From: Simons, Deborah

To: "Sandip Lalli"

Subject: Travel Expense Claim

Date: March 22, 2019 1:44:33 PM

Attachments: EFT Notification - Sandip Lalli.pdf

image002.jpg

Dear Sandip,

I am pleased to advise that you will receive an electronic transfer of funds today, in the amount of \$3,907.69 as a reimbursement of your travel expenses to attend the March Board/Committee meetings.

A copy of the transfer 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

21/03/2019



ELECTRONIC FUNDS TRANSFER

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

SANDIP LALLI Telephone 613-993-3500

Fax Date Vendor account

Date of payment 22/03/2019
Reference No. PV142345

Fax

E-mail murka@mint.ca

Invoice	Invoice da t e	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82552 B19-007	19/03/2019		3,907.69	0.00	3,907.69	THEMIS # 2940 EAHCE12134 OTTAWA BLANKET TA
		CAD			3,907.69	

Simons, Deborah

From:

Phyllis Clark

Sent:

Tuesday, March 19, 2019 1:13 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - TABCC82552 - Sandip Lalli - B19-007

Approved

Sent from my iPad

On Mar 18, 2019, at 7:30 AM, Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents Sandip's travel to Ottawa to attend our Board of Directors and Committee meetings. 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

mint.ca | monnaie.ca

<B19-007 - Lalli - Ottawa Mar. 4-6, 2019.pdf>

Employee

Amount Owing to:

FOR FINANCE USE ONLY

Account	Cost Center (Select One from	m drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001			247.31
40200 - Meals (domestic)		•	0.00
41200 - Meals (foreign)	A complete in a 2-december of the second second second second second in the second sec	<u>.▼</u>	0.00
40100 - Hospitality (domestic)		-	0.00
41100 - Hospitality (foreign)		•	0.00
40010 - Airfare (domestic)	121 Legal Services (Board)	•	2,581.25
41010 - Airfare (foreign)		▼	0.00
40020 - Rail fare (domestic)		-	0.00
41020 - Rail fare (foreign)			0.00
40500 - Taxi fare (domestic)	121 Legal Services (Board)		88.48
41500 - Taxi fare (foreign)		•	0.00
40700 - Personal car mileage (domestic)	121 Legal Services (Board)		109,22
41700 - Personal car mileage (foreign)		▼	0.00
40030 - Car rental (domestic)		•	0.00
41030 - Car rental (foreign)	MAR 2-8 2019		0.00
40800 - Parking (domestic)		00 1	0.00
41099 - Other transportation (foreign)	DP493086!	W T	0.00
40400 - Accommodations (domestic)	121 Legal Services (Board)		832.00
41400 - Accommodations (foreign)		~	0.00
40900 - Incidentals (domestic)	121 Legal Services (Board)		49.43
41900 - Incidentals (foreign)	ENTERED	▼	0.00
40000 - Travel (domestic)		•	0.00
41000 - Travel (foreign)	MAR 2 1 2019	₩	0.00
	11111 7 1 2010		
	DO 4 221 78.	▼'	0.00
54200 - Prepaid Fares			0.00
Out of Balance - Discrepancy in Expenses Co	oded	,	0.00

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

0.00

3.907.69

1.00000

RCM

0.00

0.00

(\$3,592.31) 0000<u>04</u>%

Variance %



Travel Expense Form 2018

TA # TABCC82552

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

	n contains any exceptions requiring approval per the Co se check which exception(s) were not pre-approved and re	orporate Travel, Hospitality, Conference & Event Policy #51. equire approval:
CEO APPROVAL REQUIRED: (Please Initial) Travel – Exceptions to Corpo	rate Travel, Hospitality, Conference & Event Policy #51 (An	nex 28)
CFO or CEO APPROVAL REQUIRED: (Please ini	tial) ospitality Policy #51 (Annex 2B) I obtained for the following: mal or internal hospitality exceeding Maximum Cost Per Properties of internal hospitality costs exceeding \$5,000 (Annex 2 holic beverages provided (Policy Section 44.1) I & beverage cost exceeded Maximum Cost Per Person (Portainment provided (Policy Section 44.1) obtainty or entertainment provided to spouse or person accopitality paid by the RCM taking place at the residence of an 4.1 and 46.4) ial forms of hospitality (Annex 2B) re-approval prior to expenditure (Section 44.7) (FAVELLER IS A VP): (Please initial) and business travel (Policy Section 14.3) of then permitted by policy (Policy Section 20.6) cles - Kilometer allowance in excess of the equivalent lows as of specified or published City Rate Limits (Policy Section	erson (Annex 2B) 2B and 44.1) Alicy Section 44.1) companying an event participant (Policy Section 44.1) RCM employee, Board member or other private residence
 Hospitality - External or inter 	ehicles (Policy Section 23.1) er 30 days (Policy Section 33.1) nal hospitality up to \$1,500 but less than \$5,000 and withl e cost not exceeding Maximum Cost Per Person (Policy Sec	
section 20.5) Travel – Car rental – upgrade 23.3) Travel – Car rental – upgrade Travel – Car rental – upgrade Travel – Missing original item Travel – Hotel – upgrade to a Travel – Hotel – rate in exces (\$145), or published City Rat Missing original itemized rec Other exceptions (traveller in Hospitality – External or inter	to a larger vehicle than the Intermediate/Standard size point to a larger vehicle than the Intermediate/Standard size point to a larger vehicle than the Intermediate/Standard size to bized receipts. Explanation provided (Policy section 33.2) level higher than the Standard Guest Room permitted by so of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Monipeg (\$200),	policy, at no additional cost to RCM (Policy section 25.1) ntreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas fed (Policy section 25.2) Person (Annex 2B) gitimate and actual expenses incurred in accordance with the g documentation is contained in this expense cloim, that the
Straveller Name (PRINT NAME) LENY LIMONS	2. Expense clairs, prepland by Simons (PRINT NAME) THE SIMONS	3. Approved by Traveller's Director with sighing authority (PRINT NAME)
on Sandip balli	19103/19 Date	email approval from
reasonable, exceptions as noted above are ap & Event Policy #51 (as applicable). Please note	has reviewed this expense claim including all the supports proved (as required), and the claim has been completed in if exceptions have been pre-approved prior to travel, the e/he has reviewed the exceptions as noted above requiring 5.Reviewed by CFO (CEO claims; Board claims; claims	accordance with the Corporate Travel, Hospitality, Conference Travel's Director can proceed in signing the expense claim. By
(PRINT NAME) Signature of VP	for review prior to CEO approval; other as required) Signature of CFO	Audit Committee (as required) Signature of CEO/Chair of Board/Chair of Audit Committee
	1 Mar 18/293	

000005 Form updated January 2018

At 1990	Canada - (Exce	ot NWT, NV	T, Yukon)	Ī	USA - (Except	Alaska)	
	Total Amount	Actual	Calc	Ì	USD	Actual Credit Card	Total CAD
Page 2	(incl. HST/GST)	HST/GST	HST/GST	Ì	Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-Domestic)	(IIICL HS17GS1)	HOT, GDT		İ			
RCM Paid Fares (Rail-Domestic)				İ			
RCM Paid Fares (Air-Foreign)					<u> </u>		
RCM Paid Fares (Rail-Foreign)	-						
Employee Paid Fares (Air - Domestic)	2,712.47	131.22					
Employee Paid Fares (Air- Foreign)	2,121,1	V					
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)	-	-					
Hotel Accommodations (Domestic)	940.16	108.16	,				
Hotel Accommodations (Foreign)	7 710126	V					
	88.48	9.48					
Taxis (Domestic)							
Taxis (Foreign) Mileage (\$0.57km) 201.2	114.68	/	5.46	200			
Timengo (4012 : 1112)	111100		~				
Business Telephone							
Parking (Convertion)	-						
Car Rental (Domestic)	-	_					
Car Rental/Gas (Foreign)							
Personal Accommodations	-	-					
Hospitality		-					
Others (code manually)		-					
							
		 		1			
		_		1			
		_		1			
	-	_		1			
Others (total)	3,855.79	239.38	5.46	1			
Total Expenses	3,033,17	207100	Canada	1			USA
Per Diem Country	No. of meal	Total CAD		1	No. of meal	Total USD	Total CAD
	allowances	allowance	1	İ	allowances	allowance	Equivalent
Meal allowance rates	0.25	anowance	0.0 27200 2	\$20.25			
	9.85			\$19.85			
	0.00	+		\$50.00			
	0.00	/		1			
Total Meals	7 20	51.90	2.47	\$17.30)		
1110100111111	7.30	51.90	2.47				
Total Expenses			1				<u> </u>
Note - Please use the meal allowa	nce calculator tab	to determine		_			
Grand Total CAD Expenses			3,907.69	_	Grand Total	USD Expenses	
Grand Total HST/GST			247.31				
Notes							
Notes Sandip was originally scheduled to fly	back to Calgary on 7 M	/larch - she ch	anged her retu	rn flight to 6	March and is not	claiming the change fee	, as the reason for
	- at malata	d to DCN/(c_n	ani evalanatic	и япяспен ю	unis Ciauni, willi	E III Ollawa, she rous w	thi ominip for possio
of the trips to/from venues, and is claim	ning only 4 cab fares t	hat were at her	expense. Bre	akfast was inc	cluded with the ac	ccommodations; Board t	Justifess difficis
provided on 4 & 5 March; Board lunch	nes provided on 5 & 6	March.					

Simons, Deborah

From:

Sandip Lalli <

Sent:

Monday, March 11, 2019 3:19 PM

To:

Simons, Deborah

Subject:

RE: Travel Expense Claim - Board meetings in Ottawa

Hello,

Yes, I flew back on March 6th. However, I paid for the change fee as I had to adjust for a thus didn't think it was right for the Mint to have to incur that expense.

and

Kind Regards, Sandip Lalli



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

Sent: March 11, 2019 12:05 PM

To: Sandip Lalli <

Subject: Travel Expense Claim - Board meetings in Ottawa

Dear Sandip,

I am working on your travel expense claim for your visit to Ottawa last week, and have one question related to your return to Calgary. The flight itinerary we have on file reflects flights back to Calgary on 7 March, however the invoice from the Fairmont reflects your departure date as 6 March. Just wondering if you changed your return flights to the 6th and if so, were you required to pay a change fee? If yes, I should include the fee in your claim.

I should mention that I will adjust the mileage rate, as it appears an incorrect rate was applied to the travel expense report that you received for completion. The difference is a very minor (0.57/km instead of 0.585/km).

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ





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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

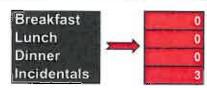
mint.ca | monnaie.ca

Meal allowance and incidental calculator

Enter	your trav	el dates	here											
		4 Mar.1	95 Mar.	196 Mar.1								1		Total meal allowances
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
													T	0
												_	-	0
-	-		 			_			-	+		-	+	
-		1		4	4			-		 -		+	+	U
	-		4 Mar.1		4 Mar.195 Mar.196 Mar.	4 Mar.195 Mar.196 Mar.19	4 Mar.195 Mar.196 Mar.19	4 Mar.19 5 Mar.19 6 Mar.19	4 Mar.19 Mar.19	4 Mar.19 6 Mar.19	4 Mar.19 6 Mar.19	4 Mar.19 6 Mar.19	4 Mar.19 6 Mar.19	4 Mar.19 5 Mar.19

	Enter y	our trav	el dates	here											
		1													Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch												 	+		
PROPERTY AND PROPE	-	 						+			-	+	_		
Dinner Incidentals				<u> </u>							ļ				0
incidentals				1											0

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



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

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

Sandip Lalli

From:

Sandip Lalli

Sent:

February 4, 2019 6:15 PM

To:

Christine List; Anne-Marie Murka

Subject:

Fwd: Air Canada - MRS SANDIP KAUR LALLI - 04-Mar/YYC-YOW (booking ref

Itinerary-Receipt

Hello,

Enclosed is my itinerary for the March meetings.

Kind Regards, Sandip Lalli



Begin forwarded message:

From: "Air Canada" < confirmation@aircanada.ca > Date: February 4, 2019 at 6:11:15 PM MST

Subject: Air Canada - MRS SANDIP KAUR LALLI - 04-Mar/YYC-YOW (booking ref

- Itinerary-

Receipt

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA Ttinerary-Receipt

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Booking Date: Feb 04, 2019 Passengers MRS SANDIP KAUR LALLI



Purchase a travel option Relax in Air Canada's Maple Leaf lounges.

Booking Information

Booking Reference

Customer Care

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Air Canada 1-888-247-2262*

Main Contact SANDIP KAUR LALLI

Flight Arrivals and Departures 1-888-422-7533

Online Services

Select Seats

Manage My Booking (change, cancel, upgrade).

Alert me of flight status changes directly to my mobile phone or email-Flight Arrivals & Departures check online if my flight is on time. Check-in online and print my boarding pass.

*For use from phones in Canada, the continental USA, Hawaii and Alaska.

* Can my booking be changed online?

Flig	ht	Itin	erary	

Flight	From	. То	Stops	Duration	Aircraft	Fare	Meals
AC394	Calgary Calgary (YYC), AB Mon 04-Mar 2019 11:15 - 1	Ottawa Ottawa McDonald - Cartier Intl (YOW), ON Mon 04-Mar 2019 17:04	0	3hr49	319	Business Class (lowest) P	W T
AC451	Ottawa Ottawa McDonald - Cartier Intl (YOW), ON Thu 07-Mar 2019 12:00 - 1	Toronto Toronto Lester B Pearson Int! (YYZ), ON Thu 07-Mar 2019 13:18 - 1	0	1hr18	<u>E90</u>	Business Class (lowest) P	S
X S AC145	Toronto Toronto Lester B Pearson Inti (YYZ), ON Thu 07-Mar 2019 14:20 - 1	Calgary Calgary (YYC), AB Thu 07-Mar 2019 16:40	0	4hr20	<u>321</u>	Business Class (lowest) P	M

Passenger Information

1 MRS SANDIP KAUR L	ALLI : Adult (18+), Ticket Num	ber	
Frequent Flyer Pgm		Meal Preference :	None
Payment Card	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Special Needs	None
Seat Selection	None		

Adult

Purchase Summary

Fare Summary Passenger Type

Departing Flight - Business Class (lowest)	1350.00
Returning Flight - <u>Business Class (lowest)</u>	1114.00
Surcharges	46.00
Sub Total	2510.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	57.00
Air Travellers Security Charge (ATSC)	14.25
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	127.71
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	3.51
Total airfare and taxes (per passenger)	2712.47
Number Of Passengers	1
Total	2712.47

Grand Total - Canadian Dollar (CAD)	\$2712.47
Payment Information	
The following amount (tax inclusive) will appear on your	- Amount paid: \$2712,47 credit card or debit card statement:
Air Canada: \$2712.47 (Air Transportation charges)	
Ticket number	

Fare Rules

Departing Flight Calgary (YYC) To Ottawa (YOW) - Business Class (lowest)

Changes:

- Prior to day of departure Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- o Flights can only be used in sequence from the place of departure specified on the itinerary.

Cancellations:

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Advance seat selection on Air Canada Rouge flights, Air Canada flights and Air Canada Express (operated by Jazz), subject to availability.
- Priority check-in, boarding and baggage handling.
- Complimentary access to Maple Leaf™ Lounges.
- 150% Air Canada Status Miles for Air Canada-operated flights.
- Read complete fare rules applicable to this fare.

Returning Flight Ottawa (YOW) To Calgary (YYC) - Business Class (lowest)

Changes:

- Prior to day of departure Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- o Flights can only be used in sequence from the place of departure specified on the itinerary.

Cancellations:

- o Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Advance seat selection on Air Canada Rouge flights, Air Canada flights and Air Canada Express (operated by Jazz), subject to availability.
- Priority check-in, boarding and baggage handling.
- Complimentary access to Maple Leaf™ Lounges.
- 150% Air Canada Status Miles for Air Canada-operated flights.
- Read complete fare rules applicable to this fare.

Baggage Allowance and Fees

Carry-On Baggage Policy

Oversized carry-on bags are not permitted on our aircraft, and may cause flight delays for all passengers. Please ensure your carry-on bags are inside the maximum allowed size as indicated below; **they are required to fit in the double-size verification device** at check-in or boarding time.

Items which fall within the 2-piece carry on allowance include: One (1) carry-on bag or suitcase (wheels and handles includes in the size) and one (1) personal article like a briefcase, laptop computer, diaper bag, camera case, cartons or other similar item. Learn more about <u>Carry-on Baggage</u> restrictions.

Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted.

Checked Baggage Policy

Ensure your checked bags are <u>properly identified</u>. Please do not <u>pack valuables</u> in your checked baggage. The baggage allowance rules stated herein do not apply to passengers who have specifically declined the checked baggage option. Learn more about <u>checked baggage</u>.

* Standard Allowance	Maximum overall measurement Length+Width+Height		Max. weight per bag
Economy Class	158cm	23kg	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
1 or 2 bags	62"	50lbs	
Premium Economy	158cm	23kg	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
1 or 2 bags (Free)	62"	50lbs	
Business Class	158cm	32kg	
1 or 2 bags (Free)	62"	70lbs	

- Total weight of the three bags must not exceed 69kg (150lbs).
- Bags exceeding 32 kg (70 lbs) in weight, 292cm (115 in) in linear dimensions (length + width + height, wheels and handles included) or 203 cm (80 in) in length are not accepted as as checked baggage
- If more than one <u>carrier</u> is providing the transportation for your journey, each carrier may apply different rules on baggage.

Checked Baggage Allowance and Fee

Please see below your allowance for bags you plan on checking at the baggage counter.

