 640.76
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	
Mileage (\$.055/km)	\$ -
Parking	
Taxis	\$ 276.00
Car Rental	
Gasoline	
Private Accommodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ 916.76
Total Meal/Incidentals	\$ 88.05
TOTAL	\$ 1,004.81

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.50	0	\$ -
Lunches	\$20.10	1	\$ 20.10
Dinners	\$50.65	1	\$ 50.65
Incidentals	\$17.30	1	\$ 17.30
			\$ 88.05

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →					4-Jul		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast							0
Lunch						1	1
Dinner						1	1
Incidentals						1	1

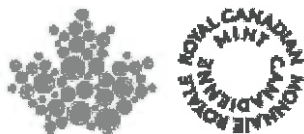
Per Diem Calculator

Insert Date →					4-Jul		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
						1	1

Claimant Signature: *Phyllis Clark*

Date: *14/07/19*

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



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 01/08/2019
Vendor account [REDACTED]
Date of payment 02/08/2019
Reference No. 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			<hr/> 1,004.81	



Travel Expense Form 2019

OTJ #:
 TA #: TABAG82959
 EAHCE #
 Cost estimate provided on TA \$3,607.61
 Hospitality estimate provided on TA
 Departure Date 4-Jul-19
 Return Date 4-Jul-19
 THEMIS # (VP and Board claims only) 2995

Claimant Phyllis Clark
 Cost Centre 121 Legal Services (Board)

Travel Location and Reason
 (attach supporting documents):

B19-027 To attend the unveiling of the 1919 Victory Stampede coin. Edmonton/Calgary/Edmonton	Currency Conversion Table		
	1 Unit of	is Worth	of
	USD		CAD
			CAD
			CAD
			CAD

Total Travel Expenses (inclusive of fares)					1,004.81
Prepaid Fares (Paid using Amex Corporate Billing Account)					0.00
Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card)					0.00
Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMOUNT)					
Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT)					
Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00
Amount Owing to:		Employee	1,004.81	RCM	0.00

Expense Coding		
Account	Cost Center (Select One from drop down 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)		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)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	265.38
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)	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 Coded		0.00
FOR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim		(\$2,602.80)
Variance %		-72%
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim		000305 \$0.00
Hospitality Variance %		#DIV/0!



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 pre-authorized using the Authority to Travel and Advance form.

As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes ☐ No ☒ If you indicated "Yes", please check which exception(s) were not pre-approved and require approval:

CEO APPROVAL REQUIRED: (Please Initial)

- ☐ Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 2B)

CFO or CEO APPROVAL REQUIRED: (Please Initial)

- ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 2B)
- ☐ Hospitality - No pre-approval obtained for the following:
- ☐ Hospitality - External or Internal hospitality exceeding Maximum Cost Per Person (Annex 2B)
 - ☐ Hospitality - External or Internal hospitality costs exceeding \$5,000 (Annex 2B and 44.1)
 - ☐ Hospitality - Alcoholic beverages provided (Policy Section 44.1)
 - ☐ Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
 - ☐ Hospitality - Entertainment provided (Policy Section 44.1)
 - ☐ Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
 - ☐ Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4)
 - ☐ Hospitality - Special forms of hospitality (Annex 2B)
 - ☐ Hospitality - No pre-approval prior to expenditure (Section 44.7)

VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please Initial)

- ☐ Travel - Combining personal and business travel (Policy Section 14.3)
- ☐ Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6)
- ☐ Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1)
- ☐ Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3)
- ☐ Travel - Car travel - Leased Vehicles (Policy Section 23.1)
- ☐ Travel - Expense received over 30 days (Policy Section 33.1)
- ☐ Hospitality - External or Internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 2B)
- ☐ Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please Initial)

- ☐ Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3)
- ☐ Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2)
- ☐ Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1)
- ☐ Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2)
- ☐ Missing original itemized receipts. Explanation provided (Policy section 26.2)
- ☐ Other exceptions (traveller has listed and explained on a separate document)
- ☐ Hospitality - External or Internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 2B)

By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

1. Traveller Name (PRINT NAME) <i>Phyllis Clark</i> <i>Phyllis Clark</i>	2. Expense claim prepared by (PRINT NAME) <i>Debby Simons</i> <i>Debby Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller <i>Phyllis Clark</i>	Signature <i>Debby Simons</i>	Signature of Traveller's Director
Date <i>16/07/19</i>	Date <i>16/07/19</i>	Date

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CEO <i>Paula</i>	Signature of CEO/Chair of Board/Chair of Audit Committee <i>Please refer to attached e-mail approval from Victor Young</i>
Date	Date <i>July 17/19</i>	Date <i>18/07/19</i>
7. Reviewed by Finance (PRINT NAME)	Date <i>000306</i>	



Per Diem Country				Canada
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST
Breakfasts	\$20.50			
Lunches	\$20.10	1	20.10	0.96
Dinners	\$50.65	1	50.65	2.41
Total Meals			70.75	3.37
Incidentals	\$17.30	1	17.30	0.82
Total Expenses			88.05	4.19

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

1.004.81

45.33

□ □ □ □ □

The TA included the cost for a hotel for the night of 4 July 2019, however Phyllis was able to book a return flight the same day. Therefore accommodations 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.

Enter your travel dates here for															CANADA		MONTH:		July				Total
Numbers only															4								allowances
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri										
Breakfast															0								
Lunch						1									1								
Dinner						1									1								
Incidentals						1									1								

Enter your travel dates here for the US MONTH: July														Total allowances	
					4										
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

Simons, Deborah

From: Victor Young <[REDACTED]>
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

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised May 6, 2019

Claimant: Phyllis Clark Departure Date: 4-Jul Return Date: 4-Jul

Location: Calgary

Purpose: To attend the unveiling of the 1919 Victory Stampede coin.

TRAVEL EXPENSE

	Amount
Airfare	\$ 640.76
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	
Mileage (\$.055/km)	\$ -
Parking	
Taxis	\$ 276.00
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ 916.76
Total Meal/Incidentals	\$ 88.05
TOTAL	\$ 1,004.81

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.50	0	\$ -
Lunches	\$20.10	1	\$ 20.10
Dinners	\$50.65	1	\$ 50.65
Incidentals	\$17.30	1	\$ 17.30
			\$ 88.05

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →					4-Jul		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast							0
Lunch						1	1
Dinner						1	1
Incidentals						1	1

Per Diem Calculator

Insert Date →					4-Jul		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
						1	1

Claimant Signature: Phyllis Clark

Date: 16/07/19

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

04 JUL 2019 ▶ 04 JUL 2019 TRIP TO **CALGARY INTL AB, CANADA**PREPARED FOR
CLARK/PHYLLIS MARIE MSPAULL TRAVEL
10175 100A Street, Edmonton, AB T5J
0R7
780-428-6031
DONNA@PAULLTRAVEL.COMRESERVATION CODE [REDACTED]
AIRLINE RESERVATION CODE [REDACTED] (AC) [REDACTED] (WS)**DEPARTURE: THURSDAY 04 JUL** Please verify flight times prior to departure**AIR CANADA**
AC 8143Operated by:
AIR CANADA EXPRESS - JAZZDuration:
0hr(s) 53min(s)Class:
EconomyStatus:
Confirmed**YEG**EDMONTON INTL AB,
CANADA**YYC**CALGARY INTL AB,
CANADADeparting At:
12:55pmTerminal:
Not AvailableArriving At:
1:48pmTerminal:
Not AvailableAircraft:
DEHAVILLAND DASH 8-
400 TURBOPROP

Distance (in Miles): 153

Stop(s): 0

Passenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
02C / ConfirmedFrequent Flyer #:
[REDACTED] / AIR CANADAeTicket Receipt(s):
[REDACTED]**DEPARTURE: THURSDAY 04 JUL** Please verify flight times prior to departure**WESTJET**
WS 0155Duration:
0hr(s) 49min(s)Class:
EconomyStatus:
Confirmed**YYC**CALGARY INTL AB,
CANADA**YEG**EDMONTON INTL AB,
CANADADeparting At:
9:00pmTerminal:
Not AvailableArriving At:
9:49pmTerminal:
Not AvailableAircraft:
BOEING 737-600 JET

Distance (in Miles): 153

Stop(s): 0

Passenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
05D / - / ConfirmedFrequent Flyer #:
[REDACTED] WESTJETeTicket Receipt(s):
[REDACTED]**OTHER: THURSDAY 04 JUL****OTHER**Status:
Confirmed**YEG**

EDMONTON INTL AB, CANADA

Information:
BOOKING MANAGEMENT FEE - 50.00**OTHER: SATURDAY 21 DEC****OTHER**Status:
Confirmed**YEA**

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@PAULLTRAVEL.COM

Electronic Invoice**Prepared For:****CLARK/PHYLLIS MARIE MS**

SALES PERSON	70
INVOICE NUMBER	[REDACTED]
INVOICE ISSUE DATE	24 Jun 2019
RECORD LOCATOR	[REDACTED]
CUSTOMER NUMBER	[REDACTED]

 Client Address
 PHYLLIS CLARK
 [REDACTED]
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, CANADA	Arrives	1:48pm
Duration	0hr(s) 53min(s)	Class	Economy
Type	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02C	AC - XXXXXXXX [REDACTED]

DATE: Thu, Jul 04**Flight: WESTJET 155**

From	CALGARY INTL AB, CANADA	Departs	9:00pm
To	EDMONTON INTL AB, CANADA	Arrives	9:49pm
Duration	0hr(s) 49min(s)	Class	Economy
Type	BOEING 737-600 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 05D -	WS - XXXXXXXX [REDACTED]

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.

XXXXXXXXXXXX

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	CLARK PHYLLIS MARIE MS		
			Billed to:	XXXXXXXXXXXX	CAD	* 306.12
				V.A.T./G.S.T./H.S.T.	CAD	* 15.31
Ticket Number	WS		Passenger	CLARK PHYLLIS MARIE MS		
			Billed to:	XXXXXXXXXXXX	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:	XXXXXXXXXXXX	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

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.

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

Merchant ID: 000000004838663
Term ID: 08128885
82380190017

Purchase

██████ CREDIT

XXXXXXXXXXXX██████

AID: A0000000031010

Entry Method: Chip

Batch#: 000389

07/04/19

11:53:15

Ref#: 000087477991

Inv #: 000720 Appr Code: 028481

Amount: \$ 60.00

Tip: \$ 9.00

=====
Total: \$ 69.00

*Cab from
residence to
Edmonton
airport*

Customer Copy

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

Merchant ID: 000000004838663
Term ID: 08128885
82380190017

Purchase

CREDIT

AID: A00000000031010

Entry Method: Chip

Batch#: 000389

07/04/19

22:20:06

Ref#: 600945092236

Inv #: 000723 Appr Code: 01142I

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

Cab from
Edmonton
airport to
residence.

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

**** PURCHASE ****

07-04-2019 14:31:37

Acct # ***** [REDACTED] C

Exp Date **/** Card Type [REDACTED]

Name: PHYLLIS CLARK
 A0000000031010 [REDACTED] CREDIT

Trace # 3568

Inv. # 3872

Auth # 04115I

RRN 001001993

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

*Cab from
 Calgary
 airport to
 venue*

(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 # *****
Exp Date **/** Card Type C
Name: PHYLLIS CLARK
A0000000031010 CREDIT

Trace # 3569

Inv. # 3873

Auth # 09903I

RRN 001001994

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

(001) APPROVED-THANK YOU

Retain this copy for your
records
customer copy

403-299-9555

1-800-1110.COM

*Cab from
Venue to
Calgary
Airport*

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

\$	276.00
\$	10.62
\$	265.38

The figures you need

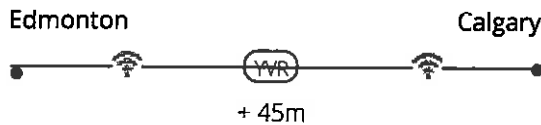
GRAND TOTAL	\$ 276.00
TOTAL TAX	\$ 10.62
SUMMARY Page total	\$ 265.38

Taxis

$$\begin{aligned} & \$69.00 \times 4 \\ & = \$276.00 \end{aligned}$$

Departing Flight:

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

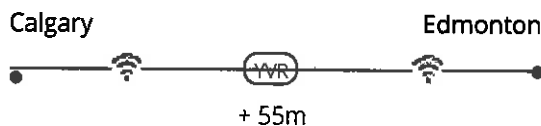
[Change Flight](#)**08:00** **1 Stop - 3hr46m** **11:46**

0% 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**

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](#))

\$1855^{.61}**09:58**

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

Simons, Deborah

From: Victor Young <[REDACTED]>
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



Travel Expense Form 2019

s.19(1)

Claimant

Phyllis Clark

Cost Centre

121 Legal Services (Board)

OTJ #:

TA #: TA BAG8298

EAHCE #

Cost estimate provided on TA

\$3,607.61

Hospitality estimate provided on TA

Departure Date

4-Jul-19

Return Date

4-Jul -19

Travel Location and Reason

(attach supporting documents):

THEMIS # (VP and Board claims only)

2995

B19-027

Currency Conversion Table

	1 Unit of	is Worth	of
To attend the unveiling of the 1919 Victory Stampede coin.	USD		CAD
			CAD
Edmonton/Calgary/Edmonton			CAD
			CAD
			CAD

Total Travel Expenses (inclusive of fares)

1,004.81

Prepaid Fares (Paid using Amex Corporate Billing Account)

0.00

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

0.00

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

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

Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00

Amount Owing to:

Employee

1,004.81

RCM

0.00

Expense Coding

Account	Cost Center (Select One from drop down 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)		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)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	265.38
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740300 - 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)	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 Coded

0.00

FOR FINANCE USE ONLY

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

(\$2,602.80)

Variance %

-72%

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

\$0.00

Hospitality Variance %

#DIV/0!