Non-member, Air Canada Basic members or	1st bag: Complimentary	2nd bag: Complimentary
Star Alliance Silver members	Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm	Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm
Returning Flight Otta	wa (YOW) To Calgary (YYC) - Business	Class (lowest)
110000	กรุ เพาะเพิ่ม ครา เด็ดเกลเกา กาล สร้างกาลเด็ดเหมือน การโดกการเการถ การการแล้ว	and the second of the second o
Non-member,	1st bag:	2nd bag:
Non-member, Air Canada Basic members or	ere - na talaur are, italia termani a talaun la livi romanda a la livia di a un a un a reconsistancia i romani E	e deservation is the deservation of deservations of the second property of the second particles of the

^{*} For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All

above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

For **baggages exceeding your allowance** (in number, size and/or weight), please read our <u>additional</u> checked baggage page.

Codeshare Flights and Other Airlines

Passengers who purchase travel on a codeshare flight or that includes a flight with another airline may be subject to the baggage policy, fees and other rules of the airline operating the first flight in their itinerary, which may be different from Air Canada's baggage policy, fees and other rules. For specific terms and conditions of any Air Canada <u>codeshare</u> partner or other airline, please, visit the operating carrier's website directly.

Embargoes

Certain restrictions apply for travel to Mexico City (Mexico) as well as Kingston and Montego Bay (Jamaica). For details, please visit <u>Air Canada's baggage policy</u> and refer to the section 'Between Canada and Mexico / Costa Rica / the Caribbean / Bermuda.

Important Information

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt of this itinerary/receipt.

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 the <u>IATA Travel Center website</u> 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. We also invite you to view <u>Air Canada's Privacy Policy</u> directly.

Before you go: 'A 'To-Do' List'

Travel Documents

For air travel within Canada, Air Canada is required by federal government regulations to check identification at the departure gate for all passengers who appear to be 18 years of age or older. The name on the identification must match the name used on the Itinerary/receipt. The passenger must present: one (1) piece of government-issued ID with photo or two (2) pieces of government-issued ID without photo. For air travel between Canada and the United States, all passengers including Canadian and U.S. citizens, are required to present a valid passport or other valid travel document. In addition, passengers must present this Itinerary/receipt to immigration authorities upon request. For air travel to a foreign country, passengers must ensure that they have all necessary travel documents such as a passport or visa, as directed by embassies and consulates. All passengers are advised to view the Travel documentation page for important information on identification required for travel.

Flight Confirmation

Although reconfirmation of flights is not required, we strongly recommend that you check <u>your flight</u> <u>status</u> online at <u>aircanada.com</u> or by calling our flight information system at 1-888-422-7533 prior to your departure.

Schedule Change

If a schedule change occurs more than 48 hours prior to departure, the main contact will be notified by email. If a schedule change occurs within 48 hours of departure, the main contact will be notified by phone.

Travel Insurance

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance offered by Air Canada and underwritten by RBC Travel Insurance Company by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected. Travel insurance purchased is solely and directly offered, provided and underwritten by RBC Travel Insurance Company ("RBC"). Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Travel insurance is offered and administered solely and directly by RBC Insurance. Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Normal check-in and boarding gate deadlines

- You must obtain your boarding pass and check in any baggage by the check-in cut-off time shown below. We recommend allowing plenty of time at the airport for check-in, especially if you have baggage and for security checks.
- You must also be available for boarding at the boarding gate by the cut-off time shown below.
 Failure to meet the boarding gate cut-off time may result in the loss of your assigned seat, the cancellation of your reservation, and your ineligibility for denied boarding compensation.

Check-in online... and get your boarding pass.

Itinerary	When you should check in	Baggage drop-	Gate closes
Within Canada	90 minutes	45 minutes	15 minutes
To/From the U.S.	120 minutes	60 minutes	15 minutes
International (including Mexico and the Caribbean)	120 minutes	60 minutes	15 minutes
From Algiers (Algeria), Casablanca (Morocco) and Tel Aviv (Israel)	180 minutes	60 minutes	30 minutes

Recommended check-in time

To ensure you have plenty of time to check in, drop off your checked baggage and pass through security, use the table above to determine how much in advance of your flight's departure time you should check in. E.g. if your flight from Paris leaves at 4 pm, we recommend that you check in at 2:00 pm (120 minutes before your flight).

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked baggage at the baggage drop-off counter before the check-in deadline for your flight. E.g. if your flight to or from a U.S. city leaves at 7 am, you are required to have checked in and deposited your checked baggage by 6 am (60 minutes before your flight).

Boarding gate deadline

You must be available for boarding at the boarding gate by the boarding gate deadline. E.g. if your flight from Toronto to Ottawa leaves at 11 am, you must be at the boarding gate no later than 10:45 am (i.e. 15 minutes before your flight).

Information and Services

Visit our <u>Information and Services</u> section at <u>aircanada.com</u> to find all the information you will need to plan your trip. Learn more about travel documents, baggage information, health tips, Maple LeafTM Lounges and a preview of onboard meals and entertainment.

Carriage of pets

Please read important information regarding carriage of pets in the Travelling with your Pet section at aircanada.com.



Reduce your carbon footprint!

You can now take the initiative to directly offset the carbon emissions of your flight. Air Canada and Zerofootprint have partnered to allow you to make a difference for the environment.

Offset now | Learn more



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

: 0375

Folio#

Invoice #

Cashier/Cassier # : 4918

Page #

: 1 of 1

Reference No.

Arrival/Arrivée

: 03-04-19

Departure/Départ : 03-06-19



Date	Description	Additional Information	/Supplémentaire	Charges	Credits
03-04-19	Room Charge			400.00	
03-04-19	Municipal Accommodation Tax	{		16.00	
03-04-19	Room HST (13%)			54.08	
03-05-19	Room Charge			400.00	
03-05-19	Municipal Accommodation Tax	(16.00	
03-05-19	Room HST (13%)			54.08	
03-08-19		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX/XX		940.16
		Total		940.16	940.16
		Balance Du	e/Solde	0.00	

GST Summary / Sommaire		HST Summary / Sommali	re
Room/Chambre	0.00	Room/Chambre	108.16
F&B/Restauration	0.00	F&B/Restauration	0.00
Other/Autres	0.00	Other/Autres	0.00
Total	0.00	Total	108.16

Thank you for choosing Fairmont Hotels & Resorts.

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

Merci d'avoir choisi les Hôtels Fairmont.

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

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

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AB - Google Maps

Google Maps

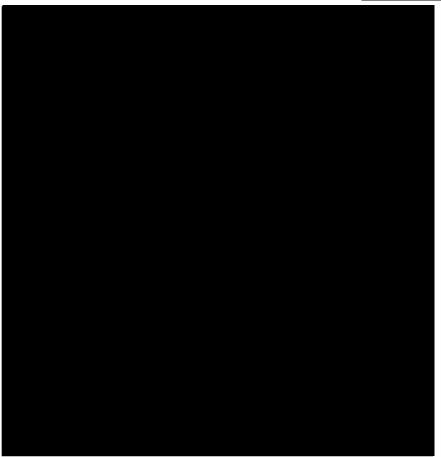
Calgary International Airport

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Calgary International Airport

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These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

sandip lalli <

Your Tuesday afternoon trip with Uber

1 message

Uber_______tada@uber.com>

Tue, Mar 5, 2019 at 2:48 PM

Uber

Total: CA\$6 22 Tue, Mer 05, 2019

Thanks for riding, Sandip

We hope you enjoyed your ride this afternoon.



Total

Trip Fare

HST

CA\$6.22

CA\$3.00
CA\$2.50

Amount Charged



CA\$6.22

CA\$0.72

CA\$3.00

Visit the trip page for more information, including involces (where available)

Cab in ottowa

sandip lalli <

Your Wednesday afternoon trip with Uber

1 message

Uber Receipts <uber.canada@uber.com>

Wed, Mar 6, 2019 at 12:21 PM

Uber

Total: CA\$25.93 Wed, Mar 06, 2019

Thanks for riding, Sandip

We hope you enjoyed your ride this afternoon.



Total

CA\$25.93

Trip Fare

CA\$17.20

Subtotal

CA\$17.20

Tolls, Surcharges, and Fees @

CA\$5.75

HST

CA\$2.98

Amount Charged



CA\$25.93

Visit the trip page for more information, including involces where available

819.06

BLUE FINE TAXI

CAPITAL LAXI

| 25 | 128 | 128 | 131 | 136 | 131 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 |

03:04-2019 START: 17:26 FMG 16:26

FAME AND MILE. \$ 32.41

List abunda 4.86

TOTAL : \$ 37.27

APRICAL NAMES II 217645
****PASSENGER COPY****

CUSTOTER SERVICE 1-908-443-2812 INCULTYWTAXIJAB.COM IAXIJAB

CAPILAL

Cab from attawa airport to hotel

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Cats from hotel to Board dinner

RCM BOARD OF	DIRECTORS		1						1
Claimant:	Sandip Lalli		Dep	arture Date	03/04/2019		Return Date:	03/07/2019	
Location:	Ottawa						bi	03/06/3	b19
Purpose:	Board Strate	gy Session ar	nd Board Mee	ting					
TRAVEL EXPENS	SE		Amount		Meals & Incide	entals			
Airfare			\$ 2,712.47		Note: Please	use the me	al allowance (alculator	
Baggage Fees				below to determine the exact number of					
Change Fees					meal allowanc	es and incid	dentals.		
VIA Rail									
Hotel Accommo	dations		\$ 940.16	as		Rate	# Meals	Total	
Mileage (\$.0585	5/km) /	201.2	\$ 117.70	-114.68	Breakfast	\$20.25	0	\$ -	
Parking 0	57/Km				Lunches	\$19.85	0	\$ -	
Taxis	D.		\$ 88.48		Dinners	\$50.00	0	\$ -	
Car Rental	· ·				Incidentals	\$17.30	-03	551-90	do
Gasoline							b	\$51-90	an-
Private Accomo	dation (\$50/n	gt)	Total Travel Expenses						
Other					a				
	Total Travel	Expenses	\$ 3,858.81 \$ 51.90	3855.7	701.				
	Total Meal/	ncidentals	\$ 5190	3					
		TOTAL	\$ 3,858.81	3901.	69 ds=				
Meal allowance	and incident	al calculator							
Insert Date			04/03/19	05/03/19	06/03/19				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
Breakfast					College of the control of the contro	* 0	h yearnay feeting	0	
Lunch			,			April 10 to Chamber of Marchander		0	
Dinner			1	and stempton or company and			1	0	
Incidentals							de de	23	do
Per Diem Calcul	ator		Ø	6)	do			ì	
Insert Date →	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
	Sal	Sun	MOIT	iue	4100	1110		0	
Claimant Signat	ure;	aloo			Date: Man	4101	2019		ı

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

Simons, Deborah

From: Phyllis Clark <

Sent: Wednesday, April 10, 2019 11:58 AM

To: Simons, Deborah

Subject: Re: Seeking approval - travel expense claim - TABCC82731 - Sandip Lalli - B19-014

Approved

Sent from my iPhone

On Apr 10, 2019, at 9:34 AM, Simons, Deborah simons@mint.ca wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents Sandip's travel to Winnipeg to attend the May 2019 Board of Directors and Committee meetings (airfare only). 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.

1

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

<image003.jpg>

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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

<B19-014 - Lalli - Winnipeg May 13-15, 2019.pdf>

000022

From: Simons, Deborah
To: "Sandip Lalli"
Cc:

Subject: Travel Expense Claim - reimbursement

Date: Thursday, April 18, 2019 2:53:18 PM

Attachments: 08258030 4.pdf

imageu03.jpg

Dear Sandip,

I am pleased to advise that you will receive an electronic transfer of funds on April 23rd, in the amount of \$580.91, as a reimbursement of your flights to attend the May Board meetings in Winnipeg.

A copy of the transfer is attached.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

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

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca



ELECTRONIC FUNDS TRANSFER

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

SANDIP LALLI

Telephone Fax Date Vendor account Date of payment Reference No. 613-993-3500 18/04/2019

23/04/2019 PV143320

Fax

E-mail

murka@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82731	11/04/2019	CAD	580.91	0.00	580.91	THEMIS # 2956 WINNIPEG PREPAID MAY
		CAD		_	580.91	Пан



Travel Expense Form 2019

OTJ#: TA #: **TABCC82731** EAHCE # EAHCE12189

Clai	mant
Cost	Centre

Sandip Lalli 121 Legal Services (Board)

Cost estimate provided on TA Hospitality estimate provided on TA

\$4,741.35 \$0.00 Departure Date 13-May-19

Travel Location and Reason

(attach supporting documents):

Return Date 15-May-19 THEMIS # (P and Board claims only)

	Table 11 (V Pane		2930
B19-014	Currency Con vers	ion Table	
Attend Board and Committee meetings, and Board business	1 Unit of	îs Worth	of
dinners.	USD		CAD
Calgary/Winnipeg/Calgary			
* AIRFARE ONLY			CAD
Ind ALL OND!			CAD
			CAD

Total Travel Expense	·	-				580.91
Prepaid Fares (Paid						0.00
Airfare Previously C	laimed by Travell	er (Paid using Trave	eller's Amex Card)			0.00
A Amillouine and a second and a	1 11 70 11					
			ENTER AS POSITIV	E \$ AMIO	UNT)	
Cash Advanced / Ret	urned (ENTER A			E \$ AMIO	UNT)	
Cash Advanced / Ret				E \$ AMIO	UNT) FX to CAD	CAD Equivalent
Cash Advanced / Ret	urned (ENTER A	AS POSITIVE \$ AM	OUNT)	E \$ AMTO		CAD Equivalent

Amount Owing to:	Employee	580.91 RCM	0.0
Expense Coding			
Account	Cost Center (Select One fro	m drop down hox)	In Canadian \$
HST - Registration # 10793 5058 RT0001			
740200 - Meals (domestic)			27.66
741200 - Meals (foreign)			0.00
740100 - Hospitality (domestic)	Called Control of Cont	▼	0.00
741100 - Hospitality (foreign)	The state of the s	V	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)		0.00
741010 - Airfare (foreign)		▼	553.25
740020 - Rail fare (domestic)	The state of the s	▼	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
/41900 - Incidentals (foreign)		▼	0.00
740000 - Baggage & Travel (domestic)		▼ -	0.00
41000 - Baggage & Travel (foreign)		₩	
			0.00
		\	0.00
		•	0.00
		•	0.00
54200 - Prepaid Fares			0.00
out of Balance - Discrepancy in Expenses Coo	led		
OR FINANCE USE ONLY (Favo	orable)/Unfavorable Variance: Estimate on T	FA versus actual expense claim	0.00 (\$4,160.44)
		Variance %	-88%
(Favorable)/U	Infavorable Variance: Estimate on Hospital	ity versus actual expense claim	\$0.00
		Hospitality Variance %	#DIV/0!



TABCC82731

Travel Expense Form 2019 *IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & 🗷 vent Policy #51, (as applicable) and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of signing. All travel plans must be preauthorized using the Authority to Travel and Advance form. As the Traveller, glease indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospita 11/2, Conference & Event Policy #51. Yes D No D 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 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 partial pant (Policy Section 44.1) Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board in sampler or other private residence (Policy Sections 44.1and 46.4) Hospitality - Special forms of hospitality (Annex 2B) Hospitality - No pre-approval prior to expenditure (Section 44.7) VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial) Travel - Combining personal and business travel (Policy Section 14.3) Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6) Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial c a raier 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 Persion (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 aciditional cost to RCM (Policy section 23.3) - 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 \Box (\$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. 3.Approved by Traveller's Director with signing authority tation, that the expenses claimed appear ns that she/he has reviewed this expense claim including all the supporting docume 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.

22		
4 Approved by VP (as required) (PRINT NAME)	S.Reviewed by CFO (CEO daims; Board claims; claims for review prior to CEO approval; other as required)	6.Approved by CEO & President/Chair of 800/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee Multiple Committee Additional Committee Committee
Date	Date	Physics of will year
7-Reviewed by Finance (PRINT NAME)		Date Date

A CO	Canada - (Exce	pt NWT, N	VT, Yukon)]	USA - (Excep	t Alaska)	
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	
	(incl. HST/GST)		HST/GST		Expens es	!	Total CA
RCM Paid Fares (Air-Domestic)	(1151,051	HOL/GDI		Expens es	CAD Exp.	Equivale
RCM Paid Fares (Rail-Domestic)			 			-	
RCM Paid Fares (Air-Foreign)			-			+	
RCM Paid Fares (Rail-Foreign)			-		<u> </u>		
Employee Paid Fares (Air - Domestic)	580.91	27.66	-				
Employee Paid Fares (Air-Foreign)	300.91	27.00					
Employee Paid Fares (Rail- Domestic)	-						
			_				
Employee Paid Fares (Rail - Foreign)			ļ				
Hotel Accommodations (Domestic)			_				
Hotel Accommodations (Foreign)		<u>.</u>	_				
Taxis (Domestic)							
Taxis (Foreign)							
Mileage (\$0.55km)							
Business Telephone							
Parking							
Car Rental (Domestic)						 	
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality							
Baggage (Domestic)						 	
Baggage (Foreign)						 	
Others (code manually)						 	
		-					
Others (total)							
Total Expenses	580.91	27.66		-			
Per Diem Country	200.71	27.00	Canada	l		<u> </u>	
	No. of meal	Total CAD	Calculated	1	No of -		USA
Meal allowance rates	allowances	allowance	GST/HST		No. of meal allowances	Total USD	Total CAD
Breakfasts \$20.50		autwance	Сот/Пот		апомансея	allowance	Equivalent
Junches \$20.10				\$20.50			
Dinuers \$50.65		·		\$20.10			
Fotal Meals				\$50.65			
	· 			, l			
4-7-00		·····		\$17.30			
Cotal Expenses							
Note - Please use the meal allowance c	aiculator tab to (ietermine t	ne exact No.	of meal allo	wances and inc	identals	
Frand Total CAD Expenses			580.91		Grand Total USI	Expenses	
Grand Total HST/GST			27.66				
Notes for Expenses		'					
TOTOS TOT EXPONSES			<u></u>				

From: Simons, Deborah
To: Sandip Lalli
Subject: Reimbursement

Date: June 6, 2019 2:57:00 PM

Attachments: <u>image002.jpc</u>

image002.jpg 08330820 4.pdf

Dear Sandip,

I am pleased to advise that you will receive an electronic transfer of funds on June 7th, in the amount of \$890.44 as a reimbursement of your travel expenses to attend the May Board/Committee meetings (airfare of \$580.91 was reimbursed separately, on 23 April).