000322

Updated 18/03/19

Form updated January 2018

RECEIVED

JUL 22 2019



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 pre-authorized using the Authority to Travel and Advance form.**

As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51.
Yes ☐ No ☒ If you indicated "Yes", please check which exception(s) were not pre-approved and require approval:

CEO APPROVAL REQUIRED: (Please initial)

- ☐ Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 2B)

CFO or CEO APPROVAL REQUIRED: (Please initial)

- ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 2B)
- ☐ Hospitality - No pre-approval obtained for the following:
- ☐ Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 2B)
 - ☐ Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 2B and 44.1)
 - ☐ Hospitality - Alcoholic beverages provided (Policy Section 44.1)
 - ☐ Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
 - ☐ Hospitality - Entertainment provided (Policy Section 44.1)
 - ☐ Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
 - ☐ Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4)
 - ☐ Hospitality - Special forms of hospitality (Annex 2B)
 - ☐ Hospitality - No pre-approval prior to expenditure (Section 44.7)

VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial)

- ☐ Travel - Combining personal and business travel (Policy Section 14.3)
- ☐ Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6)
- ☐ Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1)
- ☐ Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3)
- ☐ Travel - Car travel - Leased Vehicles (Policy Section 23.1)
- ☐ Travel - Expense received over 30 days (Policy Section 33.1)
- ☐ Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 2B)
- ☐ Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

- ☐ Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3)
- ☐ Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2)
- ☐ Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1)
- ☐ Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2)
- ☐ Missing original itemized receipts. Explanation provided (Policy section 26.2)
- ☐ Other exceptions (traveller has listed and explained on a separate document)
- ☐ Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 2B)

By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

1. Traveller Name (PRINT NAME) <i>Phyllis Clark</i>	2. Expense claim prepared by (PRINT NAME) <i>Ruby Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller <i>Phyllis Clark</i>	Signature <i>Ruby Simons</i>	Signature of Traveller's Director
Date <i>16/07/19</i>	Date <i>16/07/19</i>	Date

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CEO <i>Paula</i>	Signature of CEO/Chair of Board/Chair of Audit Committee <i>Please refer to attached e-mail approval from Victor Young</i>
Date	Date <i>July 17/19</i>	Date <i>18/07/19</i>
7. Reviewed by Finance (PRINT NAME) <i>Candice</i>	Date <i>July 26/19</i>	

000323

Form updated January 2018



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

1,004.81

45.33

[illegible]

USA

Total USD allowance

Equivalent

Breakfasts	\$20.50			
Lunches	\$20.10	1	20.10	0.96
Dinners	\$50.65	1	50.65	2.41
Total Meals			70.75	3.37
Incidentals	\$17.30	1	17.30	0.82
Total Expenses			88.05	4.19

\$20.50			Equivalent
\$20.10			
\$50.65			
\$17.30			

Notes for Expenses

The TA included the cost for a hotel for the night of 4 July 2019, however Phyllis was able to book a return flight the same day. Therefore accommodations 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.

Enter your travel dates here for **CANADA** MONTH: July

Numbers only

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total allowances
Breakfast															0
Lunch						1									1
Dinner						1									1
Incidentals						1									1

Enter your travel dates here for the **US** MONTH: July

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

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised May 6, 2019

Claimant: Phyllis Clark **Departure Date:** 4-Jul **Return Date:** 4-Jul

Location: Calgary

Purpose: To attend the unveiling of the 1919 Victory Stampede coin.

TRAVEL EXPENSE	Amount
Airfare	\$ 640.76
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	
Mileage (\$.055/km)	\$ -
Parking	
Taxis	\$ 276.00
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ 916.76
Total Meal/Incidentals	\$ 88.05
TOTAL	\$ 1,004.81

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.50	0	\$ -
Lunches	\$20.10	1	\$ 20.10
Dinners	\$50.65	1	\$ 50.65
Incidentals	\$17.30	1	\$ 17.30
			\$ 88.05

Total Travel Expenses

Meal allowance and incidental 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 Calculator

Insert Date →

					4-Jul		
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
					1		1

Claimant Signature: *Phyllis Clark*

Date: 14/07/19

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

s.19(1)

Electronic Invoice

Prepared For:
CLARK/PHYLLIS MARIE MS

SALES PERSON	70
INVOICE NUMBER	[REDACTED]
INVOICE ISSUE DATE	24 Jun 2019
RECORD LOCATOR	[REDACTED]
CUSTOMER NUMBER	[REDACTED]

Client Address
PHYLLIS CLARK
[REDACTED]

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, CANADA	Arrives	1:48pm
Duration	0hr(s) 53min(s)	Class	Economy
Type	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02C	AC - XXXXXXXX [REDACTED]

DATE: Thu, Jul 04

Flight: WESTJET 155

From	CALGARY INTL AB, CANADA	Departs	9:00pm
To	EDMONTON INTL AB, CANADA	Arrives	9:49pm
Duration	0hr(s) 49min(s)	Class	Economy
Type	BOEING 737-600 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 05D -	WS - XXXXXXXX [REDACTED]
		Confirmed	

*** AIR EXTRAS ***

CLARK/PHYLLIS MARIE MS SEAT ASSIGNMENT	18.90 PAID
---	------------

DATE: Thu, Jul 04

Others

EDMONTON INTL

000327

AB
BOOKING
MANAGEMENT
FEE - 50.00
PFE

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

CAD * 50.00
CAD * 2.50

DATE: Sat, Dec 21

Others

EDMONTON AB
HAVE A SAFE AND
PLEASANT TRIP

Ticket Information

Ticket Number	AC [REDACTED]	Passenger	CLARK PHYLLIS MARIE MS		
		Billed to:	[REDACTED]XXXXXXXXXX	CAD	* 306.12
			V.A.T./G.S.T./H.S.T.	CAD	* 15.31
Ticket Number	WS [REDACTED]	Passenger	CLARK PHYLLIS MARIE MS		
		Billed to:	[REDACTED]XXXXXXXXXX	CAD	* 236.12
			V.A.T./G.S.T./H.S.T.	CAD	* 11.81
Other Charges	WS [REDACTED]	Passenger	CLARK PHYLLIS MARIE MS		
		Billed to:	[REDACTED]XXXXXXXXXX	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

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 MSPAULL TRAVEL
10175 100A Street, Edmonton, AB T5J
0R7
780-428-6031
DONNA@PAULLTRAVEL.COMRESERVATION CODE [REDACTED]
AIRLINE RESERVATION CODE [REDACTED] (AC), [REDACTED] (WS)DEPARTURE: **THURSDAY 04 JUL** Please verify flight times prior to departure**AIR CANADA**
AC 8143Operated by
AIR CANADA EXPRESS - JAZZDuration:
0hr(s) 53min(s)Class:
EconomyStatus:
Confirmed**YEG**
EDMONTON INTL AB,
CANADADeparting At:
12:55pmTerminal:
Not Available**YYC**
CALGARY INTL AB,
CANADAArriving At:
1:48pmTerminal:
Not AvailableAircraft:
DEHAVILLAND DASH 8-
400 TURBOPROP

Distance (in Miles): 153

Stop(s): 0

Passenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
02C / ConfirmedFrequent Flyer #:
[REDACTED] AIR CANADAeTicket Receipt(s):
[REDACTED]DEPARTURE: **THURSDAY 04 JUL** Please verify flight times prior to departure**WESTJET**
WS 0155Duration:
0hr(s) 49min(s)Class:
EconomyStatus:
Confirmed**YYC**
CALGARY INTL AB,
CANADADeparting At:
9:00pmTerminal:
Not Available**YEG**
EDMONTON INTL AB,
CANADAArriving At:
9:49pmTerminal:
Not AvailableAircraft:
BOEING 737-600 JET

Distance (in Miles): 153

Stop(s): 0

Passenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
05D / - / ConfirmedFrequent Flyer #:
[REDACTED] WESTJETeTicket Receipt(s):
[REDACTED]**OTHER: THURSDAY 04 JUL****OTHER**Status:
Confirmed**YEG**
EDMONTON INTL AB, CANADAInformation:
BOOKING MANAGEMENT FEE - 50.00**OTHER: SATURDAY 21 DEC****OTHER**Status:
Confirmed**YEA**
EDMONTON AB, CANADAInformation:
HAVE A SAFE AND PLEASANT TRIP

Notes

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

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

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

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

Merchant ID: 000000004838663
Term ID: 08128885
82380190017

Purchase

████ CREDIT

XXXXXXXXXXXX████

AID: A0000000031010

Entry Method: Chip

Batch#: 000389

07/04/19

11:53:15

Ref#: 000087477991

Inv #: 000720 Appr Code: 028481

Amount: \$ 60.00

Tip: \$ 9.00

=====
Total: \$ 69.00

*Cab from
residence to
Edmonton
airport*

Customer Copy

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

Merchant ID: 000000004838653
Term ID: 08128885
82380190017

Purchase

CREDIT

XXXXXXXXXXXX

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

*Cab from
Edmonton
Airport to
residence.*

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

**** PURCHASE ****

07-04-2019 14:31:37

Acct # ***** C

Exp Date **/** Card Type

Name: PHYLLIS CLARK

A0000000031010 CREDIT

Trace # 3568

Inv. # 3872

Auth # 04115I RRN 001001993

Purchase \$60.00

Tip \$9.00

Total \$69.00

(001) APPROVED-THANK YOU

Retain this copy for your
records

Customer copy

*Cab from
Calgary
airport to
venue*

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

PURCHASE

07-04-2019

19:13:30

Acct #

C

Exp Date **/**

Card Type

Name: PHYLLIS CLARK

A0000000031010

CREDIT

Trace # 3569

Inv. # 3873

Auth # 09903I

RRN 001001994

Purchase

\$60.00

Tip

\$9.00

Total

\$69.00

(001) APPROVED-THANK YOU

Retain this copy for your
 records
 Customer copy

403-299-9555

1-800-1110.COM

*Cab from
 Venue to
 Calgary
 Airport*

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

\$	276.00
\$	10.62
\$	265.38

The figures you need

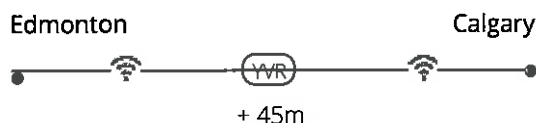
GRAND TOTAL	\$ 276.00
TOTAL TAX	\$ 10.62
SUMMARY Page total	\$ 265.38

Taxis

$$\begin{aligned} & \$69.00 \times 4 \\ & = \$276.00 \end{aligned}$$

Departing Flight:

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

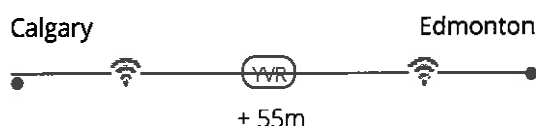
[Change Flight](#)**08:00** **1 Stop - 3hr46m** **11:46**

0% 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**

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](#))

\$1855.61**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: [REDACTED]_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

**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 01/08/2019
Vendor account [REDACTED]
Date of payment 02/08/2019
Reference No. 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			<hr/> 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.

Phyllis Clark

Phone: [REDACTED] Email: [REDACTED]

CONFIDENTIALITY WARNING

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

On 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. Please advise of your arrival and departure dates and we will adjust your reservation as required. Details are as follows:

- Date of arrival: August 19, 2019
- Date of departure: August 23, 2019
- Confirmation number: [REDACTED]
- Rates:
 - Aug. 19 - \$799
 - Aug. 20 - \$549
 - Aug. 21 - \$469
 - Aug. 22- \$435

s.19(1)

- 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



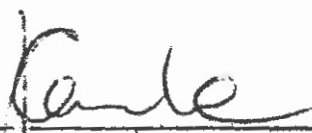
Memorandum / Note de service

To / Destinataires: Vice-Presidents / Vice-présidents
Directors / Directeurs

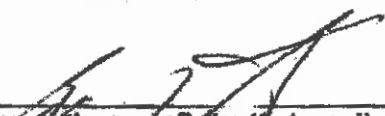
From / Expéditeur: Jennifer Camelon
Interim President and CEO / Présidente Intérimaire

Date: October 22, 2018 / le 22 octobre 2018

Delegation of Signing Authority	Délégation du pouvoir 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 – Jana Fritz December 10-14, 2018 – Norman Teye	La présente est pour vous aviser que Bob Zintel sera absente de la Monnaie le 3 au 14 décembre 2018, inclusivement. 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 décembre 2018 – Jana Fritz 10 au 14 décembre 2018 – Norman Teye



Jennifer Camelon
Interim President and CEO / Présidente Intérimaire



For Financial Transaction as per Policy 41- Appendix E
Further approved by Bob Zintel
Acting CFO and VP Finance 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

613-993-3500

Fax

Date

09/10/2019

Vendor account

Date of payment

11/10/2019

Reference No.

PV148892

Fax

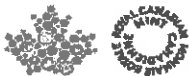
E-mail

mullerk@mint.ca

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

Disclaimer: Funds will be transferred to your account within the next 48 hours.

000342



Travel Expense Form 2019

Copy - Kim

Claimant Phyllis Clark
Cost Centre 121 Legal Services (Board)

OTJ #:
TA #: TABCC82518
EAHCE #: EAHCE12272
Cost estimate provided on TA \$9,600.00
Hospitality estimate provided on TA
Departure Date 19-Aug-19
Return Date 22-Aug-19
THEMIS # (VP and Board claims only) 3025

Travel Location and Reason
 (attach supporting documents):

B19-038
 To attend Board and Committees meeting and Business dinners
 Edmonton/Ottawa/Edmonton

Currency Conversion Table		
1 Unit of	is Worth	of
USD		CAD
		CAD
		CAD
		CAD
		CAD

Total Travel Expenses (inclusive of fares) 4,865.37
Prepaid Fares (Paid using Amex Corporate Billing Account) 0.00
Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card) 0.00

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

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

Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00

Amount Owning to: Employee 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)		0.00
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)		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 Coded		0.00
FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$4,734.63)
	Variance %	-49%
	(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
	Hospitality Variance %	#DIV/0!

Updated 18/03/19



Travel Expense Form 2019

TA # TABCC62518

***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 #51. Approver must have Delegation Authority at the time of signing. All travel plans must be pre-authorized using the Authority to Travel and Advance form.

As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes ☒ No ☐ If you indicated "Yes", please check which exception(s) were not pre-approved and require approval.