A copy of the electronic funds transfer notification is attached.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

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

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca



ELECTRONIC FUNDS TRANSFER

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

SANDIP LALLI

Telephone.
Fax
Date
Vendor account
Date of payment

Reference No.

613-993-3500

06/06/2019

07/06/2019 PV144835

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82731 B19-014BL	04/06/2019	CAD CAD	890.44	0.00	890.44 890.44	THEMIS # 2956 EAHCE12189 WINNIPEG BOD MEETING

Simons, Deborah

From:

Phyllis Clark <

Sent:

Monday, June 03, 2019 10:08 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - Sandip Lalli - 1319-014

Approved



CONFIDENTIALITY WARNING

This communication is intended for the use of the recipient to which it is addressed, and may contain conficiential, 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 Mon, Jun 3, 2019 at 8:03 AM Simons, Deborah < simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents the expenses related to Sandip's travel to Winnipeg to attend our Board of Directors meetings. The claim has no exceptions, and has been reviewed 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



Travel Expense Form 2019

OTJ#:

TA #: TABCC82731 Bi 9-014

EAHCE # EAHCE12189

Claimant
Cost Centre

Sandip Lalli

121 Legal Services (Board)

Cost estimate provided on TA \$4,741.35

Hospitality estimate provided on TA

Departure Date

13-May-19

Travel Location and Reason

(attach supporting documents): THEMIS # (VI

Keturn Date	15-May-19
THEMIS # (VP and Board claims only)	2956

B19-014		Currency Conversion Table						
To attend Board of Directors meetings and business dinners.		1 Unit of	is Worth	of				
	USD			CAD				
Calgary/Winnipeg/Calgary				CAD				
				CAD				
* EXPENSES				CAD				
	<u> </u>		T	CAD				

Total Travel Expenses (inclusive of fares)

Prepaid Fares (Paid using Amex Corporate Billing Account)

i

1,471.35

0.00

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

A0424719

580.91

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

580.91

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

Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
	<u> </u>		0.00	1.00000	0.00
Amount Owing to:		Employee	890.44	RCM	0.00

Account Cost Center (Select One from drop down box) In Canadian S			COUNTY RENT		
ST - Registration # 10793 5058 RT0001 54493 40200 - Meals (domestic) 121 Legal Services (Board) 0.00 0.00 41200 - Meals (foreign) 0.00 0.00 40100 - Hospitality (domestic) 121 Legal Services (Board) 583.25 0.00 40100 - Airfare (domestic) 121 Legal Services (Board) 0.00	Expense Coding			 -	1
40200 - Meals (domestic) 121 Legal Services (Board)	Account	Cost Center (Select One from drop	down box)	In Canadian \$	1
40200 - Meals (domestic) 121 Legal Services (Board)	HST - Registration # 10793 5058 RT0001			64.93	6
41200 - Meals (foreign)	740200 - Meals (domestic)	121 Legal Services (Board)	•		
40100 - Hospitality (domestic) 0.00	741200 - Meals (foreign)		-		1
41100 - Hospitality (foreign)	740100 - Hospitality (domestic)		-		1
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41010 - Airfare (foreign)	740010 - Airfare (domestic)	121 Legal Services (Board)	•		1 /
40020 - Rail fare (domestic) 0.00 41020 - Rail fare (foreign) 0.00 40500 - Taxi fare (domestic) 121 Legal Services (Board) 243-87 40500 - Taxi fare (foreign) 0.00 40700 - Personal car mileage (domestic) 0.00 41700 - Personal car mileage (foreign) 0.00 40300 - Car rental (domestic) 0.00 40300 - Car rental (domestic) 0.00 40300 - Parking (domestic) 0.00 40800 - Parking (domestic) 0.00 40800 - Parking (domestic) 0.00 40800 - Parking (domestic) 121 Legal Services (Board) 0.00 40400 - Accommodations (domestic) 121 Legal Services (Board) 0.00 40900 - Incidentals (domestic) 121 Legal Services (Board) 0.00 40900 - Incidentals (domestic) 121 Legal Services (Board) 0.00 40900 - Baggage & Travel (domestic) 121 Legal Services (Board) 0.00 40900 - Baggage & Travel (foreign) 0.00 40900 - Baggage & Travel (foreign) 121 Legal Services (Board) 0.00 40900 - Baggage & Travel (foreign) 0.00 40900 - Baggage & Tr	741010 - Airfare (foreign)		▼.		
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121 Legal Services (Board) 243:81	741020 - Rail fare (foreign)		+		1
1000 1000	7/40500 - Taxi fare (domestic)	121 Legal Services (Board)	•		اد
40700 - Personal car mileage (domestic)	741500 - Taxi fare (foreign)				
41700 - Personal car mileage (foreign) 40030 - Car rental (domestic) 41030 - Car rental (foreign) 40800 - Parking (domestic) 41099 - Other transportation (foreign) 404000 - Accommodations (domestic) 41400 - Accommodations (foreign) 40900 - Incidentals (domestic) 41900 - Incidentals (domestic) 41900 - Incidentals (foreign) 40000 - Baggage & Travel (domestic) 41900 - Incidentals (foreign) 40000 - Baggage & Travel (domestic) 40000 - Baggage & Travel (foreign) 40000 - Baggage & Travel (foreign) 40000 - Baggage & Travel (foreign) 121 Legal Services (Board) 70 - 0.00 154200 - Prepaid Claimed 121 Legal Services (Board) 70 - 0.00 154200 - Prepaid Claimed 70 - 0.00 154200 - Prepaid Claimed 70 - 0.00 154200 - Prepaid Claimed 70 - 0.00 154200 - Prepaid Claimed 70 - 0.00 154200 - Prepaid Claimed 121 Legal Services (Board) 70 - 0.00 154200 - Prepaid Claimed 121 Legal Services (Board) 70 - 0.00 154200 - Prepaid Claimed	740700 - Personal car mileage (domestic)	ENTEDED	•		1
10.00 10.0	741700 - Personal car mileage (foreign)	ENTERED	7		
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41900 - Incidentals (foreign) 40000 - Baggage & Travel (domestic) 1000 - Baggage & Travel (foreign) 154200 Prepaid Claimed 121 Legal Services (Board) 121 Legal Services (Board) 122 Legal Services (Board) 134200 Prepaid Fares 134200 Prepaid Claimed 134200 Pr	741400 - Accommodations (foreign)		7	0.00	
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0.00 54200 Propaid Fares 0.00 54200 Propaid Fares 0.00 OR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim Variance % (Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim \$0.00	154200 Prepaid Claimed	121 Legal Services (Board)	•	(580.91)	
0.00 54200 Propaid Fares 0.00 prof Balance Discrepancy in Expenses Coded 0.00) OR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim Variance % (Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim \$0.00	NET VISCUES			0.00	
54200 Propage Fares 0.00 OR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim Variance % (Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim \$0.00 Variance % (Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim \$0.00	E	1		0.00	
OR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim Variance % (Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim Variance % (Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim \$0.00		<u> </u>		0.00	
OR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim Variance % (Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim \$0.00	CALLS THE			0.00	
Variance % -69% (Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim \$0.00				(0.00)	
(Favorable) Umavorable variance: Estimate on Hospitality versus actual expense claim \$0.00	FOR FINANCE USE ONLY (Favora	able)/Unfavorable Variance: Estimate on TA versu	s actual expense claim	(\$3,270.00)	
(Favorable) Umavorable variance: Estimate on Hospitality versus actual expense claim \$0.00	TUNG		Variance %	-69%	
Hospitality Variance % #DIV/0!	(Favorable)/Un	favorable Variance: Estimate on Hospitality versu	s actual expense claim	\$0.00	
		H	ospitality Variance %	#DIV/0!	

Updated QQQQQ31



Travel Expense Form 2019

TA # TABCC82731

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

approved in ac authorized usi	ocordance with the Delegation ing the Authority to Travel an	n of Authority Policy #41. Approver must have Delegation d Advance form.	n Authority at the time of signing. All travel plans must be pre-
As the Travell Yes 🔲 No	er, please indicate if this cla If you indicated "Yes", ple	Im contains any exceptions requiring approval per the case check which exception(s) were not pre-approved and	Corporate Travel, Hospitality, Conference & Event Policy #51. require approval:
CEO APPROVA	L REQUIRED: (Please initial) Travel – Exceptions to Corpo	orate Travel, Hospitality, Conference & Event Policy #51 (Ar	nnex 2B)
	PROVAL REQUIRED: (Please in	•	
0		Hospitality Policy #51 (Annex 2B) al obtained for the following:	
_		ar obtained for the following: ernal or internal hospitality exceeding Maximum Cost Per F	Pérson (Annex 28)
	☐ Hospitality – Exte	emal or internal hospitality costs exceeding \$5,000 (Annex	
		pholic beverages provided (Policy Section 44.1) d & beverage cost exceeded Maximum Cost Per Person (Po	olice Section 44.13
		ertainment provided (Policy Section 44.1)	oncy section 44.1)
		pitality or entertainment provided to spouse or person acc	
	☐ Hospitality – Hos (Policy Sections 4		n RCM employee, Board member or other private residence
		dal forms of hospitality (Annex 2B)	
		pre-approval prior to expenditure (Section 44.7)	
		TRAVELLER IS A VP): (Please Initial)	
0		and business travel (Policy Section 14.3) el than permitted by policy (Policy Section 20.6)	34
ä	Travel - Privately owned veh	et that permitted by policy (Folicy Section 20.6) licles - Kilometer allowance in excess of the equivalent low	rest practical commercial carrier fare (Policy Section 22.1)
	Travel - Hotel - Rate in exce	ess of specified or published City Rate Limits (Policy Section	n 25.2 and 25.3)
ŏ	Travel - Car travel - Leased \ Travel - Expense received or	ver 30 days (Policy Section 23.1)	18
	Hospitality - External or inter	rnal hospitality up to \$1,500 but less than \$5,000 and with	in Maximum Cost Per Person (Annex 28)
		e cost not exceeding Maximum Cost Per Person (Policy Sec	ction 44.1)
	RECTOR APPROVAL REQUIREI Travel – Airfare – upgrade to		Class permitted by policy, at no additional cost to RCM (Policy
	section 20.6)		·
ш	23.3)	to a larger vehicle than the Intermediate/Standard size p	ermitted by policy, at no additional cost to RCM (Policy section
	Travel – Car rental – upgrade	to a larger vehicle than the intermediate/Standard size to	accommodate 3 or more employees (Policy section 23.3)
0	Travel – Missing original item Travel – Hotel – upgrade to a	nized receipts. Explanation provided (Policy section 33.2) level higher than the Standard Guest Room permitted by	notice at no additional cost to PCAA /Bolton senting 25 1)
	Travel - Hotel - rate in exces	ss of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Mo	intreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas
	(\$145), or published City Rat	e Limit. VP pre-approval not obtained. Justification provid elpts. Explanation provided (Policy section 26.2)	ded (Policy section 25.2)
	Other exceptions (traveller h	as listed and explained on a separate document)	
	Hospitality - External or inter	mal hospitality up to \$1,500 and within Standard Cost Per	Person (Annex 2B)
By signing belov	v, the Traveller confirms that	this expense claim contains only eligible allowances and leg	gitimate and actual expenses incurred in occordance with the
Corporate Trave	el, Hospitality, Conference & E	vent Policy #51 (as applicable), that all required supporting	a documentation is contained in this expense claim, that the
ADOAE HOTED EXT	eptions are complete and act	urate, and that the claim has been completed in accordant	ce with these policies.
1 Traveller Na	ime (PRINT NAME)	2 Expense claim prepaged by	2 American In Transition Print
DUNU	in balli	(PRINT NAME) PINA TIMONS	3 Approved by Traveller's Director with signing authority (PRINT NAME)
alsh	1-111 m	Oulson Demons	
Signature of to	an IVUIV	Signature	
70		0 = 1 = 110	Signature of Traveller's Director
samul	re balli	27/05/19	
Date		Date	Date
The Troveller's N	Agnager confirms that she he	has reviewed this expense claim including all the supportin	
reasonable, exce	eptions as noted above are ap	proved (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
iigning below, ti	he VP or CEO confirms that sh	e/he has reviewed the exceptions as noted above requiring	g her/his approval and hereby grants it.
4 Approved by (PRINT NAME)	VP (as required)	5 Reviewed by CFO (CEO claims; Board claims; claims	6.Approved by CEO & President/Chair of BOD/Chair of
A smine sankajej		for review prior to CEO approval; other as required)	Multi Committee (as required)
		1 culle	RUME WHEN 40 MARIANI
Signature of V	P	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit
			Committee
		May 28/10 A	P-MUNICIPALITY UN ABOUT
Data	- Marianton de la Marianton de la Seguida de la Carte	Date	Date
			May this they to bring 16

June 5/19

000032

	Canada - (Exce	pt NWT, N	VT. Yukon)		USA - (Except	Alaska)	
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
ruge 2	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-Domestic)	(men non, obi)	ADI/GDI	IIDI/GDI		ZAPORISCS	CAD Exp.	Equivalent
RCM Paid Fares (Rail-Domestic)						 	
RCM Paid Fares (Air-Foreign)						 	
RCM Paid Fares (Rail-Foreign)						 	
Employee Paid Fares (Air - Domestic)	612.41	29.16	/		-		
Employee Paid Fares (Air- Foreign)	- V	V			_	 	
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)	483.64	21.47					
Hotel Accommodations (Foreign)	-	7					
Taxis (Domestic)	252.25	8.44	9-70				
Taxis (Foreign)	V						
Mileage (\$0.55km)							
Business Telephone							
Parking					-		
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality							
Baggage (Domestic)							
Baggage (Foreign)							
Others (code manually)							
Prepaid claimed flight	(580.91)						
Others (total)	(580.91)						
Total Expenses	767.39	59.07					
Per Diem Country		60.33	Canada		· -		USA
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts \$20.50	1	20.50	0.98	\$20.50			_
Lunches \$20.10	,			\$20.10			,
Dinners \$50.65	1	50.65	2.41	\$50.65			
Total Meals	<i>-</i>	71.15	3.39				
Incidentals \$17.30	3	51.90	2.47	\$17.30			
Total Expenses		123.05	5.86			<u> </u>	

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

890.44 64.93 **Grand Total USD Expenses**

Notes for Expenses

1) Airfare (without lounge access fee) has already been claimed; 2) The Fairmont Hotel refunded the room charge for the night of 14 May due to excessive noise levels in the hotel; 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 dinneers were provided on 13 & 14 May; 5) Board of Directors lunches were provided on 14 & 15 May; 6) Although Sandip was entitled to book business class airfare, which would have provided access to the Maple Leaf lounge, she chose economy fare at a lower cost, but which did not provide access to the lounge. Sandip therefore purchased lounge access on the return trip, to use that area for a private meeting with the CEO.

Meal allowance and incidental calculator

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

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

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

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

Numbers only			13	14	15										Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
3reakfast			1												
Lunch															
Dinner					1					i ii	1				
ncidentals			1	1	1										

	Enter	your tra	vei dates	s nere to	rtne	US	MON	MUN 1 FL: 43586							
			13	14	15										Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast								The state of the s							
Lunch	175								 						0
Dinner Incidentals	-					-				_	-		-	-	
Diffiler	I														0
Incidentals															0

B19-014

s.19(1)





Booking Reference:

:

Travel booked/ticket issued on:05 April 2019

Passengers

[♠] Mrs. Sandip Lalli

Seats

Ticket Number

AC286

12F

AC289

12F

Aeroplan

≫ Depart

Economy - Comfort

Monday 13 May, 2019 09:15 Calgary

Calgary Int. (YYC), Canada

12:07 Winnipeg (YWG), Canada

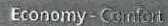


1 hr 52

AC286 Economy (L)

Operated by Air Canada A320-200 | 🔊 Wi-Fi

Air Canada Bistro





Wednesday 15 May, 2019 18:15 Winnipeg (YWG), Canada

19:18 Calgary

Calgary Int. (YYC), Canada

(289)

2 hr 03 Economy (L)

Operated by Air Canada A320-200 | Mi-Fi

Air Canada Bistro

Purchase summary

		1 Adult
3	Air Transportation Charges	
	Base Fare - Departing Flight - Economy - Comfort	234.00
	Base Fare - Return Flight - Economy - Comfort	204.00
	Surcharges	46.00
	Taxes, fees and charges	
	Goods and Services Tax - Canada <u>no.</u> 100092287 RT0001	27.66
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	55.00
	GRAND TOTAL - Canadian dollars	\$580 ^{.91}

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

000036

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary(YYC) > Winr	nipeg(YWG)	
1 st bag Complimentary	\$ 52.50 CAD Including taxes	Max. weight per bag: 23 kg (50 lb) Max. Dimensions per bag: 158 cm (62 jn)
Winnipeg(YWG) > Ca	lgary(YYC)	
1st bag Complimentary	\$ 52.50 CAD Including taxes	Max. weight per bag: 23 kg (50 lb) Max. Dimensions per bag: 158 cm (62 in)

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

CANADA, U.S.: 1 (888) 247-2262



^{*} For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

s.19(1)

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

Royal Canadian Mint

Dr Sandip Lalli

Arrival

05-13-19

Departure

05-15-19

Date	Description	Additional Information		Charges	Credits
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		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX/XX		967.28
05-23-19		Refund of 1 Night R&T	- HVAC Noise		-483.64
		XXXXXXXXXXXX	XX/XX		
		Total		483.64	483.64
		Balance Du	e	0.00	

GST Summary

Room	20.45
F&B	0.00
Other	1.02
Total	21.47

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.