CEO APPROVAL REQUIRED (Please Initial)

- ☐ Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 2B)

CFO or CEO APPROVAL REQUIRED (Please Initial)

- ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 2B)
- ☐ Hospitality - No pre-approval obtained for the following:
- ☐ Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 2B)
 - ☐ Hospitality - External or internal hospitality costs exceeding \$3,000 (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 44.3 and 44.4)
 - ☐ 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 24.1)
- ☐ Travel - Expenses received over 30 days (Policy Section 13.1)
- ☐ 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 travel - 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 23.2)
- ☐ Travel - Missing original itemized receipts. Explanation provided (Policy section 26.2)
- ☐ Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.2)
- ☐ Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$150), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145) or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2)
- ☐ Missing original itemized receipts. Explanation provided (Policy section 26.2)
- ☐ Other exceptions (traveller has listed and explained on a separate document)
- ☐ Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 2B)

By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable). Please note, if exceptions have been pre-approved prior to travel, the Traveller's Director (CEO) entered 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.

1. Traveller Name (PRINT NAME)

Dr. Phyllis Stucke

Signature of traveller

Date

2. Expense claim prepared by (PRINT NAME)

Kim Muller

Signature

Date

3. Approved by Traveller's Director with signing authority (PRINT NAME)

Kim Muller for Victor Young

Signature of Traveller's Director

Date

The Traveller's Manager confirms that she/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appear reasonable, receipts as noted above are approved (as required), and the claim has been completed in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable). Please note, if exceptions have been pre-approved prior to travel, the Traveller's Director (CEO) entered 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)

Kim Muller for Victor Young

Signature of VP

Date

5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)

Kim Muller for Victor Young

Signature of CFO

Date

6. Approved by CEO & President/Chair of Board/Chair of Audit Committee (as required)

Kim Muller for Victor Young

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

Date

7. Approved by Finance (PRINT NAME)

Kim Muller for Victor Young

Signature of Finance

Date

8. Approved by Finance (PRINT NAME)

Kim Muller for Victor Young

Signature of Finance

Date



Page 2

Canada - (Except NWT, NVT, Yukon)					USA - (Except Alaska)		
		Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST	USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
RCM Paid Fares (Air-Domestic)							
RCM Paid Fares (Rail-Domestic)							
RCM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)							
Employee Paid Fares (Air - Domestic)		2,429.40	176.16				
Employee Paid Fares (Air- Foreign)							
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)		2,135.33	245.65				
Hotel Accommodations (Foreign)							
Taxis (Domestic)		160.69	12.48				
Taxis (Foreign)							
Mileage (\$0.57/km)							
Business Telephone							
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality							
Baggage (Domestic)							
Baggage (Foreign)							
Others (code manually)							
Others (total)							
Total Expenses		4,725.42	434.29				
Per Diem Country				Canada			USA
		No. of meal allowances	Total CAD allowance	Calculated GST/HST		No. of meal allowances	Total USD allowance
Meal allowance rates							Total CAD Equivalent
Breakfasts	\$20.50				\$20.50		
Lunches	\$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			
Incidentals	\$17.30	4	69.20	3.30	\$17.30		
Total Expenses			139.95	6.66			

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

Grand Total CAD Expenses

4,865.37

Grand Total USD Expenses

Grand Total HST/GST

440.95

Notes for Expenses

Breakfast was provided by RCM for BOD orientation (August 19) and August 20. Breakfast on August 21-22 was included with Accommodations. RCM provided lunch on August 21 & 22 and two dinners (August 20 & 21). Ms. Clark left Ottawa for a Trip to [REDACTED] that is not related to RCM but her return flight from Ottawa to Edmonton is claimed. Since we ask 2 invoice for her travel reflecting her travel from Edmont /Ottawa/Edmont, the travelling fee were charged twice that it would have been once usually. So we are not reclaiming the second fees. Her taxi from Edmonton airport to residence will not be claimed. [REDACTED]

Meal allowance and incidental calculator

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

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

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

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

Enter your travel dates here for **CANADA** MONTH: **Aug-19**

Numbers only

		19	20	21	22										Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch							1								1
Dinner			1												1
Incidentals			1	1	1	1									4

Enter your travel dates here for the **US** MONTH: **43678**

		19	20	21	22										Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

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 <[REDACTED]>
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 <[REDACTED]>
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 <kamei@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 <[REDACTED]>
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

To: "[REDACTED]"

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



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 #43. Approver must have Delegation Authority at the time of signing. All travel plans must be pre-authorized using the Authority to Travel and Advance form.**

As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes ☒ No ☐ If you indicated "Yes", please check which exception(s) were not pre-approved and require approval:

CEO APPROVAL REQUIRED: (Please Initial)

- ☐ Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 2B)

CFO or CEO APPROVAL REQUIRED: (Please Initial)

- ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 2B)
- ☐ Hospitality - No pre-approval obtained for the following:
- ☐ Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 2B)
 - ☐ Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 2B and 44.1)
 - ☐ Hospitality - Alcoholic beverages provided (Policy Section 44.1)
 - ☐ Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
 - ☐ Hospitality - Entertainment provided (Policy Section 44.1)
 - ☐ Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
 - ☐ Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4)
 - ☐ Hospitality - Special forms of hospitality (Annex 2B)
 - ☐ Hospitality - No pre-approval prior to expenditure (Section 44.7)

VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please Initial)

- ☐ Travel - Combining personal and business travel (Policy Section 14.3)
- ☐ Travel - Airfare - Higher level than permitted by policy (Policy Section 20.5)
- ☐ 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 28.1)
- ☐ 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 20.5)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 28.3)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 28.3)
- ☐ 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 25.2)
- ☐ 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.

Kim Muller

1. Traveller Name (PRINT NAME)	2. Expense claim prepared by (PRINT NAME)	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Phyllis Clark	Kim Muller	
Signature of traveller	Signature	Signature of Traveller's Director
Kim Muller for Phyllis Clark	27/09/2019	
Date	Date	Date

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

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

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised May 6, 2019

Claimant: Phyllis Clark

Departure Date: 19-Aug

Return Date: 22-Aug

Location: Edmonton/Ottawa/Edmonton

Purpose: to attend Board and Committees meeting and Business dinners

TRAVEL EXPENSE

	Amount
Airfare	\$ 2,429.40
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 2,135.33
Mileage (\$.057/km)	\$ -
Parking	
Taxis	\$ 160.69
Car Rental	
Gasoline	
Private Accommodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ 4,725.42
Total Meal/Incidentals	\$ 139.95
TOTAL	\$ 4,865.37

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.50	0	\$ -
Lunches	\$20.10	1	\$ 20.10
Dinners	\$50.65	1	\$ 50.65
Incidentals	\$17.30	4	\$ 69.20
			\$ 139.95

Total Travel Expenses

Meal allowance and Incidental calculator

Insert Date →

		19-Aug	20-Aug	21-Aug	22-Aug		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast							0
Lunch						1	1
Dinner			1				1
Incidentals			1	1	1	1	4

Per Diem Calculator

Insert Date →

		19-Aug	20-Aug	21-Aug	22-Aug	22-Jan	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
			0	1	1	1	3

Claimant Signature: *Kia Mueller for Phyllis Clark*

Date: 27/09/2019

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

CRA Calculated Taxi Tax 2019

Taxs for
Ontario &
Quebec

\$ 91.69

\$ 91.69
\$ 9.82
\$ 81.87

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

\$ -
\$ -
\$ -

Taxs for
BC &
Saskatchewan &
Alberta &
Manitoba

\$ 69.00

\$ 69.00
\$ 2.65
\$ 66.35

The figures you need

GRAND TOTAL \$ 160.69

TOTAL TAX \$ 16.35

SUMMARY Page total \$ 148.21

BLUE LINE TAXI
(612) 281-1111

BOOKING ID: 29 001 140
 PLATE ID: 43262009
 VEHICLE ID: 1278
 DRIVER ID: 00651151

TRIP NUMBER: 0958
 PASSAGE ID: 0958

06-22-2019
 START: 07:47 END: 07:48

FARE AMOUNT: \$ 5.51

TIP AMOUNT: \$ 1.50

TOTAL \$ 7.01

DATE: 06/22/2019

PHONE NUMBER: (612) 281-1111

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
 INQUIRY@JLAXI.COM
 TAXI.TAB



*Cab from hotel
 to RCM*

DIAMOND SEDAN AND TAXI
2628 43 ST
EDMONTON, AB T6L 6E1

Merchant ID: 00000004000663
Term ID: 00120006
02300190017

Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000404

00/19/19

09:59:58

Ref#: 000007751091

Inv #: 000769 Appr Code: 009901

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

Customer Copy

BLUE LINE TAXI
(613) 238 - 1111

PURCHASE

MERCHANT: 0000000541
MEDALLION: 0208
DRIVER ID: 00050479
TRIP NUMBER: 0040
00/19/2019 17:01
START: 17:01 END: 17:01

FARE AMOUNT: \$ 33.05
TIP AMOUNT: \$ 5.88
TOTAL: CAD \$: 38.93

AID: A0000000031010
APPLICATION NAME: CREDIT
APPROVED: 000
Approval Code: 044241
RESP CU: 00
TVR: 000000000
TSI: 6000
ENTRY METHOD: CONTACT CHIP

PASSENGER COPY

DESCRIPTION: _____

INQUIRY@AXITAX.COM

Cab from residence
to Edmonton
airport

Cab from Ottawa
airport to hotel

Passenger to
Destination to
Vehicle to
Driver to

TRIP NUMBER
PASSENGER

08/22/2019
START: 11:42

FARE AMOUNT

6 11.

\$ 38.65

11 344

\$ 5.80

TOTAL : \$ 44.45

SALE :

APPROVAL NUMBER :

07186

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXI1AB.COM
TAXI1AB

Cab from hotel to Ottawa
Airport



Receipt No. multiple

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

Receipt

Customer

Name Phyllis Clark

Address [REDACTED]

City [REDACTED] Province [REDACTED] PC [REDACTED]

Phone [REDACTED]

Date 5/27/2019

Order No.

Rep Donna

FOB

Qty	Description	Unit Price	TOTAL
	Travel for Phyllis Clark		
19-Aug	Flight Edmonton-Ottawa Air Canada	\$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
	Paul Travel Fee	\$50.00	\$50.00
	GST/HST on fee	\$2.50	\$2.50

Payment Details

- ☐ Cash
☐ Check
☒ Credit Card

Name

CC #

E

Official Receipt

Subtotal 22 Aug
 Edmonton - Ottawa
 \$ 1193.12
 GST - \$ 59.00
 Total = \$ 1252.78

\$1,822.24

\$141.45

\$1,963.69

\$0.00



Receipt No.

334441

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

Receipt

Customer

Name Phyllis Clark

Address

City

Phone

Province

PC

Date

6/24/2019

Order No.

Rep

Donna

FOB

Qty	Description	Unit Price	TOTAL
12-Sep	Travel for Phyllis Clark		
	Flight Ottawa-Edmonton Air Canada	\$1,060.12	\$1,060.12
	GST/HST on ticket	\$116.50	\$116.50
	Paul Travel Fee	\$50.00	\$50.00
	GST/HST on fee	\$2.50	\$2.50
<p><i>Phyllis Clark</i> <i>edmonton</i> <i>6/24/19</i></p>			

Payment Details

☐ Cash☐ Check☒ Credit Card

Name

CC #

Expires

SubTotal

\$1,110.12

GST

\$116.50

Less paid

\$1,229.12

TOTAL

\$0.00

Official Receipt

Our Goal: "To go above and beyond"

Bell

10:54 AM

70%

[Cancel](#) Boarding Pass - Air Canada [Add](#)



AIR CANADA

GATE SEAT
52 2A

EDMONTON-YEG

OTTAWA

YEG



YOW

FLIGHT
AC358

DATE
19 AUG

BOARDING
10:40

ZONE
1

PHYLLISMARIE CLARK

CABIN
Business



CLARK PHYLLISMARIE**BUSINESS CLASS / CLASSE AFFAIRES****ETKT** [REDACTED]**Frequent Flyer / Voyageur assidu****Flight / Vol****AC453****22AUG/AOU****From / De****OTTAWA****Destination:****TORONTO****Boarding time /****Heure d'embarquement****12:30****Gate /**
Porte**N/A****Seat /**
Place**2A****Zone****1****Departure Time / Heure de départ** **13:00****Remarks / Observations** [REDACTED]**Airline use / Usage interne** **0053 MC** [REDACTED]**Boarding Pass / Carte d'accès à bord****AIR CANADA****A STAR ALLIANCE**
MEMBRE DU RESEAU STAR

Fairmont

CHÂTEAU LAURIER

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

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
Room Cost \$1887.66

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. Creditors balance subject to a surcharge at the rate of 1.5% per month after one month. (15.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné ne refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (15,00% 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 participant.)

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

Fairmont

CHÂTEAU LAURIER

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

Royal Canadian Mint
Ms Phyllis Clark

Room/Chambre : 0476
Folio # :
Invoice # :
Cashier/Cassier # : 226475
Page # : 2 of 2

s.19(1)

Reference No.

Arrival/Arrivée : 08-19-19
Departure/Départ : 08-22-19

Date	Description	Additional Information/Supplémentaire	Charges	Credits
		Total	2,135.33	0.00
		Balance Due/Solde	2,135.33	
GST Summary / Sommaire		HST Summary / 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 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 balances 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 (GST-Incl) and \$2.00 (Stat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné ne 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. (Chez les hôtels participants.)

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



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 pouvoir de signature
<p>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:</p> <p>December 3-7, 2018 – Jana Fritz December 10-14, 2018 – Norman Toye</p>	<p>La présente est pour vous aviser que Bob Zintel sera absente de la Monnaie le 3 au 14 décembre 2018, inclusivement. 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 :</p> <p>3 au 7 décembre 2018 – Jana Fritz 10 au 14 décembre 2018 – Norman Toye</p>


Jennifer Camelon
Interim President and CEO / Présidente intérimaire


For Financial Transactions as per Policy 41- Appendix E
Further approved by Bob Zintel
Acting CFO and VP Finance and Administration

Simons, Deborah

From: Phyllis Clark <[REDACTED]>
Sent: Sunday, September 08, 2019 6:46 PM
To: Simons, Deborah
Subject: 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 [REDACTED]

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.

Phyllis Clark

TA - 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

Themi, 3025

Simons, Deborah

From: Simons, Deborah
Sent: Tuesday, September 17, 2019 1:58 PM
To: Gorski, Zbigniew
Cc: Iezzi, 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: Iezzi, Mark <iezzim@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 they should be available.