Hotel Cancelled one night

Room: 1813 due to
Folio #:
Cashier #: 59 excessive roise
Page #: 1 of 1

hotel.

2 Lombard Place

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

Royal Canadian Mint

Dr Sandip Lalli

Arrival

s.19(1)

05-13-19

Departure

05-15-19

Date	Description	Additional Information	Charges	Credits
05-14-19	Room Charge		409.00	
05-14-19	Room PST		32.72	
05-14-19	Room GST		20.45	
05-14-19	Accommodation Tax		20.45	
05-14-19	Accommodation Tax - GST		1.02	
05-23-19	Room Adjustments	Refund of 1 Nt R&T - HVAC Noise	-409.00	
05-23-19	Room PST		-32.72	
05-23-19	Room GST		-20.45	
05-23-19	Accommodation Tax		-20.45	
05-23-19	Accommodation Tax - GST		-1.02	
		Total	0.00	0.00
		Balance Due	0.00	

GST Summary

Room	0.00
F&B	0.00
Other	0.00
Total	0.00

Thank you for choosing Fairmont Hotels & Resorts.

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

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414 Pour information et reservations visitez notre web au www.fairmont.com ou t@l@phoner au HAtels Fairmont de: Matats-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 lieble in the event that the indicated person, compeny or association field to pey 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 rÂgiement total de cette note au cas ou la compagnia, l'association ou son reprièsentant difficignée en refuserait le paiement. Les comptes en souffrance sont sujets A un intiérét de 1,5% par mois aprÂs un mois. (18,00% par anniès)

Refund

s.19(1)

Fairmont WINNIPEG

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

Royal Canadian Mint

Dr Sandip Lalli

Room : <u>.1813</u>

Folio # :

Cashier # : 59
Page # : 1 of 1

Arrival

05-13-19

Departure

05-15-19

Date	Description	Additional Information		Charges	Credits
05-13-19	Room Charge			409.00	43.000.000
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		967.28
		Total		483.64	967.28
		Balance Due)	-483.64	

GST Summary

Room	20.45
F&B	0.00
Other	1.02
Total	21.47

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.

Original invoice for
Room: 1813 2 rights

Cashier # Page #

1073 1 of 1

2 Lombard Place

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

s.19(1)

Royal Canadian Mint

Dr Sandip Lalli

Arrival

05-13-19

Departure

05-15-19

Description	Additional Information	Charges	Credits
Room Charge		409.00	
Room PST		32.72	
Room GST		20.45	
Accommodation Tax		20.45	
Accommodation Tax - GST		1.02	
Room Charge		409.00	
Room PST		32.72	
Room GST		20.45	
Accommodation Tax		20.45	
Accommodation Tax - GST		1.02	
			967.28
	Total	967.28	967.28
	Balance Due	0.00	
	Room PST Room GST Accommodation Tax Accommodation Tax - GST Room Charge Room PST Room GST Accommodation Tax	Room PST Room GST Accommodation Tax Accommodation Tax - GST Room Charge Room PST Room GST Accommodation Tax Accommodation Tax Accommodation Tax - GST	Room PST 32.72 Room GST 20.45 Accommodation Tax 20.45 Accommodation Tax - GST 1.02 Room Charge 409.00 Room PST 32.72 Room GST 20.45 Accommodation Tax 20.45 Accommodation Tax - GST 1.02

GST Summary

Room	40.90
F&B	0.00
Other	2.04
Total	42.94

Thank you for choosing Fairmont Hotels & Resorts.

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

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414
Pour Information et reservations visitez notre web au www.fairmont.com ou t@l@phoner au HĀtels Fairmont de: Stats-Unis ou Canada 1 800 441 1414

Legree that my liability for this bill is not weived and I egree to be held personally liable in the event that the indicated person, company or association felis to pay for any part of or the full smount of these changes. Overdue belance auticipate to a surfaining at the rate of 1.5% per month after one month. (16.00% per annum.)

From:

Hollywood Limousine Service Inc. <info@hollywoodlimoserve &ce.com>

Sent:

Tuesday, May 07, 2019 12:38 PM

To:

Simons, Deborah

Conf#

Subject:

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

Hollywood Limousine Service Inc.

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

CA

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

816545420

Confirmation

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

Reservation Confirmation

Pick-up Date:

05/14/2019 - Tuesday 1

Pick-up Time: ServiceType: 07:30 AM Point-to-Point

Passenger:

RCM Board members &

Phone Number:

No. of Pass:

12

Vehicle Type:

Passenger Van Kim Musick

Payment Method:

Direct Bill/Invoice

Trip Routing Information:

Primary/Billing Contact:

PU: --: The Fairmont Hotel Winnipeg, MB

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

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. notosalted,

From:

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

Sent:

Tuesday, May 07, 2019 12:38 PM

To:

Simons, Deborah

Subject:

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

Hollywood Limousine Service Inc.

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

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

816545420

Confirmation

Reservation Confirmation

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

Pick-up Date:

05/14/2019 - Tuesday L

Pick-up Time:

04:45 PM

ServiceType:

Point-to-Point 4

Passenger:

RCM Board members 1

Phone Number:

No. of Pass:

Vehicle Type:

Passenger Van Kim Musick

Payment Method:

Direct Bill/Invoice

Primary/Billing Contact:

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 I!legal to stand through the sunroof. Smoking is not permitted in ALL of our limousines. Overtime pay will apply after the first 15 minutes of prearranged time described on the run sheet. Not responsible for delays or the termination in winter caused by unsafe road conditions (ie. not salted,

From:

Hollywood Limousine Service Inc. <info@hollywoodlimose ___ice.com>

Sent:

Tuesday, May 07, 2019 12:39 PM

To:

Simons<u>. Debo</u>rah

Subject:

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

Hollywood Limousine Service Inc.

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

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

816545420

Confirmation

Reservation Confirmation

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

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:

Vehicle Type:

Passenger Van Kim Musick

Primary/Billing Contact: Payment Method:

Direct Bill/Invoice

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

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

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,

Sandip Lalli

From: Sandip Lalli

Sent: May 13, 2019 8:34 AM

To: Sandip Lalli

Subject: 57945072994_69C52C2E-214D-48FE-B8D5-EA7EDEE 3736B.jpeg

Mint - to airport



Regards, Sandip

Humanity is in your actions!

UNICITY TAXI- 111 340 HARGRAVE PL

HINNIPEG. MB RSC 8X5 TEL (284) 925-3131

TERM ID: 86129370 EMPLOYEE ID: 1

BATCH#: 123 SHIFTN: 002

\$ale #: 000000005 Chip 123001001005

Application Label: AID: A0000000004161 TVR:00 00 00 80 00 TSI:68 00

Amount: \$

Total:CAD\$ 47.55

> APPROVED 07992S 12:39:33

13-May -19

CUSTOMER COPY

(ab from Calgary airport

ALLIED/ASSOCIATED CAB 207 41 AVE NE T2E2N4 CALGARY AB 21640631 GH2164063136

PURCHASE

05-15-2019 Acct # ********* 22:33:11

Exp Date **/** Card Type

Name: SANDIP LALLI A0000000041010

Trace # 1966

Inv. # 2357 Auth # 09338S RR

RRN 001001288

Purchase \$89.00 Tip \$13.35

Total

\$102.35

(001) APPROVED-THANK YOU

Retain this copy for your records Customer copy

403-299-9555
www.calgarylino.com

CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec

Cabs before tips:

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

Manitoba L11.35
alberta 89.00

219.35

Taxis for **BC &** Saskatchewan & Alberta & Manitoba

\$ 219.35
\$ 8.44
\$ 210.91

The figures you need **GRAND TOTAL TOTAL TAX**

\$	219.35
3	8.44

PNR RECLOC: ISSUED BY :	TAX TOTAL 31.50		31.50	**************************************
	AMOUNT 30.00 01.50XG		30.00	DOLLARS 11000 QST/TVQ NG. 1000-1
AIRPORT FEE RECEIPT TICKET NO: NAME: LALLI/SANDIPURS DATE OF ISSUE: 15MAY2019	LOUNGE GUEST FEE	1	GRAND TOTAL	FORM OF PAYMENT: IN CANADIAN DOLLARS GST/TPS HST/TVH NO. 100092287 NT000 QST/TVQ NO. 1000-043-172 RT000 FEES ARE NON-REFUNDABLE

Sandip was entitled to business class airfare, which would have provided access to the Maple Leaf lounge. She chose an economy, fave at a lower cost, but which did not frowhide access to the lounge, Sandip thousand lounge access on the return trip, to use that area for a private meeting with the CEO.

From:

Zimonjic, Donna

Sent:

Friday, May 24, 2019 2:38 PM

To:

Simons, Deborah; Pellerin, Chantal; Wei, Wei

Cc: Subject: Davies, Catrin; Zimonjic, Donna RE: Question - Board Claim

Hi Debby

I think it's important that we don't penalize travellers, who were trying to be cost conscious, but then incurred legitimate business costs when travelling.

Whilst 27.2 notes that the RCM does not pay 'airline club dues' I think in this instance, it can be charged as an other business expense, which can be approved by the Chair, just put a note in the description.

Please add this cost to your flight cost, totalled together.

Than you

Donna

- 27.1.15. costs incurred for dependent care where no live-in arrangements are available. Reimbursement is limited to proof of payment and not to exceed that incurred by the employee for dependent care during the work day, to a daily maximum of \$75 per household. No reimbursements will be made for services rendered by relatives;
- 27.1.16. loss or damage to personal items (other than luggage) that are required by the traveller in performing his/her RCM duties, provided it is not considered normal wear and tear, due to the traveller's negligence or where a claim can be made against a third party. Any claim for loss or damage to personal items must be approved by the traveller's Vice-President or the President and CEO; and
- 27.1.17. other business/travel related expenses at the discretion of the traveller's manager, where reasonable and properly documented including receipts.
- 27.2. The following are examples of non-reimbursable expenses:
 - 27.2.1. airline club dues;
 - 27.2.2. frequent traveller, membership or lovalry program costs;
 - 27.2.3. optional travel or baggage insurance;
 - 27.2.4. traffic and parking fines;
 - 27.2.5. in-flight movies and or mini-bar service;
 - 27.2.6. personal entertainment:
 - 27.2.7. corporate credit card delinquency feet/finance charges;
 - 27.2.8. hotel room movies;
 - 27.2.9. hotel mini-bar;
 - 27.2.10.luggage, briefcases;
 - 27.2.11 gym passes or costs to utilize fitness facilities;
 - 27.2.12 barber or bairstylist expenses;
 - 27.2.13. laundry and dry cleaning services; and
 - 27.2.14 air or rental vehicle phone usage.

DONNA ZIMONJIC

TREASURY & RISK MANAGEMENT ANALYST
ANALYSTE, TRESORIE ET GESTION DU RISQUE



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

Tel/Tél.: 613-415-8751 Fax:/Téléc.: 613-998-0655

zimonjic@mint.ca | zimonjic@monnaie.ca

mint.ca | monnaie.ca

From: Simons, Deborah

Sent: Friday, May 24, 2019 10:41 AM

To: Pellerin, Chantal <pellerin@mint.ca>; Zimonjic, Donna <Zimonjic@mint.ca>; Wei, Wei <weiw@mint.ca>

Cc: Davies, Catrin <daviesc@mint.ca>
Subject: Question - Board Claim

Hello ladies,

I am working on a travel expense claim for Board member Sandip Lalli. She would like to claim access to the Air Canada Maple Leaf lounge for her return trip from Winnipeg for two reasons:

- She booked an economy flight which did not provide access to the lounge, even though she would have been entitled to book business class;
- She used the lounge to have a private meeting with the CEO.

I'm assuming this is fine, and will add an explanation to the notes section of the claim. If yes, I would appreciate it if you could let me know which GL should be used for this type of expense.

Thanks!

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

RCM BOARD OF	F DIRECTORS											
Claimant:	Sandip Lalli		Dep	oarture Dat	e: 13-May		Return Date	15-May				
Location:	Winnipeg											
Purpose:	Board Meet	ing				c	-					
TRAVEL EXPEN	SE		Amount		Meals & Incid	lentals						
Airfare			\$ 580.91		Note: Please use the meal allowance calculat							
Baggage Fees					below to dete	rmine the e	xact number	of				
Change Fees					meal allowan	ces and incid	ientals.					
VIA Rail												
Hotel Accommo	odations					Rate	# Meals	Total				
Mileage (\$.0585	5/km)		\$ -		Breakfast	\$20.25	0	\$ -				
Parking					Lunches	\$19.85	0	\$ -				
Taxis					Dinners	\$50.00	0	\$ -				
Car Rental					Incidentals	\$17.30	0	\$ -				
Gasoline								\$ -				
Private Accomo	dation (\$50/r	ıgt)			Total Travel E	kpenses	١					
Other												
	Total Travel	Expenses	\$ 580.91									
	Total Meal/	Incidentals	\$ -									
		TOTAL	\$ 580.91									
Meal allowance	and insident	ol oplaniator										
Insert Date →	and incluent	ai carculator										
	Sat	Sun	Mon	Tue	Wed	Thu	Fee	T-4-1				
Breakfast	Jat	Juli	MOII	100	ased	Thu	Fri	Total				
Lunch								0				
Dinner								0				
Incidentals						-		0				
range of the state								0				
Per Diem Calcula Insert Date →	ator											
insert Date —	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total				
	341	2411	11/011	1 uc	4464	1114	rn	Total 0				
Claimant Signature: Date: Port 16, 2019												
	<u></u>	1	-		•							
Travel expense repo	orts must compl	y with the RCM	l's Corporate Tra	vel, Hospital	ity, Conference and	i Event Policy (i	Policy # 51).					

TRAVEL EXPENSE REPORT

Claimant:	Sandip Lalli	-	Dep	arture Date:	13-May	ſ	Return Date:	19-May				
Location:	Winnipeg											
Purpose:	Board Meet	ing			ħ							
TRAVEL EXPEN	ISE		Amount	Amount Meals & Incidentals								
Airfare			\$ -	Note: Please use the meal allowance calcula								
Baggage Fees	S			below to determine the exact number of								
Change Fees					meal allowance:	s and incid	lentals.					
VIA Rail	b).				1 ~	1						
Hotel Accomm	odations	483.64	\$ _967.28		Ø ∕> =	Rate	# Meals	Total				
√lileage (\$.058	85/km)	0	\$ -		Breakfast 20-50	\$20.25	1	\$ 20.25				
Parking					Lunches	\$19.85	0	\$ -				
laxis			\$ 252.25		Dinners 50.65	\$50.00	1	\$ _50.00				
Car Rental					Incidentals	\$17.30	3	\$ 51.90				
Gasoline		LA.		1				\$ -122.15				
Private Accom	odation (\$50/i	ngt)		ĺ	Total Travel Exp	enses						
Other		31.50	\$ -30.00]								
	Total Trave	l Expenses	\$ 1,249.53	\$1,249.53 767.39 \$ -122.15 123.05 M								
	Total Meal	/Incidentals	\$ -122.15 123.05 PM									
		TOTAL	\$ 1,371.68	- 890.1	14 =							
Meal allowand	e and inciden	tal calculator	·					3				
nsert Date →			13-May	14-May	15-May							
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total				
3reakfast			1					1				
unch								0				
Dinner					1			1				
Incidentals			1	1	1			3				
				-								
Per Diem Calcı İnsert Date →		T						1				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total				
	1							0				
Claimant Signa	CA	2800	\ <u>'</u>		Date: Mo	/						
Travel expense re	eports must dom	ply with the RC	M's Corporate T	ravel, Hospit <mark>a</mark> l	ity, Conference and	Event Policy	/ (Policy # 51).					

From:

Phyllis Clark

Sent:

Saturday, June 15, 2019 1:40 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABOD82746 - Sandip Lalli - B19-017

Approved

Sent from my iPhone

On Jun 13, 2019, at 5:43 PM, Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is an expense claim for approval. This claim represents the expenses related to Sandip's attendance at the 2019 ICD National Conference in Toronto (expenses only – airfare and conference registration fee have already been claimed). 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

<image003.jpg>

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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

<B19-017 - Lalli - Toronto June 4-7, 2019.pdf>



Travel Expense Form 2019

OTJ #:

TA #: TABOD82746

TA #:	TABOD82746
EAHCE #	EAHCE12208

Claimant
Cost Centre

Sandip Lalli		
121 Legal Services (Board)	1	,

Cost estimate provided on TA

Hospitality estimate provided on TA

Departure Date 4-Jun-19

Travel Location and Reason

(attach supporting documents):

Return Date
THEMIS # (VP and Board claims only)

rn Date 7-Jun-19
d claims only) 2960

\$7,023.05

B19-017	Currency Conversion Table							
	1 Unit of	is Worth	of					
To attend the 2019 ICD National Conference	USD		CAD					
Calgary/Toronto/Calgary			CAD					
			CAD					
* EXPENSES			CAD					
27 - 17			CAD					

Total Travel Expenses (inclusive of fares)

Prepaid Fares (Paid using Amex Corporate Billing Account)

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

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

2,853.01

Cash Advanced / Ret	urned (ENTER A	S POSITIVE \$ AM	OUNT)		
Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00
Amount Owing to:		Employee	2,299.7	RCM	0.00

Account	Cost Center (Se	In Canadian \$					
HST - Registration # 10793 5058 RT0001				382.30			
740200 - Meals (domestic)	121 Legal Services (Board)	121 Legal Services (Board)					
741200 - Meals (foreign)			V	0.00			
740100 - Hospitality (domestic)			▼	0.00			
741100 - Hospitality (foreign)			▼	0.0			
740010 - Airfare (domestic)	121 Legal Services (Board)		▼ (2,715.2			
741010 - Airfare (foreign)				0.00			
740020 - Rail fare (domestic)			100	0.00			
741020 - Rail fare (foreign)				0.00			
740500 - Taxi fare (domestic)	121 Legal Services (Board)		▼:	127,3			
741500 - Taxi fare (foreign)			v	0.00			
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	FALLEDE		113.7			
741700 - Personal car mileage (foreign)		The state of the s		0.00			
740030 - Car rental (domestic)		U.U.I. 0. 0. 0		0.00			
741030 - Car rental (foreign)		JUN Z K ZI	Jijiji	0.00			
740800 - Parking (domestic)		2011	▼	0.00			
741099 - Other transportation (foreign)		7430916	•	0.00			
740400 - Accommodations (domestic)	121 Legal Services (Board)			1,660.88			
741400 - Accommodations (foreign)			•	0.00			
740900 - Incidentals (domestic)	121 Legal Services (Board)		₹	65.90			
741900 - Incidentals (foreign)				0.00			
740000 - Baggage & Travel (domestic)	- 1962		- ▼	0.00			
741000 - Baggage & Travel (foreign)			-	0.00			
Prepaid Claimed Flight	121 Legal Services (Board)		▼	(2,853.0)			
0.00 Propriet Conference	AP425791 3	1565-05		LE SUS			
			▼	0.00			
			▼	0.00			
154200 - Prepaid Fares				0.00			
Out of Balance - Discrepancy in Expenses Coo	led		8	(0.90			
	orable)/Unfavorable Variance	: Estimate on TA ve	rsus actual expense claim	(\$1,870.3			
1			Variance %	-279			
The second secon	Unfavorable Variance: Estima	eta on Hasnitalite: ua	want actual avnonce claim	\$0.00			

#DIV/0!

Form updated January 2016

Hospitality Variance %



Travel Expense Form 2019

TA # TABOD82746

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

CEC APPROVAL RECULIRED. (Please Initial) Total - Exceptions to Comparie Trivel, Hospitaliky, Conference & Event Policy #51 (Annex 28) CFG or CEO APPROVAL RECULIRED. (Please Initial) Hospitaliky - Department of Hospitaliky Policy #51 (Annex 28) Hospitaliky - Department of Hospitaliky Policy #51 (Annex 28) Hospitaliky - External or Internal hospitality costs exceeding Maximum Cost Per Person (Reine 28) Hospitaliky - External or Internal hospitality costs exceeding #5,000 (Annex 28 and 44.1) Hospitaliky - Excel & External or Internal hospitality costs exceeding #5,000 (Annex 28 and 44.1) Hospitaliky - Excel & External or Internal hospitality (Annex 28) Hospitaliky - Hospitality - Hospitality (Annex 28) Hospitality - Hospitality - Hospitality - More and the Cell Catalega pices of the residence of an RCM emoloses, load member or other private residence (Pleasy Section 44.1) Hospitality - Hospitality - Hospitality - More and the Cell Catalega pices of the residence of an RCM emoloses, load member or other private residence (Pleasy Section 44.1) Hospitality - Hospitality - More private private residence (Pleasy Section 44.1) Travel - Combining personal and business travel [Pinkly Section 14.3] Travel - Combining personal and business travel [Pinkly Section 14.3] Travel - Combining personal and business travel [Pinkly Section 14.3] Travel - Falte in excess of specified or published City Hate Limits (Policy Section 23.2) Travel - Falte in excess of specified or published City Hate Limits (Policy Section 23.2) Travel - Falte in excess of specified or published City Hate Limits (Policy Section 44.1) Hospitality - Total or Internal Hospitality value (Policy Section 23.1) Travel - Car travel - Load Policy MacRoll (Pinkles Hatel) Hospitality - Storal or Internal Hospitality value (Policy Section 24.1) Travel - Car remail - Largande to a larger vehicle than the Internediate/Standard dise permitted by policy, at no additional cost to RCM (Policy Section 23.2) Travel - Car remail	As the Traveller, please indicate if this cla Yes O No Tifyou indicated "Yes", please	ilm contains any exceptions requiring approval per the ease check which exception(s) were not pre-approved and	Corporate Travel, Hospitality, Conference & Event Policy #51. d require approval:
Hospitally External or Integrably Policy #51 (Annex 28) Hospitally External or Internal hospitality was exceeding Massimum Cost Per Person (Annex 28) Hospitality Hospitality Mother Leb hours agas provided (Policy Section 44.1) Hospitality Hospitality Hospitality Hospitality Hospitality Hospitality Hospitality Hospitality or entertainment provided to spatial or person accompanying an event participant, (Policy Section 44.1) Hospitality Hospitality or entertainment provided to spatial or person accompanying an event participant, (Policy Section 44.1) Hospitality Hospitality or entertainment provided to spatial or person accompanying an event participant, (Policy Section 44.1) Hospitality Hospitality or Hospitality (Annex 28) Hospitality No pre-approval prior to expenditure (Section 44.7)		orate Travel, Hospitality, Conference & Event Policy #51 (Annex 28)
Travel - Combining personal and businest travel (Policy Section 30.6) Travel - Arifare - Higher Need than permitted by policy (Policy Section 30.6) Travel - Privately owned vehicles - Kliemeter allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1) Travel - Carriary - Lossed Vehicles (Policy Section 33.1) Travel - Carriary - Lossed Vehicles (Policy Section 33.1) Travel - Carriary - Lossed Vehicles (Policy Section 33.1) Travel - Carriary - Lossed Vehicles (Policy Section 33.1) Travel - Carriary - Lossed Vehicles (Policy Section 33.1) Hospitality - External or internal hospitality to 95 1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 28) Hospitality - Food & Debugge cost not cereading Maximum Cost Per Person (Policy Section 44.1) TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial) Travel - Alfara - 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 - Missing original kemilied and a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy Section 23.3) Travel - Missing original kemilied recipies. Explanation provided (Policy section 33.2) Travel - Missing original kemilied recipies. Explanation provided (Policy section 33.2) Travel - Missing original kemilied recipies. Explanation provided (Policy section 25.2) Travel - Hotel - Upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) Travel - Hotel - Upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.2) 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 - Upgrade to a level higher than the Standard Guest Room permitted by policy, and additional cost to RCM (Policy Section	Hospitality – Exceptions to I Hospitality – No pre-approv Hospitality – Ext Hospitality – Ext Hospitality – Ext Hospitality – Fxt Hospitality – Fxt Hospitality – Fxt Hospitality – Hxt Hospitality – Hxt Hospitality – Hxt Hospitality – Hxt Hospitality – Hxt	Hospitality Policy #51 (Annex 28) ral obtained for the following: ernal or internal hospitality exceeding Maximum Cost Per ernal or internal hospitality costs exceeding \$5,000 (Anne oholic beverages provided (Policy Section 44.1) and & beverage cost exceeded Maximum Cost Per Person (I ertainment provided (Policy Section 44.1) epitality or entertainment provided to spouse or person at epitality paid by the RCM taking place at the residence of a 44.1 and 46.4) cial forms of hospitality (Annex 28)	x 28 and 44.1) Policy Section 44.1) CCompanying an event participant (Policy Section 44.1)
Travel – Alfare – upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 25.3) 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 – Mosting orginal itemized receipts. Explanation provided (Policy section 33.2) Travel – Hottel – upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.3) Travel – Hottel – upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.3) Travel – Hottel – valie in excess of Ottawa (\$200), Winnipes (\$15.5), Torrotto (\$200), Woncourse (\$200), and Calgary (\$	☐ Travel - Combining personal ☐ Travel - Airfare - Higher lev ☐ Travel - Privately owned vel ☐ Travel - Hotel - Rate in exceed ☐ Travel - Car travel - Leased ' ☐ Travel - Expense received o ☐ Hospitality - External or inte	I and business travel (Policy Section 14.3) el than permitted by policy (Policy Section 20.6) itcles - Kilometer allowance in excess of the equivalent ion ess of specified or published City Rate Limits (Policy Section Vehicles (Policy Section 23.1) ver 30 days (Policy Section 33.1) irnal hospitality up to \$1,500 but less than \$5,000 and with	on 25.2 and 25.3) hin Maximum Cost Per Person (Annex 28)
Deports Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the above nated exceptions are complete and accurate, and that the claim has been completed in accordance with these policies. 1. Dravelled Narroe (PRINT, NAME) 2. Expense claim principally Symbol (PRINT NAME) 3. Approved by Traveller's Director with signing authority (PRINT NAME) 5. Signature of Traveller's Director 5. Signature of Traveller's Director 6. Signature of Traveller's Director 6. Signature of Traveller's Director 6. 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 R. 4. Approved by VP (as required) 5. Reviewed by CPO (CEO claims, Board claims; claims for review years of the composition of sequired).	☐ Travel — Airfare — upgrade t section 20.6) ☐ Travel — Car rental - upgrade 23.3) ☐ Travel — Car rental — upgrade Travel — Missing original iter ☐ Travel — Hotel — upgrade to ☐ Travel — Hotel — rate in exce (\$145), or published City Rat ☐ Missing original itemized rec ☐ Other exceptions (traveller h	to a fare class higher than the Standard Allowable Airfare at to a larger vehicle than the Intermediate/Standard size is a larger vehicle than the Intermediate/Standard size in ized receipts. Explanation provided (Policy section 33.2) a level higher than the Standard Guest Room permitted biss of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Miculinity VP pre-approval not obtained. Justification provided (Policy section 26.2) has ilsted and explained on a separate document)	permitted by policy, at no additional cost to RCM (Policy section to accommodate 3 or more employees (Policy section 23.3) y policy, at no additional cost to RCM (Policy section 25.1) iontreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas ided (Policy section 25.2)
Signature of travellar Signature	Corporate Travel, Hospitality, Conference & I	Event Policy #51 (as applicable), that all required supporti	ng documentation is contained in this expense claim, that the
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 is Event Policy #51 (as applicable). Please note, if exceptions have been pre-approved prior to travel, the Travel's Director can proceed in signing the expense claim. By signing below, the VP or CEO confirms that she/he has reviewed the exceptions as noted above requiring her/his approval and hereby grants it. 4. Approved by VP (as required) 5. Reviewed by CPO (CEO claims; Board claims; claims for review 1007 CEO approval; other as required) 4. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)	Drywollod Narros (PHINT) NAMED		
easonable, exceptions as noted above are approved (as required), and the claim has been completed in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable). Please note, if exceptions have been pre-approved prior to travel, the Travel's Director can proceed in signing the expense claim. By signing below, the VP or CEO confirms that she/he has reviewed the exceptions as noted above requiring her/his approval and hereby grants it. 4. Approved by VP (as required) 5. Reviewed by CFO (CEO claims; Board claims; claims for review for OCEO approval; other as required) 6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)	Sandy Lalli	90106119	*** **********************************
(PRINT NAME) for review a 107 SCEO approval; other as required) Audit Committee (as required)	easonable, exceptions as noted above are ap & Event Policy #51 (as applicable). Please note	proved (as required), and the claim has been completed it e, if exceptions have been pre-approved prior to travel, thi	n occordance with the Corporate Travel, Hospitality, Conference e Travel's Director can proceed in signing the expense cialm. By
Figure 4 1/11			

7. Reviewed by Finance (PRINT NAME)

June 26/19

000056 Form updated January 2018

A. 47		Canada - (Exce	pt NWT, N	VT. Yukon)	1	USA - (Except	Alaska)			
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD		
1 uge 2		(incl. HST/GST)	HST/GST	HST/GST		Expenses	1			
RCM Paid Fares (Air-l	Domestic)	(mei: HSI/GSI)	11317(331	11317031	-	Expenses	CAD Exp.	Equivalent		
RCM Paid Fares (Rail-	•				-	<u>, </u>	-			
RCM Paid Fares (Air-l	•	<u> </u>	_		-					
RCM Paid Fares (Rail-		<u> </u>								
Employee Paid Fares (2,853.01	_ 137.76	,	1					
Employee Paid Fares (:	2,033.01	137.70		-		-	<u>.</u>		
Employee Paid Fares (-	<u> </u>	 			
Employee Paid Fares (•	ļ					 			
I ·	- -	1 976 70	215.01	/			 	_		
Hotel Accommodations		1,876.79	215.91	/				_		
Hotel Accommodations	s (Foreign)	140.60	15.00							
Taxis (Domestic)		142.60	15.28	<u>/</u>			-			
Taxis (Foreign)	215.0	2 110.15					<u> </u>			
Mileage (\$0.55km)	217.2	119.46	/	5.69			<u> </u>			
Business Telephone							ļ			
Parking										
Car Rental (Domestic)						<u> </u>				
Car Rental/Gas (Foreig										
Personal Accommodati	ions									
Hospitality										
Baggage (Domestic)										
Baggage (Foreign)										
Others (code manually))									
Prepaid Claimed Flight		(2,853.01)								
		-								
Others (total)		(2,853.01)								
Total Expenses		2,138.85	368.95	5.69						
Per Diem Country				Canada				USA		
		No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD		
Meal allowance rates	i	allowances	allowance	GST/HST		allowances	allowance	Equivalent		
Breakfasts	\$20.50	2	41.00	1.95	\$20.50	-				
Lunches	\$20.10				\$20.10					
Dinners	\$50.65	1/1	50.65	2,41	\$50.65					
Total Meals			91.65	4.36						
Incidentals	\$17.30	4	69.20	3.30	\$17.30					
Total Expenses		_	160.85	7.66						
Note - Please use the meal allowance calculator tab to determine the exact No. of meal allowances and incidentals										
Grand Total CAD Expo Grand Total HST/GST				2,299.70	-	Grand Total US	n exheuses			
Notes for Expens			1	382.30						
Airfare and conference re		already been claime	ed. Sandip is	only claiming	meals that we	re not provided by	the conference or with	flights.		
		-	•	_						

Meal allowance and incidental calculator

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

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

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

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

	Enter	your tra	vel date	s here fo	r	CAN	ADA			MON	TH:	Jun-1	9		
Numbers only				4	i į	5	6	7							Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast					Ĭ		A.	1							2
Lunch															0
Dinner															1
Incidentals					1		1	1							4

	Enter	your tra	vel date	s here fo	r the	US	US			MON	MONTH:		7		
				4		5	6	7					Total		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast											1				0
Lunch															0
Dinner															0
Dinner Incidentals															0

AIR CANADA

YOUR BOOKING IS CONFIRMED



Booking Reference:

Travel booked/ticket issued on:15 April 2019

Passengers

ဂိ Mrs. Sandip Kaur Lalli

Ticket Number

Aeropian

Travel Options

YA Regular meal

Seats

AC010 4/

AC009 3A

Depart

Business Class (lowest)

Tuesday 04 Jun, 2019 12:55 Calgary Calgary Int. (YYC), Canada



18:41 Toronto Toronto-Pearson Int. (YYZ), Canada Terminal 1



3 hr 46 Business (P)

Operated by Air Canada 767-300ER
| Meal

Return

Friday 07 Jun, 2019 Og:05 Toronto Toronto-Pearson Int. (YYZ), Canada Terminal 1 According Husiness (P) Operated by Air Canada 767-300ER | Meal

AC009: Air Canada Signature Class with lie-flat seats

Purchase summary

		1 Adult
7	Air Transportation Charges	
	Base Fare - Departing Flight - Business Class (lowest)	1300.00
	Base Fare - Return Flight - Business Class (lowest)	1300.00
	Surcharges	46.00
	Taxes, fees and charges	€
	Goods and Services Tax - Canada no. 100092287 RT0001	134.51
	Harmonized Sales Tax - Canada (<u>GST/HST</u> #10009-2287 RT0001)	3.25
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	55.00
	GRAND TOTAL - Canadian dollars	\$2,853.01

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on bag gage policy.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary(YYC) >	Toronto(YYZ)		
1 st bag Complimentary	2 nd bag Complimentary	Max. weight per bag: 32 kg (70 lb) Max. Dimensions per bag: 158 cm (62 in)	
Toronto(YYZ) >	Calgary(YYC)		=
1 st bag Complimentary	2 nd bag Complimentary	Max. weight per bag: 32 kg (70 lb) Max. Dimensions per bag: 158 cm (62 in)	

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

(CANADA, U.S.: 1 (888) 247-2262



 From:
 Simons, Deborah

 To:
 "Sandip Lalli"

 s.19(1)

Subject: FW: Registration - ICD National Conference & Fellowship Awards Gala - June 2019

Date: Monday, April 15, 2019 9:29:04 AM

Attachments: image002.jpg

lalli, s -2019conf.pdf

Your Reservation Confirmation # at InterContinental Hotels..msg

Dear Sandip,

I am pleased to confirm that your registration for the 2019 ICD National Conference is complete. Your receipt is attached. The organizers have requested your choice for the conference breakout session and whether or not you wish to attend the pre-conference welcome reception – please see below. If you would like to send me your flight itinerary and corresponding invoice once booked, I can process a travel expense claim for conference registration and airfare immediately, with a second claim for per diems and hotel to follow after the conference.