Regards,
Ziggy

From: Simons, Deborah <simons@mint.ca>
Sent: September 17, 2019 1:45 PM
To: Gorski, Zbigniew <Gorski@mint.ca>
Cc: Iezzi, Mark <iezzim@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.

Thank you.

Debby

From: Simons, Deborah
Sent: Monday, September 16, 2019 3:37 PM
To: Gorski, Zbigniew <Gorski@mint.ca>
Cc: Iezzi, Mark <iezzim@mint.ca>
Subject: FW: Trip invoice - from Board Chair

Hi,

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

Thanks!

Debby

From: Simons, Deborah
Sent: Monday, September 16, 2019 3:35 PM
To: Davies, Catrin <daviesc@mint.ca>
Cc: Zimonjic, Donna <zimonjic@mint.ca>
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 (via 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 her travel agent has provided the attached. Can you let me know whether or not this is fine?

Thank you.

Debby

Simons, Deborah

From: Phyllis Clark <[REDACTED]>
Sent: Tuesday, August 27, 2019 10:21 AM
To: Simons, Deborah
Subject: Re: Travel Expense Claim

Yes, she can get that for me and I will send the itinerary as well. I have a receipt to the Ottawa airport which I will send soon.

[REDACTED]

Phyllis C [REDACTED]
 Phone: [REDACTED] Email: [REDACTED]

CONFIDENTIALITY WARNING

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

On Tue, Aug 27, 2019 at 4:46 PM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Not sure where you are right now - if in [REDACTED] I hope all is well! Just confirming what I have from you so far in terms of receipts for your stay in Ottawa:

- 1 boarding pass (Edmonton to Ottawa);
- Cab from residence to Edmonton airport;
- Cab from Ottawa airport to hotel;
- Cab from hotel to RCM;
- Hotel invoice.

To process your claim I will eventually need your flight itinerary, cab from Mint or hotel to the Ottawa airport on day of departure, and cab from Edmonton airport to residence when you return. If your flight itinerary includes your travel to [REDACTED] might your travel agent be able to provide an itinerary that illustrates what the cost would have been for Edmonton/Ottawa/Edmonton?

Safe travels.

Best,

Debby

-----Original Message-----

From: Phyllis Clark [REDACTED]
Sent: Monday, August 19, 2019 4:43 PM
To: Simons, Deborah <simons@mint.ca>
Subject: Air Canada



Travel Expense Form 2019

s.19(1)

OTJ #:

TA #: TABCC82518

EAHCE # EAHCE12272

Claimant

Phyllis Clark

Cost Centre

121 Legal Services (Board)

Cost estimate provided on TA \$9,600.00

Hospitality estimate provided on TA

Departure Date 19-Aug-19

Return Date 22-Aug-19

THEMIS # (VP and Board claims only) 3025

Travel Location and Reason

(attach supporting documents):

B19-038	Currency Conversion Table		
To attend Board and Committees meeting and Business dinners	1 Unit of	is Worth	of
Edmonton/Ottawa/Edmonton	USD		CAD
			CAD
			CAD
			CAD
			CAD

Total Travel Expenses (inclusive of fares)	4,865.37				
Prepaid Fares (Paid using Amex Corporate Billing Account)	0.00				
Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card)	0.00				
Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMOUNT)					
Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT)					
Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00
Amount Owing to:		Employee	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)		0.00
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)		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 Coded**FOR FINANCE USE ONLY**

(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim (\$4,734.63)

Variance % -49%

(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim \$0.00

Hospitality Variance % #DIV/0!

Updated 18/03/19

000367

Form updated January 2018

RECEIVED

OCT 03 2019



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 pre authorized using the Authority to Travel and Advance form.

As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes ☐ No ☒ If you indicated "Yes", please check which exception(s) were not pre approved and require approval.

CEO APPROVAL REQUIRED: (Please Initial)

- ☐ Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 2B)

CFO or CEO APPROVAL REQUIRED: (Please Initial)

- ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 2B)
- ☐ Hospitality - No pre-approval obtained for the following
- ☐ Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 2B)
 - ☐ Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 2B and 44.1)
 - ☐ Hospitality - Alcoholic beverages provided (Policy Section 44.1)
 - ☐ Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
 - ☐ Hospitality - Entertainment provided (Policy Section 44.1)
 - ☐ Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
 - ☐ Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4)
 - ☐ Hospitality - Special forms of hospitality (Annex 2B)
 - ☐ Hospitality - No pre-approval prior to expenditure (Section 44.7)

VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP) (Please Initial)

- ☐ Travel - Combining personal and business travel (Policy Section 14.3)
- ☐ Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6)
- ☐ Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1)
- ☐ Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3)
- ☐ Travel - Car travel - Leased Vehicles (Policy Section 23.1)
- ☐ Travel - Expense received over 30 days (Policy Section 33.1)
- ☐ Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 2B)
- ☐ Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please Initial)

- ☐ Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3)
- ☐ Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2)
- ☐ Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1)
- ☐ Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2)
- ☐ Missing original itemized receipts. Explanation provided (Policy section 26.2)
- ☐ Other exceptions (traveller has listed and explained on a separate document)
- ☐ Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 2B)

By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

Kim Muller

1. Traveller Name (PRINT NAME)	2. Expense claim prepared by (PRINT NAME)	3. Approved by Traveller's Director with signing authority (PRINT NAME)
<i>Phyllis Clerk</i>	<i>Kim Muller</i>	
Signature of traveller	Signature	Signature of Traveller's Director
<i>Kim Muller for Phyllis Clerk</i>	<i>27/09/2019</i>	
Date	Date	Date

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
<i>Kim Muller for Victor Young</i>	<i>Kim Muller for Victor Young</i>	<i>Kim Muller for Victor Young</i>
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee
<i>09/30/2019</i>	<i>09/30/2019</i>	<i>10/02/2019</i>
Date	Date	Date
7. Reviewed by Finance (PRINT NAME)		
<i>Acting for</i>		

C. Davies

Oct 8/19

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 [REDACTED]
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 <[REDACTED]>
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 [REDACTED]
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

To: [REDACTED] <[REDACTED]>

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 - (Except NWT, NVT, Yukon)			USA - (Except Alaska)		
		Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST	USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
RCM Paid Fares (Air-Domestic)							
RCM Paid Fares (Rail-Domestic)							
RCM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)							
Employee Paid Fares (Air - Domestic)		✓ 2,429.40	✓ 176.16	✓			
Employee Paid Fares (Air- Foreign)							
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)		✓ 2,135.33	✓ 245.65	✓			
Hotel Accommodations (Foreign)							
Taxis (Domestic)		✓ 160.69	✓ 12.48	✓			
Taxis (Foreign)							
Mileage (\$0.57km)							
Business Telephone							
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality							
Baggage (Domestic)							
Baggage (Foreign)							
Others (code manually)							
Others (total)							
Total Expenses		4,725.42	434.29				
Per Diem Country				Canada	USA		
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST	No. of meal allowances	Total USD allowance	Total CAD Equivalent
Breakfasts	\$20.50				\$20.50		
Lunches	\$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			
Incidentals	\$17.30	4	✓ 69.20	3.30	\$17.30		
Total Expenses			139.95	6.66			

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

Grand Total CAD Expenses

4,865.37

Grand Total USD Expenses

Grand Total HST/GST

440.95

Notes for Expenses

Breakfast was provided by RCM for BOD orientation (August 19) and August 20. Breakfast on August 21-22 was included with Accommodations. RCM provided lunch on August 21 & 22 and two dinners (August 20 & 21). Ms. Clark left Ottawa for a Trip to [REDACTED] that is not related to RCM but her return flight from Ottawa to Edmonton is claimed. Since we ask 2 invoice for her travel reflecting her travel from Edmont /Ottawa/Edmont, the travelling fee were charged twice that it would have been once usually. So we are not reclaiming the second fees. Her taxi from Edmonton airport to residence will not be claimed [REDACTED]

Meal allowance and incidental calculator

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

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

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

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

Enter your travel dates here for CANADA MONTH: Aug-19															Total allowances
Numbers only		19	20	21	22										
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch						1									1
Dinner			1												1
Incidentals			1	1	1	1									4

Enter your travel dates here for the US MONTH: 43678															Total allowances
		19	20	21	22										
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised May 6, 2019

Claimant: Departure Date: Return Date:

Location:

Purpose:

TRAVEL EXPENSE

Amount

Airfare	\$ 2,429.40
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 2,135.33
Mileage (\$.057/km)	\$ -
Parking	
Taxis	\$ 160.69
Car Rental	
Gasoline	
Private Accommodation (\$50/ngt)	
Other	

Total Travel Expenses \$ 4,725.42
Total Meal/Incidentals \$ 139.95
TOTAL \$ 4,865.37

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.50	0	\$ -
Lunches	\$20.10	1	\$ 20.10
Dinners	\$50.65	1	\$ 50.65
Incidentals	\$17.30	4	\$ 69.20
			\$ 139.95

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →

		19-Aug	20-Aug	21-Aug	22-Aug		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast							0
Lunch						1	1
Dinner			1				1
Incidentals			1	1	1	1	4

Per Diem Calculator

Insert Date →

		19-Aug	20-Aug	21-Aug	22-Aug	22-Jan	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
			1	1	1		3

Claimant Signature: *Kim Meekler for Phyllis Clark*

Date: *27/09/2019*

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



Receipt No. multiple

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

Receipt

Customer

Name Phyllis Clark

Address [REDACTED]

City [REDACTED]

Phone [REDACTED]

Province [REDACTED]

PC [REDACTED]

Date 5/27/2019

Order No.

Rep

Donna

FOB

Qty	Description	Unit Price	TOTAL
	Travel for Phyllis Clark		
19-Aug	Flight Edmonton-Ottawa Air Canada 10:40am	\$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
	Paul Travel Fee	\$50.00	\$50.00
	GST/HST on fee	\$2.50	\$2.50

did not claim this portion

Payment Details

☐ Cash☐ Check☒ Credit Card

Name

CC #

Expires

SubTotal \$1,822.24

GST \$141.45

Less paid \$1,963.69

TOTAL \$0.00

Official Receipt

Our Goal: "To go above and beyond"



Receipt No. [REDACTED]

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

Receipt

Customer

Name Phyllis Clark

Address [REDACTED]

City [REDACTED]

Province [REDACTED]

PC [REDACTED]

Phone [REDACTED]

Date 6/24/2019

Order No. [REDACTED]

Rep Donna

FOB [REDACTED]

Qty	Description	Unit Price	TOTAL
12-Sep	Travel for Phyllis Clark		
	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
<i>Not claiming as only one complete charge for flight</i>			

Payment Details

- ☐ Cash
☐ Check
☒ Credit Card

Name [REDACTED]

CC # [REDACTED]

Expires [REDACTED]

SubTotal \$1,110.12

GST \$119.00

Less paid \$1,229.12


TOTAL \$0.00

Official Receipt

Our Goal: "To go above and beyond"

10:54 AM 70%

Cancel Boarding Pass - Air Canada Add

 **AIR CANADA**

GATE
52

SEAT
2A

EDMONTON-YEG
YEG



OTTAWA
YOW

FLIGHT
AC358

DATE
19 AUG


BOARDING
10:40

ZONE
1



CABIN
Business

PHYLLISMARIE CLARK



CLARK PHYLLISMARIE
BUSINESS CLASS / CLASSE AFFAIRES
ETKT [REDACTED]

Frequent Flyer / Voyageur assidu
[REDACTED]

Flight / Vol

AC453

22AUG/AOU

From / De

OTTAWA



Destination

TORONTO

Boarding time /
Heure d'embarquement

12:30

Gate /
Porte

N/A

Seat /
Place

2A

Zone

1

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

Airline use / À usage interne **0053 MC** [REDACTED]

Boarding Pass | Carte d'accès à bord

AIR CANADA

A STAR ALLIANCE
MEMBRE DU RÉSEAU STAR

Fairmont

CHÂTEAU LAURIER

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

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
Room Cost \$1889.68

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

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

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

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

Fairmont

CHÂTEAU LAURIER

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

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

Date	Description	Additional Information/Supplémentaire	Charges	Credits
Total			2,135.33	0.00
Balance Due/Solde			2,135.33	
GST Summary / Sommaire		HST Summary / 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 agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année.)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

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

CRA Calculated Taxi Tax 2019

Taxis for

Ontario &
Quebec

\$ 91.69

\$	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

\$ 160.69

TOTAL TAX

\$ 12.48

SUMMARY Page total

\$ 148.21

s.19(1)

BLUE LINE TAXI
(613) 233-1111

TERMINAL ID: 024 303 890
MERCHANT ID: 43252200
VEHICLE ID: 1270
DRIVER ID: 00001151

TRIP NUMBER: 0055
PASSENGERS: 1

06-22-2019
START: 07:47
END: 07:48

FARE AMOUNT: \$ 6.31

TIP AMOUNT: \$ 1.50

TOTAL: \$ 8.31

SAT: ***

APPROVAL NUMBER: 041051

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@BLUETAXI.COM
TAXI1111



Cab from hotel
to RCM

s.19(1)

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

Merchant ID: 000000004838663
Term ID: 08128885
82380190017

Purchase

██████████ CREDIT

XXXXXXXXXXXX██████████

AID: A0000000031010

Entry Method: Chip

Batch#: 000404

08/19/19

09:59:58

Ref#: 000007751091

Inv #: 000769 Appr Code: 00998I

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

Customer Copy

BLUE LINE TAXI
(613) 238 - 1111

PURCHASE

MERCHANT: ***** 5AT
MEDALLION: 8208
DRIVER ID: 00050479
TRIP-NUMBER: 0040
08/19/2019 17:01
START: 17:01 END: 17:01

FARE AMOUNT: \$ 60.00
TIP AMOUNT: \$ 9.00
TOTAL: CAD \$: 69.00

AID: A0000000031010
APPLICATION NAME: ██████████ CREDIT
██████████
APPROVED: 000
Approval Code: 044241
RESP CD: 00
TVR: 0000000000
TSI: 6800
ENTRY METHOD: CONTACT CHIP

PASSENGER COPY

DESCRIPTION: _____

INDUSTRYTAXI1AB.COM

Cab from residence
to Edmonton
airport

Cab from Ottawa
airport to hotel

BLUE LINE TAXI
1000 7th Ave
Ottawa, ON K1P 1H1

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

TRIP NUMBER:
PASSENGERS:

08/22/2019
START: 11:42

FARE AMOUNT

11:42

TOTAL : \$ 44.45

SALE :

APPROVAL NUMBER :

07186

PASSENGER COPY

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

Cab from hotel to Ottawa
Airport

**Royal Canadian Mint / Monnaie royale canadienne**

320 Sussex Drive
OTTAWA, ON
K1A 0G8
Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER**PHYLLIS CLARK**

Fax
E-mail simons@mint.ca

Telephone 613-993-3500
Fax
Date 24/10/2019
Vendor account
Date of payment 25/10/2019
Reference No. PV149307

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

Thellend, Talia

From: Simons, Deborah
Sent: December 12, 2019 9:21 AM
To: Phyllis Clark
Subject: Reimbursement
Attachments: [REDACTED] 08632982_4.pdf

s.19(1)

Dear Phyllis,

I am pleased to advise that you will receive an electronic transfer of funds on December 13th, 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.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT
COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX
OTTAWA ON K1A 0G8
Tel/Tél. : 613-716-4439
simons@mint.ca | simons@monnaie.ca
mint.ca | monnaie.ca

**Royal Canadian Mint / Monnaie royale canadienne**

320 Sussex Drive
OTTAWA, ON
K1A 0G8
Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

PHYLLIS CLARK

Telephone 613-993-3500
Fax
Date 12/12/2019
Vendor account [REDACTED]
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	1,438.37	0.00	1,438.37	THEMIS # 3036 EAHCE12358 OTTAWA
		CAD			<hr/> 1,438.37	



Travel Expense Form 2019

Claimant
Cost Centre

Phyllis Clark

121 Legal Services (Board)

OTJ #:

TA #:

EAHCE #

Cost estimate provided on TA

Hospitality estimate provided on TA

Departure Date

Return Date

THEMIS # (VP and Board claims only)

TABCC82518

EAHCE12358

\$9,600.00

17-Nov-19

20-Nov-19

3036

Travel Location and Reason

(attach supporting documents):

B19-039

To attend Board and Committee meetings and Business Dinners

Edmonton/Ottawa/Edmonton

Currency Conversion Table

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

Total Travel Expenses (inclusive of fares)

2,476.95

Prepaid Fares (Paid using Amex Corporate Billing Account)

0.00

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

0.00

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

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

Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00

Amount Owning to:

Employee

2,476.95

RCM

0.00

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		119.70
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)	0.00
741010 - Airfare (foreign)		2,357.25
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
		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00
FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$7,123.05)
	Variance %	-74%
	(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
	Hospitality Variance %	#DIV/0!

Updated 18/03/19



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 #43. Approver must have Delegation Authority at the time of signing. All travel plans must be pre-authorized using the Authority to Travel and Advance form.

As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51.
Yes ☐ No ☒ If you indicated "Yes", please check which exception(s) were not pre-approved and require approval:

CEO APPROVAL REQUIRED: (Please Initial)

- ☐ Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 28)

CFO or CEO APPROVAL REQUIRED: (Please Initial)

- ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 28)
☐ Hospitality - No pre-approval obtained for the following:
- ☐ Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 28)
 - ☐ Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 28 and 44.1)
 - ☐ Hospitality - Alcoholic beverages provided (Policy Section 44.1)
 - ☐ Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
 - ☐ Hospitality - Entertainment provided (Policy Section 44.1)
 - ☐ Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
 - ☐ Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4)
 - ☐ Hospitality - Special forms of hospitality (Annex 28)
 - ☐ Hospitality - No pre-approval prior to expenditure (Section 44.7)

VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please Initial)

- ☐ Travel - Combining personal and business travel (Policy Section 14.3)
☐ Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6)
☐ Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1)
☐ Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3)
☐ Travel - Car travel - Leased Vehicles (Policy Section 23.1)
☐ Travel - Expense received over 30 days (Policy Section 33.1)
☐ Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 28)
☐ Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please Initial)

- ☐ Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6)
☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3)
☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3)
☐ Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2)
☐ Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1)
☐ Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$150), 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 25.2)
☐ Other exceptions (traveller has listed and explained on a separate document)
☐ Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 28)

By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

1. Traveller Name (PRINT NAME) Phyllis Clark	2. Expense claim prepared by (PRINT NAME) Kim Muller	3. Approved by Traveller's Director with signing authority (PRINT NAME) Kim Muller
Signature of traveller Phyllis Clark	Signature Kim Muller	Signature of Traveller's Director Kim Muller
Date 10/10/2019	Date 10/10/2019	Date

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

4. Approved by VP (as required) (PRINT NAME) Jennifer Cameron	5. Reviewed by CFO (CEO claims, Board claims, claims for review prior to CEO approval, other as required) Paula	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required) Paula
Signature of VP Jennifer Cameron	Signature of CFO Paula	Signature of CEO/Chair of Board/Chair of Audit Committee Paula
Date Oct 15 2019	Date Oct 15 2019	Date
7. Reviewed by Finance (PRINT NAME)		Date



Page 2

Canada - (Except NWT, NVT, Yukon)			USA - (Except Alaska)			
	Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST	USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
RCM Paid Fares (Air-Domestic)						
RCM Paid Fares (Rail-Domestic)						
RCM Paid Fares (Air-Foreign)						
RCM Paid Fares (Rail-Foreign)						
Employee Paid Fares (Air - Domestic)	2,476.95	119.70				
Employee Paid Fares (Air- Foreign)						
Employee Paid Fares (Rail- Domestic)						
Employee Paid Fares (Rail - Foreign)						
Hotel Accommodations (Domestic)						
Hotel Accommodations (Foreign)						
Taxis (Domestic)						
Taxis (Foreign)						
Mileage (\$0.57/km)						
Business Telephone						
Parking						
Car Rental (Domestic)						
Car Rental/Gas (Foreign)						
Personal Accommodations						
Hospitality						
Baggage (Domestic)						
Baggage (Foreign)						
Others (code manually)						
Others (total)						
Total Expenses	2,476.95	119.70				
Per Diem Country			Canada			USA
Meal allowance rates	No. of meal allowances	Total CAD allowance	Calculated GST/HST	No. of meal allowances	Total USD allowance	Total CAD Equivalent
Breakfasts	\$20.35			\$20.35		
Lunches	\$20.60			\$20.60		
Dinners	\$50.55			\$50.55		
Total Meals						
Incidentals	\$17.30			\$17.30		
Total Expenses						

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

Grand Total CAD Expenses

2,476.95

Grand Total USD Expenses

Grand Total HST/GST

119.70

Notes for Expenses

Board and committees meetings are in November 2019. Flights to be reimburse, since meetings are a month away. Her travel plans changed

Muller, Kim

From: Victor Young <[REDACTED]>
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. : 613-355-8458

mullerk@mint.ca | mullerk@monnaie.ca
mint.ca | monnaie.ca

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

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised May 6, 2019

Claimant: **Phyllis Clark** Departure Date: **201-11-17** Return Date: **20-Nov**

Location: **Edmonton/Ottawa/Edmonton**

Purpose: **to attend Board and Committees meeting and Business dinners**

TRAVEL EXPENSE

	Amount
Airfare	\$ 2,476.95
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	
Mileage (\$.057/km)	\$ -
Parking	
Taxis	
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ 2,476.95
Total Meal/Incidentals	\$ -
TOTAL	\$ 2,476.95

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.50	0	\$ -
Lunches	\$20.10	0	\$ -
Dinners	\$50.65	0	\$ -
Incidentals	\$17.30	0	\$ -
			\$ -

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →

	Sat	Sun	19-Aug Mon	20-Aug Tue	21-Aug Wed	22-Aug Thu	Fri	Total
Breakfast								0
Lunch								0
Dinner								0
Incidentals								0

Per Diem Calculator

Insert Date →

	Sat	Sun	19-Aug Mon	20-Aug Tue	21-Aug Wed	Aug Thu	22-Jan Fri	Total
			0					0

Claimant Signature: *Phyllis Clark* Date: *10/10/2019*

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



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

3036

Electronic Invoice

Prepared For:
CLARK/PHYLLIS MARIE MS

SALES PERSON	70
INVOICE NUMBER	[REDACTED]
INVOICE ISSUE DATE	23 Sep 2019
RECORD LOCATOR	[REDACTED]
CUSTOMER NUMBER	[REDACTED]

Client Address
 PHYLLIS CLARK
 [REDACTED]

DATE: Sun, Nov 17

Flight: AIR CANADA 358

From	EDMONTON INTL AB, CANADA	Departs	9:00am
To	OTTAWA ON, CANADA	Arrives	2:55pm
Duration	3hr(s) 55min(s)	Cabin	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	Breakfast
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXX [REDACTED]

DATE: Wed, Nov 20

Flight: AIR CANADA 363

From	OTTAWA ON, CANADA	Departs	5:20pm
To	EDMONTON INTL AB, CANADA	Arrives	7:53pm
Duration	4hr(s) 33min(s)	Cabin	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	Meals
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXX [REDACTED]

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.

XXXXXXXXXXXX

CAD *50.00
CAD *2.50

DATE: Sat, Mar 21

Others

EDMONTION AB
HAVE A SAFE AND
PLEASANT TRIP

Ticket Information

Ticket Number	AC		Passenger	CLARK PHYLLIS MARIE MS		
			Billed to:	XXXXXXXXXXXX		
				V.A.T./G.S.T./H.S.T.	CAD	*1933.25
					CAD	*98.50
				Total base fare amount	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

s.19(1)

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	AIRBUS INDUSTRIE A320 JET	Meal	Breakfast
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03C	AC - XXXXXX

DATE: Wed, Nov 20

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

From	OTTAWA ON, CANADA	Departs	5:30am
To	MONTREAL TRUDEAU, CANADA	Arrives	6:18am
Duration	0hr(s) 48min(s)	Cabin	Economy
Type	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03C	AC - XXXXXX

DATE: Wed, Nov 20

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

From	MONTREAL TRUDEAU, CANADA	Departs	7:50am
To	EDMONTON INTL AB, CANADA	Arrives	10:30am

Duration	4hr(s) 40min(s)	Cabin	Business
Type	AIRBUS	Meal	Breakfast
	INDUSTRIE A319		
	JET		
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS	Seat(s) - 02C	AC - XXX XXX
	MARIE MS		

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

XXXXXXXXXXXX

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	AC	Passenger	CLARK PHYLLIS MARIE M	
		Exchange	AC	
		Billed to:	XXXXXXXXXXXX	
			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.	CAD 18.70
			Net Credit Card Billing	* 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 001-803-876-4247
..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.




Memorandum / Note de service

To / Destinataires: Vice-Presidents / Vice-présidents
Directors / Directeurs

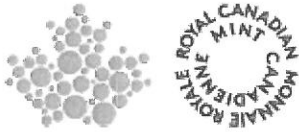
From / Expéditeur: Jennifer Camelon
Interim President and CEO / Présidente Intérimaire

Date: October 22, 2018 / le 22 octobre 2018

Delegation of Signing Authority	Délégation du pouvoir de signature
<p>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:</p> <p>December 3-7, 2018 – Jann Fritz December 10-14, 2018 – Norman Teye</p>	<p>La présente est pour vous aviser que Bob Zintel sera absent de la Monnaie le 3 au 14 décembre 2018, inclusivement. 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 :</p> <p>3 au 7 décembre 2018 – Jann Fritz 10 au 14 décembre 2018 – Norman Teye</p>


Jennifer Camelon
Interim President and CEO / Présidente Intérimaire


For Financial Transaction as per Policy 41- Appendix K
Further approved by Bob Zintel
Acting CFO and VP Finance 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 613-993-3500
Fax
Date 12/12/2019
Vendor account [REDACTED]
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	1,438.37	0.00	1,438.37	THEMIS # 3036 EAHCE12358 OTTAWA
		CAD			<u>1,438.37</u>	



Travel Expense Form 2019

OTJ #:

TA #:

EAHCE #

TABCC82518
EAHCE12358
\$9,600.00
17-Nov-19
20-Nov-19
3036

Claimant

Phyllis Clark

Cost Centre

121 Legal Services (Board)

Cost estimate provided on TA

Hospitality estimate provided on TA

Departure Date

Return Date

THEMIS # (VP and Board claims only)

Travel Location and Reason

(attach supporting documents):

B19-039 To attend Board of Directors meetings and business dinners. Edmonton/Ottawa/Edmonton * EXPENSES	Currency Conversion Table		
	1 Unit of	is Worth	of
	USD		CAD
			CAD
			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
	0.00
Amount Owning to:	Employee
	1,438.37
	RCM
	0.00

Expense Coding		
Account	Cost Center (Select One 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)		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)		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 Coded		0.00
FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$5,684.68)
	Variance %	-59%
	(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
	Hospitality Variance %	#DIV/0!



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 pre-authorized using the Authority to Travel and Advance form.

As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes ☐ No ☒ If you indicated "Yes", please check which exception(s) were not pre-approved and require approval:

CEO APPROVAL REQUIRED: (Please initial)

- ☐ Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 2B)

CFO or CEO APPROVAL REQUIRED: (Please initial)

- ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 2B)
- ☐ Hospitality - No pre-approval obtained for the following:
- ☐ Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 2B)
 - ☐ Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 2B and 44.1)
 - ☐ Hospitality - Alcoholic beverages provided (Policy Section 44.1)
 - ☐ Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
 - ☐ Hospitality - Entertainment provided (Policy Section 44.1)
 - ☐ Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
 - ☐ Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4)
 - ☐ Hospitality - Special forms of hospitality (Annex 2B)
 - ☐ Hospitality - No pre-approval prior to expenditure (Section 44.7)

VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial)

- ☐ Travel - Combining personal and business travel (Policy Section 14.3)
- ☐ Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6)
- ☐ Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1)
- ☐ Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3)
- ☐ Travel - Car travel - Leased Vehicles (Policy Section 23.1)
- ☐ Travel - Expense received over 30 days (Policy Section 33.1)
- ☐ Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 2B)
- ☐ Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

- ☐ Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3)
- ☐ Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2)
- ☐ Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1)
- ☐ Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2)
- ☐ Missing original itemized receipts. Explanation provided (Policy section 26.2)
- ☐ Other exceptions (traveller has listed and explained on a separate document)
- ☐ Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 2B)

By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

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

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO <i>[Signature]</i>	Signature of CEO/Chair of Board/Chair of Audit Committee <i>Close refer to attached</i>
Date	Date <i>Nov 29/2019</i>	Date <i>e-mail approval from Victor Young</i>
7. Reviewed by Finance (PRINT NAME)	Date <i>02/12/19</i>	

000399

Form updated January 2018



USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
--------------	-----------------------------	----------------------

[illegible]

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

Grand Total USD Expenses

263.36

1) Airfare has already been claimed; 2) Breakfast on 17, 18, 19 & 20 was included with flights and accommodations; 3) RCM provided dinner on 18 & 19 November, and lunch on 19 November; 4) Phyllis paid for 4 cab fares - for all other trips between RCM/hotel/dinners she either walked or rode with someone else.