Best, Debby

From: ICD Conference and Gala **Sent:** Friday, April 12, 2019 9:51 AM

To: Simons, Deborah

Subject: RE: Registration - ICD National Conference & Fellowship Awards Gala - June 2019

Hello Debby,

Thank you for registering Dr.Lalli for our <u>2019 ICD National Conference & Gala.</u> Please find your receipt for the events attached. Please note that our regular rates were extended to April 12th, which is why the charge is less than expected.

Kindly confirm her choice for our conference breakout session and whether she would like to attend our pre-conference welcome reception by <u>clicking here.</u>

Additionally, we have just introduced a new pre conference session for the morning of June 5th. Details can be <u>found here</u>.

Please let me know if she would like to attend one of our Cyber Games of Threats sessions. We look forward to seeing her in June.

Best,

Francine Boateng

Coordinator, National Events Operations

Institute of Corporate Directors

T: 416.593.7741 ext F: 416.593.0636

Toll-Free: 1.877.593.7741 2701-250 Yonge Street Toronto, ON M5B 2L7

fboateng@icd.ca www.icd.ca

ICD-Conference&Gala Email signature2019



Institute of Corporate Directors Institut des administrateurs de sociétés

RECEIPT

2701-250 Yonge Street Toronto, ON M5B 2L7

Invoice No.

Sold

Dr Sandip K. Lalli, ICD.D

To:

Board Member

Royal Canadian Mint

Suite 600

237 - 8th Avenue SE Calgary AB T2G 5C3 To:

Dr Sandip K. Lalli, ICD,D

Account N	No.	Purchase Order No.	C	rder Date	Order Number		Terms	Invoice Date	
			4	/12/2019		Upoi	n Receipt	4/16/2019	
Qty	Descr	iption				-	Unit Price	Extended Price	
	2019	ICD National Conference	e & Fellowsh	ip Awards 0	Sala				
		019 - 6/6/2019							
	l	nto, ON							
1	2019 Fellov	ICDCG/GALA wship Awards & Gala					370.00	370.0	
1	2019	ICDCG/ICDDL n (ICD.D/DEP Alumni Oni	lv)				125.00	125.0	
1	2019	CDCG/ICDNC nal Conference	· 3 /				890.00	890.0	
							8		
								1	
		61							
	Paid by GST/HS		otal PST/QST	: 0.00					
Line Item Total Other Tax		Tax	Subtot	Amount R	eceived	Amo	unt Due		
1,38	35.00		180.05	1,565.	05 1,565	5.05		0.00	

GST Remittance Number: 12179 8201 QST Remittance Number: 1204855478 MI OE1A

From: InterContinental Reservations To: Simons, Deborah Subject: Your Reservation Confirmatio Date: Wednesday, April 3, 2019 3:		
Fhank you for booking with InterContinental Hot	tels.	View with Images
InterContinental Hotels		ion Confirmed.
InterContinental Ho 225 Front Street West Toronto, ON M5V2X3 Hotel Front Desk: 1-416-5971400 Guest Name: Sandip Lalli Check In: Check Out: 04 Jun 2019 – 07 Jun 2019 03:00 PM 12:00 PM	ooms: Adults:	MODIFY RESERVATION CUSTOMER CARE DOWNLOAD THE IHG® APP GROUND TRANSPORTATION CANCEL RESERVATION
Your confirmation number	Select your <u>pre</u>	<u>ferences</u> before your stay.
Deluxe Room Rate Type: Best Flexible Rate Number of Rooms: 1 Room Rate Per Night: Tue 4 Jun 2019 - Tue 4 Jun 2019 Wed 5 Jun 2019 - Wed 5 Jun 2019 Thu 6 Jun 2019 - Thu 6 Jun 2019 Total Taxes:	\$599.00 (CAD) \$519.00 (CAD) \$479.00 (CAD) \$279.79 (CAD)	Upgrade your IHG® Rewards Club membership to enjoy exclusive benefits at InterContinental® Hotels & Resorts. Learn More
Cancellation Policy: Canceling your reservat Sunday, 2 June, 2019 will result in no charge. (local hotel time) on 2 June, 2019, or failing to first night's stay per room to your credit card. The before check-out time after the first night of a remainder of your reservation.	tion before 4:00 PM (local hotel time) on Canceling your reservation after 4:00 PM show, will result in a charge equal to the Taxes may apply. Failing to call or show	Rate your Service Thank you for calling our Reservations department. Please provide feedback for your phone representative. Give Your Feedback
Rate Description: BEST FLEXIBLE RATE Hotel Information: Early Departure Fee: \$75.00 (CAD)		Places to Discover Make the most of your stay, check out local information and nearby attractions.
Daily Valet Parking Fee: \$49.00 (CAI	D)	and many distribution.

Pet Policy: Pets under 50 pounds are allowed but cannot be left unattended in guestrooms and must be kept on a leash in public areas. A one time 50.00 deep cleaning fee is applicable per stay. Guide dogs are always welcome and exempt of charges and restrictions.

Payment Card Authorization Form: If this room is booked on behalf of another person, please <u>follow these instructions</u> to authorize payment.

* Additional taxes and charges may apply. Other hotel-specific service charges may also apply.

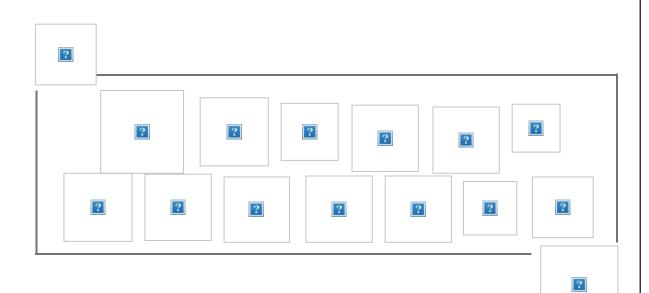
Plan Ahead

Eat like a Local

Need a recommendation? Let our team help you decide where to dine.

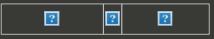
See Our Suggestions

Thank you for booking with InterContinental Hotels. We look forward to your stay.



Reservations | Ambassador | Explore Hotels | Manage Your Stay | Meetings | Customer Care

Download the IHG® App today:



This email was sent to simons@mint.ca

You have received this email as a result of your recent transaction with InterContinental Hotels Toronto Centre.

This email is for posting only. Please do not reply.

Only the reservation as entered into and confirmed by our system will be honored. Any written or printed confirmation that has been altered may be rejected by the hotel.

As exchange rates may fluctuate from the time a reservation is made until the time of arrival, the confirmed rate is guaranteed in the hotel's base currency. Your privacy is extremely important to us. Read our <u>Privacy Statement</u>.

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INFORMATION INVOICE Room No. : 2023 Membership No. Confirmation No. A/R Number Amival : 06-04-19 **Group Code** : 06-07-19 Departure Company Name Page No. : 1 of 2 Folio No. Sandip Lalli Cashier No. 304 320 Succes Drive Ottawa ON K1A 0G8 HST Reg No. : 803103712 Canada

Date	Text	Reference	Charges	Credits
06-04-19	*Accommodation		599.00	
06-04-19	Municipal Accommodation Tax		23.96	
06-04-19	HST 13% on Rooms		77.87	
06-04-19	HST on MAT(13%)		3.11	
06-05-19	*Accommodation		519.00	
06-05-19	Municipal Accommodation Tax		20.76	
06-05-19	HST 13% on Rooms		67.47	
06-05-19	HST on MAT(13%)		2.70	
06-06-19	*Accommodation		479.00	
06-06-19	Municipal Accommodation Tax		19.16	
06-06-19	HST 13% on Rooms		62.27	
06-06-19	HST on MAT(13%)		2.49	
06-07-19		Resonul -	13.56	
06-07-19		XXXXXXXXXXX		1,958.35
06-07-19		refund guest transportation guest is paying to driver directly		-68.00

InterContinental Toronto Centre 225 Front Street West Toronto, Ontario M5V 2X3 Telephone: (416) 597-1400 Fax: (416) 597-8104



INFORMATION INVOICE

Membership No. A/R Number **Group Code**

Company Name

Sandip Lalli 320 Succes Drive

Ottawa ON K1A 0G8

Canada

Room No.

: 2023

Confirmation No. Arrival

: 06-04-19

Departure Page No.

: 06-07-19 : 2 of 2

Folio No.

Cashier No.

: 304

HST Reg No.

: 803103712

Date	Text	Reference				Charges	Credits
		0.00	CAD	Total		1,890.35	1,890.35
Harmoniz	zed Sales Tax	0.00		-	Balance	0.00	CAD

How great was your stay? If we did not exceed your expectations, let us know and we'll make it right.

Reisonal

13.56 # 1876.79 (tap = #215.91) # 1890.35

InterContinental Toronto Centre 225 Front Street West Toronto, Ontario M5V 2X3
Telephone: (416) 597-1400 Fax: (416) 597-8104

ATPS*TAXI&LIMO
SERVICES00080
PEARSON AIRPORT, 6350
SI
MISSISSAUGA ON

CARD

CARD TYPE

2019/06/07

DATE

0737 07:01:39

RECEIPT NUMBER

C85005571-001-027-003-0

PURCHASE

AMOUNT

\$68.00 \$10.20

TOTAL

\$78.20

A0000000041010 E98AEA4EB3D83EB3 0000008000-E800 347EB3AE989BA4BC

APPROVED

AUTH# 04201S

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

Cab from hotel to Townto air port.

Taxi & Limo Services

UNIT B-1125 CRESTLAWN DR MISSISSAUGA, ON L4W 1A7 4168447931

Cashler:

Transaction 12700089

Total Tip \$56.00 \$8.40

\$64.40

04-Jun-2019 6:59:06PM \$64.40 | Method: EMV

XXXXXXXXXXXX

SANDIP LALLI

Ref #: 915500522851 Auth #: 07183S

MID: ******

AID: A00000000041010 AthNtwkNm:

PIN VERIFIED

Cab from airport to hotel in Toronto

CRA Calculated Taxi Tax 2019

Taxis for

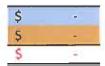
Ontario &

Quebec

\$ 142.60

\$ 142.60 \$ 15.28 \$ 127.32

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



Taxis for BC & Saskatchewan & Alberta & Manitoba



The figures you need

GRAND TOTAL
TOTAL TAX
SUMMARY Page total

\$ 142.60 \$ 127.32 Google Maps

to YYC

Drive 54.3 km, 42 min

X4 217.20

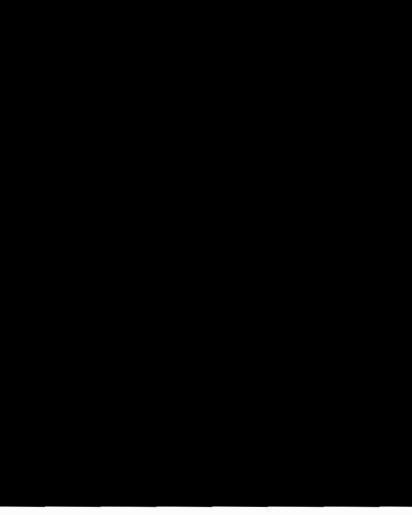
Residence to airport I return on June 4, 2019

Résidence la airport + return on June 7, 2019

54.3 Km x 4= 217.20 Km Total

No parking





YYC Airport International Terminal

Calgary, AB T2E 6W5

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Sandip Lalli		Deb	arture Date:	04-Jun			
Location:	Toronto		<u> </u>	-				
Purpose:	ICD Conference	ce						
TRAVEL EXPENS	E		Amount		Meals & Incid		1	1.1
Airfare			\$ -	Note: Please use the meal allowance calculator				
Baggage Fees			ANT AND THE THE TAKE THE THE TAKE THE	below to determine the exact number of				
Change Fees			way o njiya o magi wilaya minan minan in dala minan	meal allowances and incidentals.				
VIA Rail			and white white which the control of	1001. AB	10 1	//	<i>U</i> /	Total
Hotel Accommo			\$ 1,890.35	1876.79 119.46		Rate	#Meals	Total
Mileage (\$.0585		217.2	\$ 127.06	119.46	Breakfast 20.5			\$ 60.75 4
Parking 0.	55		MAN CANCEL AND CONTRACT AND CONTRACT		Lunches 2.	\$19.85	10	W. M. M. M. M. M. M. M.
Taxis	(b) }		\$ 142.60		Dinners 50.4		1	\$ _50.00 5
Car Rental			معن سهون د باون د نون د نون د نون د بون د برون د		Incidentals	\$17.30	4	\$ 69.20
Gasoline			was in high in high in the high in the control of t					\$ 199.80
Private Accomodation (\$50/ngt)			Total Travel Expenses / Coo. 8					160.85
Other			\$ - 0128 85 1					(F)
	Total Travel E	xpenses	\$ 2,160.01 2/38.85 ds . \$ 2,160.01 2/38.85 ds . \$ 199.80 1/60.85 ds . \$ 2,359.81 2299.70 prohitic proh					
	Total Meal/i	ncidentals	\$ 199. 80	160.85	13	We the	120	
		TOTAL	\$ 2,359.81	- 2299:	70 NOW	The same	W.O	
Meal allowance	and incidenta	l calculator			110	r. bu	, Dr.	
Insert Date →				4-Jun	5-Jun	6-Jun	7-Jun	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast			0		-101	1	1	-3-2
Lunch		A STATE OF THE PARTY AND ADDRESS OF THE PARTY)	10	0			400
Dinner			**************************************	1	0		***************************************	1
Incidentals	A STATEMENT AND A STATEMENT OF THE STATE		0	1	1	1	1	4
Per Diem Calcu	ilator							_
Insert Date →								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
					1 /			-0-4
Claimant Signa	ture:	PJO	2		Date: O	re 9,	2519	do
Travel expense re	ports must compl	ง v with the RCM	's Corporate Trav	rel, Hospitality, (Conference and E	vent Policy (Pol	icy#51).	

JUNE 5 & 6, 2019, TORONTO

Schedule-at-a-Glance

Pre-Conference

Conference

Session Descriptions

Fellowship Awards Gala

Register

WEDNESDAY, JUNE 5TH, 2019

11:30 AM - 2:00 PM

ICD.D Luncheon

Open to ICD.D designation holders only.
Sponsored by:



One King West Hotel

5:00 PM - 8:00 PM Welcome Reception

Sponsored by:





Deloitte Office

THURSDAY, JUNE 6TH, 2019

7:00 AM - 8:30 AM
Registration & Breakfast

MTCC, Constitution Hall

8:30 AM – 8:45 AM Welcome Remarks

Constitution Hall

8:45 AM - 10:00 AM

The New Board Landscape - Canadian Competitiveness in a Time of Shifting Trade and Geopolitics

Sponsored by:



Constitution Hall

10:00 AM - 10:30 AM Networking Break

Constitution Hall

10:30 AM - 11:45 AM
Board Oversight of Strategy During Uncertain Times

Sponsored by:



Constitution Hall

11:45 AM - 1:00 PM

Luncheon Keynote Address

The New Washington: What Canadian Leaders Need to Know

Constitution Hall

1:00 PM - 2:00 PM

DIRECTORLENS Breakout Session 1

How Technology is Driving and Changing the Director's Role



TBD

1:00 PM - 2:00 PM

DIRECTORLENS Breakout Session 2

Board-Stakeholder Engagement in the Era of the Activist Agenda Sponsored by:

OSLER

TBD

1

2:00 PM - 2:30 PM Networking Break

Constitution Hall

2:30 PM – 3:45 PM
The Dynamics of Good Board-Management Relationships

Sponsored by:



Constitution Hall

3:45 PM - 4:30 PM

DIRECTORLENS Closing Session

Constitution Hall

5:30 PM - 7:00 PM Pre-Gala Cocktail Reception

Sponsored by:



Constitution Hall

7:00 PM – 9:00 PM Fellowship Awards Gala

Constitution Hall

9:00 PM – 10:00 PM Post-Gala Cocktail Reception

Constitution Hall

000075

https://conference.icd.ca/Agenda/Schedule-at-a-Glance

Language : English →

2701 - 250 Yonge Street Toronto, ON, Canada M5B 2L7



CD REJUNAL CONFUTRICES HILLOWS IT AWARDS ON A Board Member appear on the name badge) KIVA OG8 Postal Cade Ontano Simons@mint.ca Dietary Restrictions

N 17

Gala Guest Name Dietary Restrictions REGISTRATION CATEGORY EARLY She) Fra Crul = M LANGUE HEALTH ON AMOBBET Please Indicate which events you would to attend by filling in the amounts from the appropriate regist ICD.D & DEP ALUMNI RATES 125-00 ICD.D Luncheon - Individual Ticket \$125 Conference - Individual Ticket \$590 Gala - Individual Ticket \$350 ICD MEMBER RATES Conference - Individual Ticket \$695 Conference - Group Rate (10 tickets) \$5,560 Gala - Individual Ticket \$355 Gala -- Purchased Table (10 seats)* \$4,260 ICD NON-MEMBER RATES

*Reserved seating and branded table signage
***Individual Conference retus for non-members include a one-year membership (value \$39)

\$1,097

\$8,776

5377

\$4,524

SUB-TOTAL

ADD 13% HST TOTAL AMOUNT DUE \$ 19210.65

DAYMENT OPTIONS

Conference - Individual Ticket**

Gaia - Purchased Table (10 seats)

Gala - Individual Ticket

Conference - Group Rate (10 tickets)

Simons, Deborah

From:

Vivier, Mélanie

Sent:

Thursday, April 11, 2019 9:33 AM

To:

Delegation of Authority

Cc: Subject: Kniewasser, Andrea; List, Christine; Carrese, Biagio; Rozitis, Emily Brynn; Thellend, Talia

ct:

Delegation notice/Avis de délégation de pouvoirs - Andrea Kniewasser

VERSION FRANÇAISE CI-APRÈS

Delegation Notice

Please be advised that Andrea Kniewasser, Director, Regulatory Affairs (Compliance) will be absent from the Mint on April 12 and 15, 2019.

During that time, Biagio Carrese, Senior Program Manager, Compliance, will have full authority to act on her behalf.

Avis de délégation du pouvoir de signature

La présente est pour vous aviser qu'Andrea Kniewasser, Directrice, Affaires réglementaires (Conformité) sera absente de la Monnaie les 12 et 15 avril 2019.

Pendant cette période, Biagio Carrese, Chef principal de programme, Conformité, aura tout pouvoir d'agir en son nom.

Original signed by/Original signé par

Simon Kamel

Vice President, General Counsel and Corporate Secretary/Vice-président, avocat général et secrétaire de la Société

MÉLANIE VIVIER

ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ, AFFAIRES RÉGLEMENTAIRES ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT, REGULATORY AFFAIRS





320 SUSSEX DRIVE | 320, PROM. SUSSEX OTTAWA ON K1A 0G8 T: 613-854-5767 vivier@mint.ca | vivier@monnaie.ca

Davies, Catrin

From:

Phyllis Clark -

Sent:

March 18, 2020 11:41 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - TABCC83395 - Sandip Lalli - B20-004

Approved.

The attachment worked this time

Sent from my iPhone

On Mar 18, 2020, at 8:48 AM, Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Re-sending as requested. Hopefully ok this time.

Debby

From: Phyllis Clark <

Sent: March 17, 2020 5:06 PM

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

Subject: Re: Seeking approval - TABCC83395 - Sandip Lalli - B20-004

This is weird. I can't seem to download the document. Could you please resend and I will try again. Thanks.



CONFIDENTIALITY WARNING

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

On Tue, Mar 17, 2020 at 11:51 AM Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents the expenses related to Sandip's attendance at this month's Board of Directors meetings (expenses only – airfare was previously 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

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

<image001.jpg>

320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

<B20-004 - Lalli - EXP - Ottawa Mar. 2-4, 2020.pdf>

1,673.84



Travel Expense Form 2020

OTJ #:

TA #: TABCC83395

EAHCE # EAHCE12467

4,543.49

0.00

0.00

Claimant	
Cost Cont	

Sandip Lalli
121 Legal Services (Board)

Cost estimate provided on TA \$7,479.15

Hospitality estimate provided on TA

Departure Date 02-Mar-20 Return Date 04-Mar-20

RCM

Travel Location and Reason

Amount Owing to:

(attach supporting documents):

Total Travel Expenses (inclusive of fares)

Prepaid Fares (Paid using Amex Corporate Billing Account)

THEMIS # (VP and Board claims only) 3096

B20-004	Currenc	y Conversion Table	
To attend Board of Directors meetings and business dinners.	1 Unit of	is Worth	of
	USD	12/2	CAD
Calgary/Ottawa/Calgary	OS JULIA	WI S	CAD
	(E.S.)	E 31	CAD
* EXPENSES	MECEN	ED/BEQUE	CAD
	MAD 1	· E	CAD

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

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

Employee

Account	Cost Center (Selec	t One from drop d	own box)	In Canadian \$
HST - Registration # 10793 5058 RT0001				270.8
740200 - Meals (domestic)		10 17 12	17.	0.00
741200 - Meals (foreign)		100 Julia	W.	0.0
740100 - Hospitality (domestic)		T. ES	E	0.00
741100 - Hospitality (foreign)		RECEIVED!	REQU =	0.0
740010 - Airfare (domestic)	121 Legal Services (Board)	83 MAD 1 07	020	3,192.2
741010 - Airfare (foreign)	The second of the second visit and the second secon	E3	The Fig.	0.00
740020 - Rail fare (domestic)			PATER	0.00
741020 - Rail fare (foreign)		NO COMPANY		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	THE WAY THE WAY		248.8
741500 - Taxi fare (foreign)		19 63		0.0
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	-		54.13
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)		EMI	EDED	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	lead 🐥		728.00
741400 - Accommodations (foreign)		▼.		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	MAR-	9 2020	49.43
741900 - Incidentals (foreign)		•		0.00
740000 - Baggage & Travel (domestic)		AP45X	70/	0.00
741000 - Baggage & Travel (foreign)				0.00
Prepaid claimed flight	121 Legal Services (Board)			-2,869.6
0.00		▼		0.00
				0.00
		. ▼.		0.00
154200 - Prepaid Fares				0.00
Out of Balance - Discrepancy in Expenses Co				0.00
FOR FINANCE USE ONLY (Fav	orable)/Unfavorable Variance: E	stimate on TA versus	actual expense claim	(\$2,935.66
			Variance %	-39%
(Favorable)	Unfavorable Variance; Estimate			\$0.00
		Hos	spitality Variance %	#DIV/0



Travel Expense Form 2020

TA# TABCC83395

*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.

authorized using the Authority to Travel an	d Advance form,	
	im contains any exceptions requiring approval per the C ease check which exception(s) were not pre-approved and r	Corporate Travel, Hospitality, Conference & Event Policy #51. require approvat:
CEO APPROVAL REQUIRED: (Please initial) Travel – Exceptions to Corp	orate Travel, Hospitality, Conference & Event Policy #51 (Ar	anex 2.8)
Hospitality - No pre-approv Hospitality - Ext Hospitality - Ext Hospitality - Ext Hospitality - Fot Hospitality - Fot Hospitality - Fot Hospitality - Hot Hospitality - Hot Plaspitality - Hot (Policy Sections	Hospitality Policy #51 (Annex 28) ral obtained for the following: sernal or internal hospitality exceeding Maximum Cost Per P ernal or internal hospitality costs exceeding \$5,000 (Annex oholic beverages provided (Policy Section 44.1) of & beverage cost exceeded Maximum Cost Per Person (Po- ertalnment provided (Policy Section 44.1) spitality or entertainment provided to spouse or person acc spitality paid by the RCM taking place at the residence of ar 44.1 and 45.4)	2B and 44.1) Dicy Section 44.1)
	icial forms of hospitality (Annex 28) pre-approval prior to expenditure (Section 44.7)	
Travel - Airfare - Higher In Travel - Privately owned vei Travel - Hotel - Rate in exc Travel - Car travel - Leased Travel - Expense received o Hospitelity - External or inte	TRAVELLER IS A VP): (Please Initial) I and business travel (Policy Section 14.3) rel than permitted by policy (Policy Section 20.5) ricles - Kilometer allowance in excess of the equivalent low ass of specified or published City Rate Limits (Policy Section Vehicles (Policy Section 23.1) ver 30 days (Policy Section 33.1) rnal hospitality up to \$1,500 but less than \$5,000 and with ge cost not exceeding Maximum Cost Per Parson (Policy Sec	n 25.2 and 25.3) In Maximum Cost Per Person (Annex 28)
TRAVELLER'S DIRECTOR APPROVAL REQUIRE	D: (Please initial)	
☐ Travel – Airfare – upgrade section 20.6)	to a fare class higher than the Standard Allowable Airfare	Class permitted by policy, at no additional cost to RCM (Policy
	e to a larger vehicle than the intermediate/Standard size p	ermitted by policy, at no additional cost to RCM (Policy section
☐ Travel — Missing original ite ☐ Travel — Hotel — upgrade to ☐ Travel — Hotel — cate in exor (\$145), or published City Ra ☐ Missing original itemized re ☐ Other exceptions (traveller	e to a larger vehicle than the intermediate/Standard size to mixed receipts. Explanation provided (Policy section 33.2) a level higher than the Standard Guest Room permitted by ess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Mo te Limit. VP pre-approvel not obtained. Justification provide ceipts. Explanation provided (Policy section 26.2) has listed and explained on a separate document) and hospitality up to \$1,500 and within Standard Cost Per	policy, at no additional cost to RCM (Policy section 25.1) intreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas ded (Policy section 25.2)
Corporate Travel, Hospitality, Conference &	this expense claim contains only eligible allowances and le Event Policy #51 (as applicable), that all required supportin curate, and that the claim has been completed in accordan	gitimate and actual expenses incurred in accordance with the g documentation is contained in this expense claim, that the ce with these policies.
1 Transliger Naziva (MRINT Notalitis) MN Unit Comments Signature of traveller	2.Expanse claim propagation Simulo (PRINT NAME) LIMY Simulo Signature	S.Approved by Traveller's Director with signing authority (PRINT NAME) Signature of Traveller's Director
Via Valla	11/03/2121	
Date:	Boto	Date
reasonable, exceptions as noted above are a & Event Policy #51 (as applicable).Please not		ag documentation, that the expenses claimed appear accordance with the Corporate Travel, Hospitality, Conference Travel's Director can proceed in signing the expense claim. By
4.Approved by VP (as required) (PRINT NAME)	5.Reviewed by CFO (CEO claims; Board claims; claims for replew prior to CEO approvel; other as required)	6.Approved by CEO & President/Chair of SOD/Chair of Audit Committee (as required)

for replew prior to CEO approvel; other as required)

Signature of VP

Signature of CEO/Chair of Board/Chair of Audit

Committee

Date

7.Reviewed by Finance (PRINT NAME)

Date

A Salois Mar 19 2020



Travel Location and Reason

Travel Expense Form 2020

OTJ#:
TA#: TABCC83395

Claimant Cost Centre Sandip Lalli
121 Legal Services (Board)

Cost estimate provided on TA \$7,479.15

Hospitality estimate provided on TA

(attach supporting documents):	THENIS # (VP and	Board claims only)	3070
B20-004	Currency Convers	ion Table	
To attend Board of Directors meetings and business dinners.	1 Unit of	is Worth	of
10 Michig Dome of Page 1	USD		CAD
Calgary/Ottawa/Calgary			CAD
toughty other and one gury.	-/		CAD
* EXPENSES			CAD
TAT DIABOD			CAD

1,673.84 Total Travel Expenses (inclusive of fares) 0.00 Prepaid Fares (Paid using Amex Corporate Billing Account) 0.00 Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card) Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMOUNT Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT) FX to CAD **CAD** Equivalent Returned Outstanding Advanced Currency 1.00000 0.00 0.00 **RCM** 0.001,673.84 Employee Amount Owing to:

Expense Coding	Cost Center (Select One from drop down box)	In Canadian \$
Account	Cost Center (Select One from drop down box)	270.81
HST - Registration # 10793 5058 RT0001		
740200 - Meals (domestic)		0.00
741200 - Meals (foreign)	12 13 14 15 18	0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	3,192.25
741010 - Airfare (foreign)	121 Legal Services (Board) RECEIVED INTERVAL	0.00
740020 - Rail fare (domestic)	53 MR 18 BE	0.00
741020 - Rail fare (foreign)	MAIN ENTITIES	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	248.87
741500 - Taxi fare (foreign)	₩ 63 → 12/	0.00
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	54.13
741700 - Personal car mileage (foreign)	186,1618	0.00
740030 - Car rental (domestic)	▼	0.00
741030 - Car rental (foreign)	▼	0.0
740800 - Parking (domestic)		0.0
741099 - Other transportation (foreign)	*	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	728.00
741400 - Accommodations (foreign)	▼	0.0
740900 - Incidentals (domestic)	121 Legal Services (Board)	49.43
741900 - Incidentals (domestro)	▼	0.0
749000 - Baggage & Travel (domestic)	→	0.0
741000 - Daggage & Travel (domestic)		0.0
	121 Legal Services (Board)	-2,869.6
Prepaid claimed flight	121 25gB 3614663 (40010)	0.0
0.00 /		0.0
		0.0
AGUADA D	The state of the s	0.0
154200 - Prepaid Fares	-1.4	0.0
Out of Balance - Discrepancy in Expenses Co FOR FINANCE USE ONLY (Fa	oded vorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	
FOR FINANCE USE ONLY	Variance %	
(Rozorehle)	/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
(Pavorable)	Hospitality Variance %	#DIV/0
L		Updated 01/01/20

		Canada - (Exce	pt NWT, N	VT, Yukon)	1] [USA - (Except	USA - (Except Alaska)
Page 2		Total Amount	Actual	Cale		t	USD	USD Actual Credit Card
1 age 1		(incl. HST/GST)	HST/GST	HST/GST			Expenses	Expenses CAD Exp.
RCM Paid Fares (Air-	Domestic)	,						
RCM Paid Fares (Rail-						[
RCM Paid Fares (Air-						[
RCM Paid Fares (Rail-	-Foreign)							
Employee Paid Fares (3,348.77	156.52	/				
Employee Paid Fares ((Air- Foreign)					1		
Employee Paid Fares (
Employee Paid Fares (/	/				
Hotel Accommodation	s (Domestic)	822.64	94.64					
Hotel Accommodation	s (Foreign)							
Taxis (Domestic)		263.34	14.47					
Taxis (Foreign)								
Mileage (\$0.565km)	100.6	56.84	/	2.71				
Business Telephone								
Parking								
Car Rental (Domestic))							
Car Rental/Gas (Forei	gn)							
Personal Accommodat	tions					- 1		
Hospitality						1		
Baggage (Domestic)						ļ		
Baggage (Foreign)							ļ	
Others (code manually)			ļl				
Prepaid claimed flight		-2,869.65						
Others (total)		-2,869.65						
Total Expenses		1,621.94	265.63	2.71		I		
Per Diem Country				Canada		1	37	N
		No. of meal	Total CAD	Calculated			No. of meal	1
Meal allowance rates		allowances	allowance	GST/HST		720.45	allowances	
Breakfasts	\$20.35					\$20.35		
Lunches	\$20.60	V				\$20.60		
Dinners	\$50.55					\$50.55	\$50.55	\$50,55
Total Meals			#1 00	0.45		018 50	0457.00	042 80
Incidentals	\$17.30	3				\$17.30	\$17.30	\$17.30
Total Expenses			51.90	2,47			<u>l</u>	

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

1,673.84 V 270.81

Grand Total USD Expenses

Notes for Expenses

Original airfare has already been claimed (\$2,869.65); Sandip originally booked her flights for 1 March (Calgary/OTT) & 5 March (OTT/Calgary) but needed to change her travel dates to 2 March & return on 4 March; the 2 March flight was significantly delayed & Sandip arrived in Ottawa late that night - she was at the airport early but had to return home, then back to the airport later in the day - she is therefore claiming a cab from home to airport, cab from airport back home, & mileage from home back to airport all on the same day; Sandip does not wish to claim mileage for her return on 4 March; breakfast on 3 & 4 March was included with the accommodations; RCM provided lunch on 3 & 4 March and dinner on 3 March; the only cabs that Sandip paid for while in Ottawa were cabs from & to the Ottawa airport - for travel between venues she either rode with someone else or walked. Sandip is claiming a change fee of \$479.12 for changing the flight

Meal allowance and incidental calculator

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

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

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

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

Numbers only				s here fo		CANA				MON		Mar-2	T		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															
.unch															
Dinner	-										1	1	1		
ncidentals				1 1								<u> </u>		· · · · · ·	-

	Eillei	your tra	iver date:	s nere r	or the	03				MON	IH:	4389	1		
				2	3	4									Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															(7)
Lunch													-		- 3
Dinner		_		-									-	-	-
	8	-													.0
Incidentals															Ü

TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Sandip Lal	li .		Departure Dat	e: 02-Mar		Return Data	e: 04-Mar	7
Location:	Ottawa							047 (418)	-
Purpose:	Board Mee	iting & Strates	y Session]
TRAVEL EXPENSE			Amount		Meals & Inc	identals			
Airfare			\$.			e use the meal	allower -	sk_ 1. s	
Baggage Fees		•	740104197424009149944994 (AM		below to de	termine the ex	act pumbers	sichis(bi	
Change Fees			47918			nces and incide		••	
VIA Rail			67171629140172A7658144691A	/1=					
Hotel Accommod			\$ 822.64	1/01/		Rate	# Ments	Total	7
Mileage (\$.05837)		100.6	\$ 58-85	56.84	Breakfast 2	35_\$20.25	0	\$ -	1
Parking 0,51	65		rri didira - 3 direkensilari albasizen agazi	1/	Lunches 0	12X \$19.85	O	s .	1
Taxis			\$ 263.34	1	Dinners 50.		C	S -	
Car Rental			- Andrews war - n. denine mysters		incidentals	\$17.30	3	\$ 51.90	
Gasoline			7			'		\$ 51.90	
Private Accomoda	tion (\$50/ng	t)	1.		Total Travel i	Expenses		V 51.50	ı
Other	- ten		\$ -		1 da 1	/ 0 . 0	,		
	Total Travel		\$ 1,144.85	114086	}- (02/ [(021.94	10		
1	l'otal Meal/i		\$ 51,90			. '			
		TOTAL	\$ 1,196.73	167	3.84 1	10			
Meal allowance an	d incidental	calculator			10				
1000 264246			2-Mar	3-Mar	4-Mar			1	
	Sat	Sun	Mon	Tue	Wad	Thu	(Pa)	=	
Breakfast			1			11114	Fri	Total	
A COMINGE			T .						1
Lunch		Transport to the 2-12-16-20	FY HINGS 10	n. segs	11111	At any other resistance and a second	brad has autorial least ut to consesse.	0	
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Lunch Dinner Incidentals Per Diem Calculate Ca	Set must comply	200 with the RCM	s Corporate Tra	Tue	Wed Wed	UnSIZ	olicy # 51).	O G 3	
Lunch Dinner Incidentals Per Diem Calculate Ca	Set must comply	200 with the RCM	s Corporate Tra	Tue	Wed Wed	Un5/20	olicy # 51).	O G 3	ングも

Simons, Deborah

From:

Phyllis Clark <

Sent:

February 11, 2020 6:42 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABCC83395 - Sandip Lalli - B20-004

Approved

Sent from my iPhone

On Feb 11, 2020, at 12:22 PM, Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents the airfare for Sandip's travel to Ottawa to attend next month's Board of Directors meetings. The claim has been reviewed and approved by the CFO, and there are no exceptions. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

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

<image001.jpg>

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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint ca | monnaie.ca

<B20-004 - Lalli - AIR - Ottawa Mar. 1-5, 2020.pdf>

Relised Ticket





Booking reference :

Booking date: 26 Jan, 2020 Date of issue: 19 Feb, 2020

Passengers

A Sandip Kaur Lalli

Ticket Number

Air Canada - Aeropian

Seats

AC394 1F

AC475 1F

AC157 1A

Departing flight

Monday, March 2nd, 2020 Calgary, CA (YYC) - Ottawa, CA (YOW)

10:30 Non-stop - 3hr47m 16:17
Calgary Ottawa

Business Class (lowest)

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

Wednesday, March 4th, 2020 Ottawa, CA (YOW) - Calgary, CA (YYC)

18:30	1 Stop - 7hr25m	23:5
Ottawa	5	Calgary
8	—	-
	+ 1hr50m	

Business Class (lowest)

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.