Simons, Deborah

From: Victor Young <[REDACTED]>
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 [REDACTED]
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 travel dates here for **CANADA** MONTH: Nov-19

Numbers only

	17	18	19	20											Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch		1	1												2
Dinner		1													1
Incidentals		1	1	1	1										4

Enter your travel dates here for the **US** MONTH: 43770

	17	18	19	20											Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised May 6, 2019

Claimant: Phyllis Clark Departure Date: 17-Nov Return Date: 20-Nov

Location: Ottawa

Purpose: Board of Directors meetings and business dinners.

TRAVEL EXPENSE

	Amount
Airfare	
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 1,089.42
Mileage (\$.057/km)	\$ -
Parking	
Taxis	\$ 188.00
Car Rental	
Gasoline	
Private Accommodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ 1,277.42
Total Meal/Incidentals	\$ 160.95
TOTAL	\$ 1,438.37

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.35	0	\$ -
Lunches	\$20.60	2	\$ 41.20
Dinners	\$50.55	1	\$ 50.55
Incidentals	\$17.30	4	\$ 69.20
			\$ 160.95

Total Travel Expenses

Meal allowance and incidental calculator

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

Per Diem Calculator

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

Claimant Signature: Phyllis Clark

Date: 28/11/19

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

Fairmont

CHÂTEAU LAURIER

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

Room/Chambre : 0376
Folio # :
Invoice # :
Cashier/Cassier # : 226297
Page # : 1 of 2

Reference No.

Ms Phyllis Clark

Arrival/Arrivée : 11-17-19

Departure/Départ : 11-20-19

Date	Description	Additional Information/Supplémentaire	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

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

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

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

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

Fairmont

CHÂTEAU LAURIER

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

Room/Chambre : 0376
Folio # : [REDACTED]
Invoice # : [REDACTED]
Cashier/Cassier # : 226297
Page # : 2 of 2

Reference No.

Ms Phyllis Clark

Arrival/Arrivée : 11-17-19
Departure/Départ : 11-20-19

Date	Description	Additional Information/Supplémentaire	Charges	Credits
Total			1,089.42	1,089.42
Balance Due/Solde			0.00	

GST Summary / Sommaire

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

HST Summary / Sommaire

Room/Chambre 125.34
F&B/Restauration 0.00
Other/Autres 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 de:
États-Unis ou Canada 1 800 441 1414

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

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J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

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

Cancel Boarding Pass - Air Canada Add

 AIR CANADA

EDMONTON-YEG  OTTAWA

YEG YOW

FLIGHT AC358 DATE 17 NOV BOARDING 08:25 ZONE 1


PHYLLISMARIE CLARK

CABIN Business



this pass has expired





s.19(1)

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

Merchant ID: 000000004838663
Term ID: 00128885
82380190017

Purchase

██████ CREDIT

XXXXXXXXXXXX██████

AID: A0000000031010

Entry Method: Chip

Batch#: 000431

11/17/19

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.*

s.19(1)

VEHICLE ID: 1165
TRIP NUMBER: 61249

BLUE LINE TAXI
(613) 238 - 1111

Merchant ID: 4325116A
Driver ID: 50936
Record Num.: 0002

Sale

Application Label: CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Amount: \$ 37.69
Tip: \$ 4.53

Total: CAD\$ 37.62

2019/11/20

04:07:54

Resp Code: 00

TVR: 8000000000
ISI: 7000

Inv#: 000600

Appr Code: 6214E1

Apprvd: Online

Batch#: 02.152

TRN Ref #: 3093243206-41514

Validation Code: 17LN

DESCRIPTION:

NO SIGNATURE REQUIRED

CUSTOMER SERVICE 1-800-443-2012
INQUIRY@TAXITAB.COM
TAXITAB

MERCHANT COPY

*Cab from hotel
to Ottawa
airport*

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

Merchant ID: 800000004030663
Term ID: 00120009
02300190017

Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000059

10:59:40

11/20/19

Ref#: 000007530614

Inv #: 001505 Appr Code: 034601

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

Customer Copy

*Cab from
Edmonton airport
to residence.*

REGAL ET CROWN TAXI
165 RUE JEAN-PROULX
GATINEAU, QC J8Z 1T4
819-777-6231

SALE

MID: 6420600

TID: 223

Batch #: 322001

11/19/19

APPR CODE: 084101

REF#: 00000010

RRN: 00000010

210612

Proximity
11/19

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 WITH CARD ISSUER'S
AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)
RETAIN THIS COPY FOR STATEMENT
VERIFICATION

THANK YOU / MERCH

MERCHANT COPY

*Cab from Board /
Management dinner
to hotel.*

CRA Calculated Tax Tax 2019

Taxis for

Ontario &	\$	37.82
Quebec	\$	12.18

Ontario
\$ 37.82

Quebec
\$ 12.18

\$	50.00
\$	5.36
\$	44.64

Taxis for

Nova Scotia &
PEI &
New Foundland &
New Brunswick

\$	-
\$	-
\$	-

Taxis for

BC &	
Saskatchewan &	
Alberta &	\$ 138.00
Manitoba	

Alberta
69.00
69.00
\$ 138.00

\$	138.00
\$	5.31
\$	132.69

The figures you need

GRAND TOTAL	\$ 188.00
TOTAL TAX	\$ 10.66
SUMMARY Page total	\$ 177.34



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 pouvoir de signature
<p>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:</p> <p>December 3-7, 2018 – Jana Fritz December 10-14, 2018 – Norman Teye</p>	<p>La présente est pour vous aviser que Bob Zintel sera absente de la Monnaie le 3 au 14 décembre 2018, inclusivement. 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 :</p> <p>3 au 7 décembre 2018 – Jana Fritz 10 au 14 décembre 2018 – Norman Teye</p>


Jennifer Camelon
Interim President and CEO / Présidente Intérimaire


For Financial Transaction as per Policy 41- Appendix E
Further approved by Bob Zintel
Acting CFO and VP Finance and Administration



Travel Expense Form 2019

s.19(1)

OTJ #:

TA #:

EAHCE #

Claimant

Cost Centre

Phyllis Clark

121 Legal Services (Board)

Cost estimate provided on TA

Hospitality estimate provided on TA

Departure Date

Return Date

THEMIS # (VP and Board claims only)

TABCC82518

EAHCE12358

17-Nov-19

20-Nov-19

3036

Travel Location and Reason

(attach supporting documents):

B19-039

To attend Board of Directors meetings and business dinners.

Edmonton/Ottawa/Edmonton

* EXPENSES

Currency Conversion Table

1 Unit of	is Worth	of
USD		CAD
		CAD
		CAD
		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	0.00

Amount Owing to:

Employee

1,438.37

RCM

0.00

Expense Coding

Account	Cost Center (Select One 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)	0.00
741010 - Airfare (foreign)		2,357.25
740020 - Rail fare (domestic)		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)	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

Out of Balance - Discrepancy in Expenses Coded

FOR FINANCE USE ONLY

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

(\$5,684.68)

Variance %

-59%

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

\$0.00

Hospitality Variance %

#DIV/0!

RECEIVED

DEC 03 2019

ENTERED

DEC 09 2019

AP 443 916



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 pre-authorized using the Authority to Travel and Advance form.

As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51.
Yes ☐ No ☒ If you indicated "Yes", please check which exception(s) were not pre-approved and require approval:

CEO APPROVAL REQUIRED: (Please initial)

- ☐ Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 2B)

CEO or CEO APPROVAL REQUIRED: (Please initial)

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- ☐ Other exceptions (traveller has listed and explained on a separate document)
- ☐ Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 2B)

By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

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

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO <i>[Signature]</i>	Signature of CEO/Chair of Board/Chair of Audit Committee <i>Clause refer to attached</i>
Date	Date <i>Nov 29/2019</i>	Date <i>0-mail approval from Victor Young</i>
7. Reviewed by Finance (PRINT NAME) <i>[Signature]</i>	Date <i>02/12/19</i> <i>Dec 9/19</i>	

000414

Form updated January 2018



Per Diem Country			Canada	
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST
Breakfasts	\$20.35			
Lunches	\$20.60	2	41.20	1.96
Dinners	\$50.55	1	50.55	2.41
Total Meals			91.75	4.37
Incidentals	\$17.30	4	69.20	3.30
Total Expenses			160.95	7.66

[illegible]

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

1,438.37

263.36

Grand Total USD Expenses

Notes for Expenses

1) Airfare has already been claimed; 2) Breakfast on 17, 18, 19 & 20 was included with flights and accommodations; 3) RCM provided dinner on 18 & 19 November, and lunch on 19 November; 4) Phyllis paid for 4 cab fares - for all other trips between RCM/hotel/dinners she either walked or rode with someone else.

Simons, Deborah

From: Victor Young <[REDACTED]>
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 <[REDACTED]>
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 travel dates here for CANADA MONTH: Nov-19															Total allowances
Numbers only	17	18	19	20											
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch		1	1												2
Dinner		1													1
Incidentals		1	1	1	1										4

Enter your travel dates here for the US MONTH: 43770															Total allowances
	17	18	19	20											
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised May 6, 2019

Claimant: Phyllis Clark Departure Date: 17-Nov Return Date: 20-Nov

Location: Ottawa

Purpose: Board of Directors meetings and business dinners.

TRAVEL EXPENSE

	Amount
Airfare	
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 1,089.42
Mileage (\$.057/km)	\$ -
Parking	
Taxis	\$ 188.00
Car Rental	
Gasoline	
Private Accommodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ 1,277.42
Total Meal/Incidentals	\$ 160.95
TOTAL	\$ 1,438.37

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.35	0	\$ -
Lunches	\$20.60	2	\$ 41.20
Dinners	\$50.55	1	\$ 50.55
Incidentals	\$17.30	4	\$ 69.20
			\$ 160.95

Total Travel Expenses

Meal allowance and incidental calculator

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

Per Diem Calculator

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

Claimant Signature: *Phyllis Clark*

Date: *28/11/19*

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

3036

Electronic Invoice

Prepared For:
 CLARK/PHYLLIS MARIE MS

SALES PERSON	70
INVOICE NUMBER	[REDACTED]
INVOICE ISSUE DATE	23 Sep 2019
RECORD LOCATOR	[REDACTED]
CUSTOMER NUMBER	[REDACTED]

Client Address
 PHYLLIS CLARK
 [REDACTED]

DATE: Sun, Nov 17

Flight: AIR CANADA 358

From	EDMONTON INTL AB, CANADA	Departs	9:00am
To	OTTAWA ON, CANADA	Arrives	2:55pm
Duration	3hr(s) 55min(s)	Cabin	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	Breakfast
Stop(s)	No n Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXXX [REDACTED]

DATE: Wed, Nov 20

Flight: AIR CANADA 363

From	OTTAWA ON, CANADA	Departs	5:20pm
To	EDMONTON INTL AB, CANADA	Arrives	7:53pm
Duration	4hr(s) 33min(s)	Cabin	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	Meals
Stop(s)	No n Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02D	AC - XXXXXXXX [REDACTED]

DATE: Wed, Nov 20

Others

EDMONTON INTL
 AB
 BOOKING
 MANAGEMENT
 FEE - 50.00
 PFE

CAD * 50.00
CAD * 2.50

EDMONTON AB
HAVE A SAFE AND
PLEASANT TRIP

Total Amount Due CAD 0.00



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

Electronic Invoice

Prepared For:
 CLARK/PHYLLIS MARIE MS

SALES PERSON	70
INVOICE NUMBER	[REDACTED]
INVOICE ISSUE DATE	08 Oct 2019
RECORD LOCATOR	[REDACTED]
CUSTOMER NUMBER	[REDACTED]

Client Address
 PHYLLIS CLARK
 [REDACTED]

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	AIRBUS INDUSTRIE A320 JET	Meal	Breakfast
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03C	AC - XXXXXXXX [REDACTED]

DATE: Wed, Nov 20

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

From	OTTAWA ON, CANADA	Departs	5:30am
To	MONTREAL TRUDEAU, CANADA	Arrives	6:18am
Duration	0hr(s) 48min(s)	Cabin	Economy
Type	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 03C	AC - XXXXXXXX [REDACTED]

DATE: Wed, Nov 20

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

From	MONTREAL TRUDEAU, CANADA	Departs	7:50am
To	EDMONTON INTL AB, CANADA	Arrives	10:30am

Duration	4hr(s) 40min(s)	Cabin	Business
Type	AIRBUS INDUSTRIE A319 JET	Meal	Breakfast
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02C	AC - XXXXXXXX [REDACTED]

DATE: Wed, Nov 20

Others			
	EDMONTON INTL AB BOOKING MANAGEMENT FEE - 35.00 PFE		
	Billed to:	[REDACTED]XXXXXXXXXXXX[REDACTED]	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	AC [REDACTED]	Passenger	CLARK PHYLLIS MARIE M		
		Exchange	AC [REDACTED]		
		Billed to:	[REDACTED]XXXXXXXXXXXX[REDACTED]	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	* 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.

Fairmont

CHÂTEAU LAURIER

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

Room/Chambre : 0376
Folio # :
Invoice # :
Cashier/Cassier # : 226297
Page # : 1 of 2

Reference No.

Ms Phyllis Clark

Arrival/Arrivée : 11-17-19

Departure/Départ : 11-20-19

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

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

Fairmont

CHÂTEAU LAURIER

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

Room/Chambre : 0376
Folio # :
Invoice # :
Cashier/Cassier # : 226297
Page # : 2 of 2

Reference No.

Ms Phyllis Clark

Arrival/Arrivée : 11-17-19

Departure/Départ : 11-20-19

Date	Description	Additional Information/Supplémentaire		Charges	Credits
Total				1,089.42	1,089.42
Balance Due/Solde				0.00	
GST Summary / Sommaire		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 de:
États-Unis ou Canada 1 800 441 1414

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

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

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







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

Merchant ID: 000000004838663
Term ID: 08128885
82380190017

Purchase

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

Batch#: 000431

11/17/19

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.*

s.19(1)

VEHICLE ID: 1:155
TRIP NUMBER: 6:249
BLUE LINE TAXI
(613) 238 - 1111

Merchant ID: 4325116A
Driver ID: 50936
Record Num.: 0002

Sale

Application Label: CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Amount: \$ 37.89
Tip: \$ 4.53

Total: CAD\$ 37.82

2019/11/20

04:07:34

Resp Code: 00

TVR: 0000000000
ISI: 7000

Inv#: 000500

Appr Code: 02104E1

Apprvd: Online

Batch#: 001552

TRN Ref #: 309324328841514

Validation Code: 17LN

DESCRIPTION:

NO SIGNATURE REQUIRED

CUSTOMER SERVICE 1-800-443-2012
INQUIRY@TAXI17AB.COM
TAXI17AB

MERCHANT COPY

Cab from hotel
to Ottawa
airport

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

Merchant ID: 0000000004038663
Term ID: 00120009
82300190017

Purchase

CREDIT

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000059

11/20/19

10:59:40

Ref#: 000007538614

Inv #: 001505 Appr Code: 034601

Amount: \$ 60.00
Tip: \$ 9.00

Total: \$ 69.00

Customer Copy

Cab from
Edmonton airport
to residence.

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

SALE

MID: 6420689

TID: 223

Batch #: 322001

11/19/19

APPR CODE: 084101

REF#: 00000018

RRN: 00000018

2106:12

Proximity
/4

AMOUNT
TIP
TOTAL

\$10.50
\$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 WITH CARD ISSUER'S
AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)
RETAIN THIS COPY FOR STATEMENT
VERIFICATION

THANK YOU / MERCH

MERCHANT COPY

Cab from Board /
Management dinner
to hotel.

CRA Calculated Taxi Tax 2019

Taxis for

Ontario &	\$	37.82
Quebec	\$	12.18

Ontario
\$ 37.82

Quebec
\$ 12.18

\$	50.00
\$	5.36
\$	44.64

Taxis for

Nova Scotia &
PEI &
New Foundland &
New Brunswick

\$	-
\$	-
\$	-

Taxis for

BC &	
Saskatchewan &	
Alberta &	\$ 138.00
Manitoba	

Alberta
69.00
69.00
\$ 138.00

\$	138.00
\$	5.31
\$	132.69

The figures you need

GRAND TOTAL	\$	188.00
TOTAL TAX	\$	10.66
SUMMARY Page total	\$	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. [REDACTED]

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

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

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.

Friday - Wilfrids if you can use the bill that will come or per diem. Lunch - I included the detailed bill in the envelope [REDACTED] 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: [REDACTED] Email: [REDACTED]

CONFIDENTIALITY WARNING

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

Thellend, Talia

From: Simons, Deborah
Sent: March 26, 2020 9:11 AM s.19(1)
To: Phyllis Clark
Subject: Reimbursement
Attachments: [REDACTED] 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

**Royal Canadian Mint / Monnaie royale canadienne**

320 Sussex Drive
OTTAWA, ON
K1A 0G8
Canada

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

Telephone 613-993-3500
Fax
Date 25/03/2020
Vendor account [REDACTED]
Date of payment 27/03/2020
Reference No. 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	6,965.93	0.00	6,965.93	THEMIS # 3115 EAHCE12467 OTTAWA
		CAD			<hr/> 6,965.93	



Travel Expense Form 2020

OTJ #:
TA #: TABCC83392
EAHCE # EAHCE12467
Cost estimate provided on TA \$9,626.45
Hospitality estimate provided on TA
Departure Date 01-Mar-20
Return Date 06-Mar-20
THEMIS # (VP and Board claims only) 3115

Claimant Phyllis Clark
Cost Centre 121 Legal Services (Board)

Travel Location and Reason
(attach supporting documents):

B20-009 To attend Board of Directors meetings and business dinners. Edmonton/Ottawa/Edmonton	Currency Conversion Table		
	1 Unit of	is Worth	of
	USD		CAD
			CAD
			CAD
			CAD

Total Travel Expenses (inclusive of fares)	6,965.93
Prepaid Fares (Paid using Amex Corporate Billing Account)	0.00
Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card)	0.00

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

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

Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00

Amount Owing to: Employee 6,965.93 RCM 0.00

Expense Coding

Account	Cost Center (Select One from drop down box)	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)		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)	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)		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		0.00
		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00
FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$2,660.52)
	Variance %	-28%
	(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
	Hospitality Variance %	#DIV/0!

Updated 01/01/20



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.

As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51.
Yes ☐ No ☒ If you indicated "Yes", please check which exception(s) were not pre-approved and require approval:

CEO APPROVAL REQUIRED: (Please initial)

- ☐ Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 2B)

CFO or CEO APPROVAL REQUIRED: (Please initial)

- ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 2B)
- ☐ Hospitality - No pre-approval obtained for the following:
- ☐ Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 2B)
 - ☐ Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 2B and 44.1)
 - ☐ Hospitality - Alcoholic beverages provided (Policy Section 44.1)
 - ☐ Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
 - ☐ Hospitality - Entertainment provided (Policy Section 44.1)
 - ☐ Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
 - ☐ Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4)
 - ☐ Hospitality - Special forms of hospitality (Annex 2B)
 - ☐ Hospitality - No pre-approval prior to expenditure (Section 44.7)

VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial)

- ☐ Travel - Combining personal and business travel (Policy Section 14.3)
- ☐ Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6)
- ☐ Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1)
- ☐ Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3)
- ☐ Travel - Car travel - Leased Vehicles (Policy Section 23.1)
- ☐ Travel - Expense received over 30 days (Policy Section 33.1)
- ☐ Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 2B)
- ☐ Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

- ☐ Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3)
- ☐ Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2)
- ☐ Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1)
- ☐ Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2)
- ☐ Missing original itemized receipts. Explanation provided (Policy section 26.2)
- ☐ Other exceptions (traveller has listed and explained on a separate document)
- ☐ Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 2B)

By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

1. Traveller Name (PRINT NAME) <i>Debbie Simons</i>	2. Expense claim prepared by (PRINT NAME) <i>Debbie Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller <i>Debbie Simons</i>	Signature <i>Debbie Simons</i>	Signature of Traveller's Director
Date <i>12/03/2020</i>	Date <i>12/03/2020</i>	Date

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

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

Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST
---------------------------------	-------------------	-----------------

Per Diem Country				Canada
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST
Breakfasts	\$20.35	2	40.70	1.94
Lunches	\$20.60	2	41.20	1.96
Dinners	\$50.55	2	101.10	4.81
Total Meals			183.00	8.71
Incidentals	\$17.30	6	103.80	4.94
Total Expenses			286.80	13.66

USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
--------------	-----------------------------	----------------------

[illegible]

476.42

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 your travel dates here for **CANADA** MONTH: Mar-20

Numbers only

	1	2	3	4	5	6										Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		
Breakfast			1				1									2
Lunch			1				1									2
Dinner		1				1										2
Incidentals		1	1	1	1	1	1									6

Enter your travel dates here for the **US** MONTH: 43891

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

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised January 1, 2020

Claimant: Phyllis Clark Departure Date: 01-Mar Return Date: 06-Mar

Location: Ottawa, Ontario

Purpose: To attend Board of Directors 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	

Total Travel Expenses \$ 6,679.13

Total Meal/Incidentals \$ 286.80

TOTAL \$ 6,965.93

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
			\$ 286.80

Total Travel Expenses

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		1				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: Phyllis Clark

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 ▸ 06 MAR 2020 TRIP TO OTTAWA ON, CANADA

PREPARED FOR
CLARK/PHYLLIS MARIE MSPAULL TRAVEL
10175 100A Street, Edmonton, AB T5J
0R7
780-428-6031
DONNA@PAULLTRAVEL.COMRESERVATION CODE [REDACTED]
AIRLINE RESERVATION CODE [REDACTED] (AC)DEPARTURE: **SUNDAY 01 MAR** Please verify flight times prior to departureAIR CANADA
AC 0362Duration:
3hr(s) 47min(s)Cabin:
BusinessStatus:
ConfirmedYEG
EDMONTON INTL AB,
CANADADeparting At:
9:00amTerminal:
Not AvailableYOW
OTTAWA ON,
CANADAArriving At:
2:47pmTerminal:
Not AvailableAircraft:
EMBRAER EMB E90
JET

Distance (in Miles): 1776

Stop(s): 0

Meals:
BreakfastPassenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
02A/ ConfirmedFrequent Flyer #:
[REDACTED] /AIR CANADAeTicket Receipt(s):
[REDACTED]DEPARTURE: **FRIDAY 06 MAR** Please verify flight times prior to departureAIR CANADA
AC 0363Duration:
4hr(s) 34min(s)Cabin:
BusinessStatus:
ConfirmedYOW
OTTAWA ON,
CANADADeparting At:
5:20pmTerminal:
Not AvailableYEG
EDMONTON INTL AB,
CANADAArriving At:
7:54pmTerminal:
Not AvailableAircraft:
EMBRAER EMB E90
JET

Distance (in Miles): 1776

Stop(s): 0

Meals:
Meals*Dinner provided
as per Phyllis*Passenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
02A/ ConfirmedFrequent Flyer #:
[REDACTED] /AIR CANADAeTicket Receipt(s):
[REDACTED]OTHER: **FRIDAY 06 MAR**

OTHER

Status:
ConfirmedYEG
EDMONTON INTL AB, CANADAInformation:
BOOKING MANAGEMENT FEE - 50.00OTHER: **SUNDAY 23 AUG**

OTHER

Status:
ConfirmedYEA
EDMONTON AB, CANADAInformation:
HAVE A SAFE AND PLEASANT TRIP

Notes

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

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

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



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

Electronic Invoice

Prepared For:
CLARK/PHYLLIS MARIE MS

SALES PERSON	70
INVOICE NUMBER	[REDACTED]
INVOICE ISSUE DATE	25 Feb 2020
RECORD LOCATOR	[REDACTED]
CUSTOMER NUMBER	[REDACTED]

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	3hr(s) 47min(s)	Cabin	Business
Type	EMBRAER EMB E90 JET	Meal	Breakfast
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02A	AC - XXXXXX [REDACTED]

DATE: Fri, Mar 06

Flight: AIR CANADA 363

From	OTTAWA ON, CANADA	Departs	5:20pm
To	EDMONTON INTL AB, CANADA	Arrives	7:54pm
Duration	4 hr(s) 34 min(s)	Cabin	Business
Type	EMBRAER EMB E90 JET	Meal	Meals
Stop(s)	Non Stop		
Seat(s) Details	CLARK/PHYLLIS MARIE MS	Seat(s) - 02A	AC - XXXXXX [REDACTED]

DATE: Fri, Mar 06

Others

EDMONTON INTL
 AB
 BOOKING
 MANAGEMENT
 FEE - 50.00
 PFE

Billed to:

XXXXXXXXXXXX [REDACTED]

CAD * 50.00

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

CAD * 2.50

DATE: Sun, Aug 23

Others

EDMONTON AB
HAVE A SAFE AND
PLEASANT TRIP

s.19(1)

Ticket Information

Ticket Number	AC [REDACTED]	Passenger	CLARK PHYLLIS MARIE MS		
		Billed to:	[REDACTED]XXXXXXXXXX[REDACTED]	CAD	* 4129.25
			V.A.T./G.S.T./H.S.T.	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.

Fairmont

CHÂTEAU LAURIER

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

Room/Chambre : 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	
03-05-20	Room Charge		349.00	
03-05-20	Municipal Accommodation Tax (13.96	
03-05-20	Room HST (13%)		47.18	
03-06-20		XXXXXXXXXXXX		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 I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)
J'ai accepté la livraison du Journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

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

Fairmont

CHÂTEAU LAURIER

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

Room/Chambre : 0488
Folio # :
Invoice # :
Cashier/Cassier # : 836
Page # : 2 of 2

Ms Phyllis Clark

Arrival/Arrivée : 03-01-20
Departure/Départ : 03-06-20

Date	Description	Additional Information/Supplémentaire	Charges	Credits
Total			2,050.70	2,050.70

Balance Due/Solde

0.00

GST Summary / Sommaire

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

HST Summary / Sommaire

Room/Chambre	235.90
F&B/Restauration	0.00
Other/Autres	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 agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année.)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

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

s.19(1)

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

Merchant ID: 000000004038663
Term ID: 03120005
82380190017

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

Tip: \$ 9.00

Total: \$ 69.00

To Airport YES

Merchant Copy
NO SIGNATURE REQ

BLUE LINE TAXI
(513) 238 - 1111

PURCHASE

MERCHANT XXXX 5A0
VEHICLE ID 8262
DRIVER ID 00055896
TRIP NUMBER 1070
03-01-2020 16:29
START: 16:23 END: 16:29

FARE AMOUNT \$ 31.93
TIP AMOUNT \$ 5.00
TOTAL CAD \$: 36.93

AID: A0000000031010
APPLICATION NAME █████ CREDIT

APPROVED XXXX
Approval Code 000
RESP CD: 078471
TTO: 00
ENTRY METHOD: 86A04000
CONTACTLESS CHIP

PASSENGER COPY

Descriptions: _____

INQUIRY@TAXIAB.COM

To City

Cab from residence
to Edmonton
airport

Cab from Ottawa
airport to hotel

s.19(1)



Job #

RECEIPT FOR CAB FARE

Amount \$7.50 Date MAR 10/20

From _____

To _____

Cab No. 473 Driver _____

H.S.T. Included in meter fare



*Cab from hotel
to RCM*

BLUE LINE TAXI
(613) 238-1111

TERMINAL ID: 324-381-937
VEHICLE ID: 1220
DRIVER ID: 00052003

TRIP NUMBER: 9948
PASSENGERS: 1

03/05/2020
START: 07:53
END: 07:53

FARE AMOUNT: \$ 7.45

TOTAL: \$ 7.45

TIP AMOUNT: \$ _____

GRAND TOTAL: \$ _____

300.000.000 CASH RECEIPT 300.000.000

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



Job #

Receipt for Cab Fare

Amount 7.50 Date _____

From _____

To _____

Cab No. 475 Driver _____

HST Included in meter fare



*Cab from
hotel to
RCM*

*Cab from RCM
to hotel*

Cab from hotel
to Ottawa airport

Cab from Edmonton
Airport 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

\$	-
\$	-
\$	-

Taxis for
BC &
Saskatchewan &
Alberta &
Manitoba \$ 138.00

\$	138.00
\$	5.31
\$	132.69

The figures you need

GRAND TOTAL \$ 238.38
TOTAL TAX \$ 16.00
SUMMARY Page total \$ 222.32

Ontario
36.93
7.50
7.00
7.45
41.50
\$100.38

Alberta
69.00
69.00
\$138.00

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

simons@mint.ca<<mailto:barakat@mint.ca>> |

simons@monnaie.ca<<mailto:barakat@monnaie.ca>>

[mint.ca](http://www.mint.ca/)<<http://www.mint.ca/>> | [monnaie.ca](http://www.monnaie.ca/)<<http://www.monnaie.ca/>>

Simons, Deborah

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

EAHCE #

EAHCE12467

Claimant

Phyllis Clark

Cost Centre

121 Legal Services (Board)

Cost estimate provided on TA

\$9,626.45

Hospitality estimate provided on TA

Departure Date

01-Mar-20

Return Date

06-Mar-20

Travel Location and Reason

(attach supporting documents):

THEMIS # (VP and Board claims only)

3115

B20-009

To attend Board of Directors meetings and business dinners.

Edmonton/Ottawa/Edmonton

Currency Conversion Table

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

Total Travel Expenses (inclusive of fares)

6,965.93

Prepaid Fares (Paid using Amex Corporate Billing Account)

0.00

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

0.00

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

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

Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00

Amount Owing to:

Employee

6,965.93

RCM

0.00

Expense Coding

Account	Cost Center (Select One from drop down box)	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)		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)	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)		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		0.00
		0.00
		0.00

154200 - Prepaid Fares

0.00

Out of Balance - Discrepancy in Expenses Coded

0.00

FOR FINANCE USE ONLY

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

(\$2,660.52)

Variance %

-28%

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

\$0.00

Hospitality Variance %

#DIV/0!

Updated 01/01/20



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.

As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51.
Yes ☐ No ☒ If you indicated "Yes", please check which exception(s) were not pre-approved and require approval:

CEO APPROVAL REQUIRED: (Please Initial)

- ☐ Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 28)

CFO or CEO APPROVAL REQUIRED: (Please Initial)

- ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 28)
- ☐ Hospitality - No pre-approval obtained for the following:
- ☐ Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 28)
 - ☐ Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 28 and 44.1)
 - ☐ Hospitality - Alcoholic beverages provided (Policy Section 44.1)
 - ☐ Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
 - ☐ Hospitality - Entertainment provided (Policy Section 44.1)
 - ☐ Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
 - ☐ Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.3 and 46.4)
 - ☐ Hospitality - Special forms of hospitality (Annex 28)
 - ☐ Hospitality - No pre-approval prior to expenditure (Section 44.7)

VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please Initial)

- ☐ Travel - Combining personal and business travel (Policy Section 14.3)
- ☐ Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6)
- ☐ Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1)
- ☐ Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3)
- ☐ Travel - Car travel - Leased Vehicles (Policy Section 23.1)
- ☐ Travel - Expense received over 30 days (Policy Section 39.1)
- ☐ Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 28)
- ☐ Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please Initial)

- ☐ Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3)
- ☐ Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3)
- ☐ Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2)
- ☐ Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1)
- ☐ Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$345), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2)
- ☐ Missing original itemized receipts. Explanation provided (Policy section 26.2)
- ☐ Other exceptions (traveller has listed and explained on a separate document)
- ☐ Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 28)

By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies.

1. Traveller Name (PRINT NAME) <i>Debbie Simons</i>	2. Expense claim prepared by (PRINT NAME) <i>Debbie Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME) <i>Debbie Simons</i>
Signature of Traveller <i>Debbie Simons</i>	Signature <i>Debbie Simons</i>	Signature of Traveller's Director <i>Debbie Simons</i>
Date <i>12/03/2020</i>	Date <i>12/03/2020</i>	Date <i>12/03/2020</i>

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

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



Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST
---------------------------------	-------------------	-----------------

Per Diem Country	Canada
------------------	--------

Note: Please use the word **all** wherever indicated by a dot in the text.

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

Grand Total CAD Expenses

Grand Total HST/GST

6,965.93

476.42 ~~42~~ .41

Grand Total USD Expenses

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.

USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
--------------	-----------------------------	----------------------

	USA
--	-----

exposures and incident

Meal allowance and incidental calculator

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

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

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

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

Enter your travel dates here for **CANADA** MONTH: Mar-20

Numbers only

	1	2	3	4	5	6									Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast							1								2
Lunch							1								2
Dinner			1				1								2
Incidentals		1	1	1	1	1	1								6

Enter your travel dates here for the **US** MONTH: 43891

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

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised January 1, 2020

Claimant: Phyllis Clark Departure Date: 01-Mar Return Date: 06-Mar

Location: Ottawa, Ontario

Purpose: To attend Board of Directors 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 Accommodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ 6,679.13
Total Meal/Incidentals	\$ 286.80
TOTAL	\$ 6,965.93

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
			\$ 286.80

Total Travel Expenses

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
Breakfast			1				1
Lunch			1				1
Dinner		1				1	
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
		1	1	1	1	1	1
							6

Claimant Signature: Phyllis Clark

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 ▶ 06 MAR 2020 TRIP TO OTTAWA ON, CANADA

PREPARED FOR
CLARK/PHYLLIS MARIE MSPAULL TRAVEL
10175 100A Street, Edmonton, AB T5J
0R7
780-428-6031
DONNA@PAULLTRAVEL.COMRESERVATION CODE [REDACTED]
AIRLINE RESERVATION CODE [REDACTED] (AC)DEPARTURE: **SUNDAY 01 MAR** Please verify flight times prior to departureAIR CANADA
AC 0362Duration:
3hr(s) 47min(s)Cabin:
BusinessStatus:
ConfirmedYEG
EDMONTON INTL AB,
CANADADeparting At:
9:00amTerminal:
Not AvailableYOW
OTTAWA ON,
CANADAArriving At:
2:47pmTerminal:
Not AvailableAircraft:
EMBRAER EMB E90
JET

Distance (in Miles): 1776

Stop(s): 0

Meals:
BreakfastPassenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
02A / ConfirmedFrequent Flyer #:
[REDACTED] AIR CANADAeTicket Receipt(s):
[REDACTED]DEPARTURE: **FRIDAY 06 MAR** Please verify flight times prior to departureAIR CANADA
AC 0363Duration:
4hr(s) 34min(s)Cabin:
BusinessStatus:
ConfirmedYOW
OTTAWA ON,
CANADADeparting At:
5:20pmTerminal:
Not AvailableYEG
EDMONTON INTL AB,
CANADAArriving At:
7:54pmTerminal:
Not AvailableAircraft:
EMBRAER EMB E90
JET

Distance (in Miles): 1776

Stop(s): 0

Meals:
Meals*Dinner Provided
as per Phyllis*Passenger Name:
» CLARK/PHYLLIS MARIE MSSeats:
02A / ConfirmedFrequent Flyer #:
[REDACTED] AIR CANADAeTicket Receipt(s):
[REDACTED]OTHER: **FRIDAY 06 MAR**

OTHER

Status:
ConfirmedYEG
EDMONTON INTL AB, CANADAInformation:
BOOKING MANAGEMENT FEE - 50.00OTHER: **SUNDAY 23 AUG**

OTHER

Status:
ConfirmedYEA
EDMONTON AB, CANADAInformation:
HAVE A SAFE AND PLEASANT TRIP

Notes

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

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

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

**PAULL TRAVEL**

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

Phone: 780-428-6031

DONNA@PAULLTRAVEL.COM

Electronic Invoice**Prepared For:****CLARK/PHYLLIS MARIE MS**

SALES PERSON

70

INVOICE NUMBER

INVOICE ISSUE DATE

25 Feb 2020

RECORD LOCATOR

CUSTOMER NUMBER

Client Address

PHYLLIS CLARK

DATE: Sun, Mar 01**Flight: AIR CANADA 362**

From EDMONTON INTL
AB, CANADA

To OTTAWA ON,
CANADA

Departs 9:00am

Arrives 2:47pm

Duration 3hr(s) 47min(s)

Type EMBRAER EMB
E90 JET

Cabin Business

Meal Breakfast

Stop(s) Non Stop

Seat(s) Details CLARK/PHYLLIS
MARIE MS

Seat(s) - 02A AC - XXXXXX

DATE: Fri, Mar 06**Flight: AIR CANADA 363**

From OTTAWA ON,
CANADA

To EDMONTON INTL
AB, CANADA

Departs 5:20pm

Arrives 7:54pm

Duration 4 hr(s) 34min(s)

Type EMBRAER EMB
E90 JET

Cabin Business

Meal Meals

Stop(s) Non Stop

Seat(s) Details CLARK/PHYLLIS
MARIE MS

Seat(s) - 02A AC - XXXXXX

DATE: Fri, Mar 06**Others**

EDMONTON INTL
AB

BOOKING
MANAGEMENT
FEE - 50.00

PFE

Billed to:

XXXXXXXXXXXX

CAD * 50.00

s.19(1)

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

CAD * 2.50

DATE: Sun, Aug 23

Others

EDMONTON AB
HAVE A SAFE AND
PLEASANT TRIP

Ticket Information

Ticket Number	AC	Passenger	CLARK PHYLLIS MARIE MS		
		Billed to:	XXXXXXXXXXXX	CAD	* 4129.25
			V.A.T./G.S.T./H.S.T.	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 001-309-876-4247
..THERE IS A \$35.00 CHARGE PER AFTER HOURS CALL
TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY.
ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE.
IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE
DATE OF THE FIRST FLIGHT.

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

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

Fairmont

CHÂTEAU LAURIER

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

Room/Chambre : 0488
Folio # :
Invoice # :
Cashier/Cassier # : 836
Page # : 1 of 2

Ms Phyllis Clark
[REDACTED]

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	
03-05-20	Room Charge		349.00	
03-05-20	Municipal Accommodation Tax (13.96	
03-05-20	Room HST (13%)		47.18	
03-06-20	[REDACTED]	XXXXXXXXXXXX [REDACTED] XX/XX		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 I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

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

Fairmont

CHÂTEAU LAURIER

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

Room/Chambre : 0488
Folio # :
Invoice # :
Cashier/Cassier # : 836
Page # : 2 of 2

Ms Phyllis Clark

Arrival/Arrivée : 03-01-20
Departure/Départ : 03-06-20

Date	Description	Additional Information/Supplémentaire	Charges	Credits
Total			2,050.70	2,050.70

Balance Due/Solde 0.00

GST Summary / Sommaire

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

HST Summary / Sommaire

Room/Chambre 235.90
F&B/Restauration 0.00
Other/Autres 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 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 balances subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

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

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

Merchant ID: 000000004038663
Term ID: 00128865
82380190017

Purchase

CREDIT

XXXXXXXXXXXX

AID: A000000 10

Entry Method: Chip

BatchN: 000461

03/01/20

07:51:49

RefN: 000063031391

Inv N: 000942 Appr Code: 075391

Amount: \$ 60.00

Tip: \$ 9.00

Total: \$ 69.00

To Airport YES

Merchant Copy
NO SIGNATURE REQ

BLUE LINE TAXI
(513) 230 - 1111

PURCHASE

MERCHANT
VEHICLE ID
DRIVER ID
TRIP NUMBER
03/01/2020
START: 16:28

TRIP 540
8262
00055896
1070
16:29
END: 16:29

FARE AMOUNT \$ 31.93
TIP AMOUNT \$ 5.00
TOTAL CAD \$: 36.93

AID:
APPLICATION NAME

A000000031010

CREDIT

APPROVED

000

Approval Code

078471

RESP CD:

00

TTO:

06A04000

ENTRY METHOD

CONTACTLESS CHIP

PASSENGER COPY

Descriptions: _____

INQUIRY@TAXITAB.COM

To City

Cab from residence
to Edmonton
airport

Cab from Ottawa
airport to hotel

BLUELINE Job # _____
RECEIPT FOR CAB FARE
 Amount: \$7.50 Date: MAR 10/2020
 From: _____
 To: _____
 Cab No. 475 Driver: _____
 H.S.T. Included in meter fare

*Cab from hotel
to RCM*

BLUE LINE TAXI
 (613) 236-1111

TERMINAL ID: 324-381-937
 VEHICLE ID: 1220
 DRIVER ID: 00052003
 TRIP NUMBER: 9948
 PASSENGERS: 1
 03/05/2020
 START: 07:53
 END: 07:53
 FARE AMOUNT: \$ 7.45

TOTAL: \$ 7.45
 TIP AMOUNT: \$ _____
 GRAND TOTAL: \$ _____

CASH RECEIPT

CUSTOMER SERVICE 1-888-443-2812
 INQUIRY@TAXITAB.COM
 TAXITAB



BLUELINE Job # _____
Receipt for Cab Fare
 Amount: 7.50 Date: _____
 From: _____
 To: _____
 Cab No. 475 Driver: _____
 HST Included in meter fare

*Cab from
hotel to
RCM*

*Cab from RCM
to hotel*

[illegible]

Cab from hotel
to Colaba airport

(ab) from Edmonton
airport to home

CRA Calculated Tax Tax 2019

Taxes for
Ontario & Quebec \$ 100.38

\$	100.38
\$	10.76
\$	89.63

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

\$	
\$	
\$	

Taxes for
BC & Saskatchewan & Alberta & Manitoba \$ 138.00

\$	138.00
\$	5.31
\$	132.69

The figures you need

GRAND TOTAL \$ 238.38
TOTAL TAX \$ 16.05
SUMMARY Page total \$ 222.32

Ontario
36.93
7.50
7.00
7.45
411.50
\$100.38

Alberta
69.00
69.00
\$138.00