Purchase summary

Air transportation charges

Base fare

352,00

Taxes, fees and charges

Harmonized Sales Tax - Canada - 100092287 RT0001

Airport Improvement Fee - Canada

4.00

Goods and Services Tax - Canada - 100092287 RT0001

17.60

Change fee

105.00

GRAND TOTAL - Canadian dollars

Baggage allowance

Carry-on baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary (YYC) > Ottawa (YOW)



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

Room/Chambre

Folio#

: 0468

Invoice #

Cashier/Cassier# : 418

Page #

1 of 1

Dr Sandip Lelli



Arrival/Arrivèe : 03-02-20 Departure/Départ : 03-04-20

Date	ग्रेस्ट्रलग्राग्टर	OF.	Addition	वी गिन्द्रक बर्ग न ता डि	politica (and	Chargae	Briefles
03-02-20	Room Charge					350.00	
03-02-20	Municipal Accom	modat	ion Tax (44.00	
03-02-20	•				47.32		
03-03-20	Room Charge					350.00	
03-03-20	Munic pal Accom	labomi	on Tax (14.00	
03-03-20	Room HST (13%	6)				47.32	
03-04-20			XXXXXX	XXXXX	XX/XX		922.64
				Total		822.64	822.64
			-	Balance Due/S	oide	9.00	
GST Su	immary / Sommaire		HST Summery /	\$0mmæire			
Room/C	• • • • • • • • • • • • • • • • • • • •	0.00	Room/Chambro	94.64			
	stauration	0.00	F&B/Rostauration	0.00			
Other/As Total	inez	0.00	Otheri Autres Total	0.00 94.64			

Thank you for choosing Fairmont Hotels & Resorts

To provide feedback about your stay, please contact Mr. Claude Sauvé, General Manager, at Claude Sauvé@fairmont.com.

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

Merci d'avoir choisi les Hôtels Falmiont,

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

For information or reservations, visit us at www.fairment.com or call Pairmont Hotels & Resons from: United States or Countril 1 880 441 1414 Pour information of reservations visited notre web at www.foirment.com ou téléphoner au hotels Pairmont de: Parts Unite ou Garcon 1 800 441 1414

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ROCKYV: EW LIMOCONNECT

I NC

183 FALSBY RD NE CALGARY !

CARD CARD TYPE .

2020103102 DATE ____ 8083 66:24 54

RECEIPT NUMBER

C85064970-001-001-140-0

PURCHASE

AMOUNT TIP TOTAL

\$97.75

\$85.00

512.75

A0000000041010 CE3EAB40FC808361 000000B000-E800 68749D48BE4446D9

APPROVED

AUTHE D3825S 01-027 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

G\$T#706982899RT0001 14038072406

residence to Calgary airport

ROCKYVIEW LIMOGONNECT

INC

183 FALSBY RD NE CALGARY

CARD CARD TYPE

DATE

TIME

2020/03/02 0764 14:57:39

RECEIPT NUMBER

C85045372-001-001-443-0

PURCHASE

AMOUNT TIP

\$89.00 \$13.35

TOTAL

\$102.35

A00000000041010 BEAF 57C9 4A9 0 5 57 C 000C0080GG-E800 31970CA36FB88977

APPROVED

AUTH# 021835 01-627 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

GS1#706982899RT0001 14038072406



EVENTE NEW RESIDEN

\$34.35

From to

6a1 Thursday, March 5, 2028, *2:*7 p.m. MST

Regards. Sandin Humanity is in your actional

Begin forwarded message:

From: Uber Receipts Puber panada@uber.com> Date: March 4, 2020 at 12:07:01 PM WST

Date: March 4, 2020 a. 12.67.4

Subject: Your Wednesday afternoon trip with Uber

Cab from Rem to

Uber

Tote! CA\$26,89 March 4, 2020

Thanks for riding, Sandip

We hope you enjoyed your ride this afternoon.



Total

CA\$26.89

Trip Fare

CA\$17.34

Subtotal

CAS17.34

1 3/2020

HST

CA\$3.09

Tolls. Surcharges, and Fees

CA\$6.46



CAS26.89

A temporary hold of CA\$26.88 was placed on your payment method at the start of the inp. This is not a charge and has or will be removed, it should disappear from your pank statement shortly. 1 200 16 1

You rode with



Hos pussed a multi step. sately screen

4,93 x Rating

is known fur. Excellent Service

How was your ride?





Every rideshare trip in Ottawa is insured for a covered auto accident by Intact. Learning

16.48 kilometers | 19 min

1:47 PM

CRA Calculated Taxi Tax 2019

Taxis for
Ontario &
Quebec

\$ 63.24

\$ 63.24
\$ 6.78
\$ 56.46

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

63.24

\$
\$
\$ -

Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ 200.10

Alberta	
\$ 97.75	_
# 200.10	

\$ 200.10
\$ 7.70
\$ 192.40

The figures you need

GRAND TOTAL
TOTAL TAX
SUMMARY Page total

\$	263.34
8	3
<	248 87

Calgary International Airpor, to

AB - Coogle Maps

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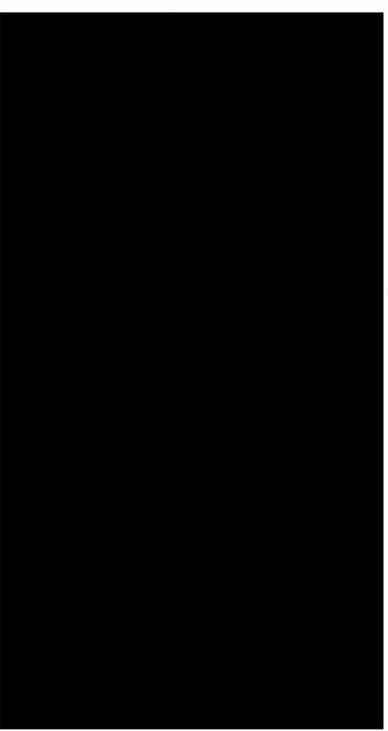
Calgary International Airport to

Drive 50.3 km, 38 min

¥2

NO. EAM

Calgary International Airport



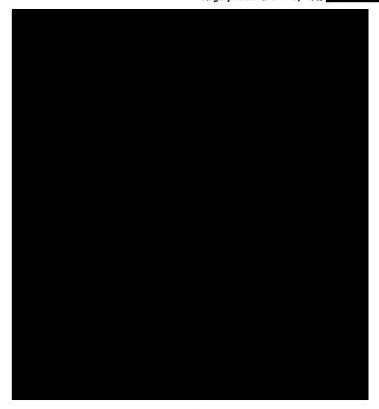
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https://www.google.ca/maps/dir/Calgary (International-Ariport-(YYC), -A.rport-Road-Northeast (Calgary, -AB)

APAD.

Calgary International Argunt &

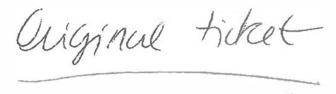
A8 - Grogle Maps



THE FORM THE CONTROL OF THE CANADA STATE OF TH



Booking Confirmation





Booking Reference:

Date of issue, 26 Jan. 2020

This is your official filnerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the or creat contains and copyright that apply to the fickets, bookings and air services detailed below, as well as begrade, dangerous goods and other important information related to you'r top.

Data Protection Notice: Your personal data will be processed in accordance with the applicable certifier privacy policy and, if your booking is made via a reservation system provider (*GD5*), with its privacy policy. These are available at the 1674 *Enget Certifier privacy policy is should read this documentation, which applies to your booking and specifies, for exempte, how your personal data is collected, stered, used, disclosed and transferred. We also hittly you to were the Certifier or Enget yields, a floredly.



Sunday 01 Mar. 2020 10:30 Calgary Calgary Int. (YYC), Alberts 16:18 Ottawa Ottawa Int. (YOW), Onterio AC384

3hr48
Business P
Operated by: Air Canada | A320-200 |
Meel
Meel



Thursday

16:20 Ottawa Ottawa Int. (YOW), Onlerio 18:58 Calgary Celgary Int. (YYC), AC353

4hr38
Business P
Operated by: Air Cenada | A320-200 |
Sa Wi-Fi



(Kunch)

Passengers

ஃ \$andip Kaur Lalli

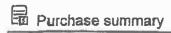
Ticket Number

Air Canada - Aeroplan

Seats

AC394 1F AC353 1F

\$286986



		1 adult
Amount paid: \$2869.65 Tax information		
GST no. 10009-2287 RT0001 \$135.41 GST/HST no. 10009-2287 RT0001 \$2.99	Base Fare - Depart - Business Class (lowest)	1308.00
9211191 In: 10009-5550 Linns 155'38	Base Fare - Return - Business Class (Lowest)	1308.00
	Sucharges	46.00
10 " 100"	Air Travellers Security Charge - Canada	14.26
Tax =\$ 138.40	Goods and Services Tax - Canada - 100092287 RT0001	135.41
104 - 4 1.0	Harmonized Sales Tax - Canada - 100092287 RT0001	2.99
	Airport Improvement Fee - Canada	63.DG
-	Total before options (per passenger)	\$2869 ⁶⁵
	GRAND TOTAL (Canadian dollars)	\$2859 ⁶⁵

Check-in and boarding gate deadlines

Within Canada

90

Recommended check-in time
You should check in no leter than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.



Check-in and baggage drop-off deadline.
You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your highs.

15 minutes

Boarding gete deadline
You must be present at the boarding gate before it closes.

1. From Taronto City Airport (YTZ) - Check-in and baggage drap-off deadline: 20 minutes,

Carry-on Baggage	1	
On flights operated by Air Canada x 33 x 43 cm [6 x 13 x 17 h]). You	a, Air Canada Rouge or Air Canada Express, your cany-on baggage must be light enough that y	al may carry with you in the rabin 1 standard liem (max. size: 23 x 40 x 55 cm [B x 15.5 x 21.5 inj) and 1 personal item (n our can store it in the overhead bin unassisted, the max view in the latter of the place.
Checked Baggage Please see below for deta	is on the bags you plan on checking :	at the baggage counter.
Calgary (YYC) > Oti	awa (YOW)	
1- bag	്പ 2∾ bag	Max. weight per bag: 32 kg (70 lb)
Complimentary	Complimentary	Max. dimensions per bag: 168 cm (62 in)
Ω.		
Ottawa (YOW) > Cal	gary (YYC)	
□ 1« bag	2∾ bag	Max. weight per bag: 32 kg (70 tb)
Complimentary	Complimentary	Max. dimensions per bag: 156 cm (62 in)

currency
Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the
country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will
be determined by the date of travel.

эторомия Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours,

Baggage Allowance for Air Canada Altitude and Star Allience Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Ceorgian, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

Star Alliance Silver Members: Your baggage allowance is equivalent to that of the fare option you purchased,

Economy Class Premium Economy Business Class Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K 3 bags 3 bags 32 kg (70 lb) 32kg (70lb) 32kg (70lb) 32kg (70lb) 2 bags 2 bags 2 bags Altitude Prestige 26k 23 kg (50 lb) 23 kg (50 lb) 32 kg (70 lb) 1 extra bag 1 extra bag 1 extra bag 23 kg (50 lb) 23 kg (50 lb) 32 kg (70 lb) Star Alliance Gold

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per literary type. Actual amounts may vary and wit be charged in the currency used in your departure airport. Tax amounts are subject to charge without notice by local government.

Business Class (lowest)

Changes

Departing flight

- Before departure of first flight
 Ticket reissub is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules,
 Penalty fee for ticket raissue between \$50 CAD -\$50 CAD
 New three dates must be prior to Tuesday, 25 Jan, 2021
 The maximum change fee applies is \$100 CAD per direction, per passenger, plus any applicable taxes and fere difference. Child/infemi discounts may apply.
- After departure of first fight
 Ticket relessue is not allowed,
- Flights can only be used in sequence from the place of departure specified on the ilinerary.
- Failure to show up for your sight (No Show) may result in a penalty, Please see the complete fare rules for details.

Pile

Cancellations

- Tickets are non-refundable and are non-transferable.
 Partially used Sickets may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
 Cancellations can be made up to 45 minutes prior to departure.
 View A: Cranifor refund points.

Minimum stay

- There is no maximum or minimum day stay associated with this fare.
- **Maximum** stav
- · There is no maximum or minimum day stay essociated with this fare.

Aeroplan

- 150% Aeropian Miles
 The equivalent in Attitude Qualifying Miles
 For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Business Class (lowest)

Changes

Return flight

- Before departure of first flight
 Tickel relistue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 Panally fee for tidant reissue between \$86 CAD \$66 CAD
 New traval defear was the prior to Transactory, 89 Jeny, 2521
 The maximum change fee applied is \$100 CAD per direction, per passanger, plus any applicable taxes and fare difference. Child/infent discounts may apply.

- After departure of first fight

 Tickel relature is allowed but may be subject to certain restrictions, Please refer to the link above for complete fare rules,

 Penalty fee for linkel reissue between \$50 CAD -\$55 CAD

 New travel dates must be prior to Monday, 61 Mar, \$821

 The maximum change fee applied is \$50 CAD per direction, per passenger, plus any applicable issue and fare difference, Child/Infant discounts may apply.
- \bullet Flights can only be used in sequence from the place of departure specified on the linearry.
- Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.

1

Canceliations

- Tickets are non-refundable and are reconstransferable.
 Partially used tickets may be submitted for a refund assessment. The refund will be calculated as follows: Actual fere paid minus the value of the purion of the journey that has been flown and minus the applicable fee.
 Cancellations can be made up to 45 influded prior to departure.
 View An Canada's refund paids.

424

Minimum stay

There is no maximum or minimum day stay associated with this tare.

Maximum stay

There is no maximum or minimum day etay associated with this fare.

Aeroplan

- 150% Aeropian Miles
 The equivalent in Allitude Qualifying Miles
 For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Disclaimer. The fire rules displayed above are for adult passengers only, Different rules may apply for children and infant passengers.

(General conditions of carriage

- You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
- 2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
- Advance seat assignments are not guaranteed and may change without notice, if your pre-assigned seat is unavailable, we will try to accommodate you in a
 comparable seat in the same class of service and will refund any applicable fees.
- 4. Any travel credit banked for unused tickets is non-transferable; when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
- 5. Air Canada will cancel any purchased ticket and provide a full refund without penelty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.

6. Dangerous goods

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.

7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deamed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.

8. International travel

Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and vise (where applicable), to enter in or transit through each country/region on your filtness. Please refer to the Travel Documents page on our website for more information.

9. In-filiabt health

Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by affitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before fiving.

Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.

10. Schedules and timetables

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

11. Overbooking notice

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

(1) Air Passenger Protection Regulations Notice:

If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulation. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

General terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's General Conditions of Carriage and Tariffs.



conferences or courses, when entertained by others, or when claiming *nospitality expenses for meals.

INCIDENTAL ALLOWANCES

The incidental expense allowance will be updated as and when require is using the rate set from time to time by the National Joint Council. (Board resolution of June 17, 2007)

For travel within Canada the allowance is \$17.30 Canadian per day.

For travel within USA the allowance is \$17.30 US dollars per day.

For travel outside of Canada and USA the allowance is in accordance with the rates published by the National Joint Council. Please refer to reference link: http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a4-eng.php

CAR MILEAGE RATES (EFFECTIVE JANUARY 1, 2019)

The mileage rate will be updated as and when required using the rate set from time to time by the National Joint Council. (Board resolution of December 7, 2006)

Rate payable in cents per kilometre for the use of privately owned vehicles driven on authorized business travel is: 57.0 cents/km (taxes included).

When making a car mileage claim, documented proof of kilometres driven is required to be filed with the travel expense claim. Acceptable documented proof include distance calculations using Google Map, Yahoo Map and MapQuest.



Simons, Deborah

From:

Phyllis Clark <

Sent:

Tuesday, March 19, 2019 1:13 AM

TO:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - TABCC82552 - Sandip Lalli - B19-007

Approved

Sent from my iPad

On Mar 18, 2019, at 7:30 AM, Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents Sandip's t ravel to Ottawa to attend our Board of Directors and Committee meetings. There are no exception s, 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

mint.ca | monnaie.ca

<B19-007 - Lalli - Ottawa Mar. 4-6, 2019.pdf>



ELECTRONIC FUNDS TRANSFER

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

SANDIP LALLI

Telephone 613-993-3500

Fax Date

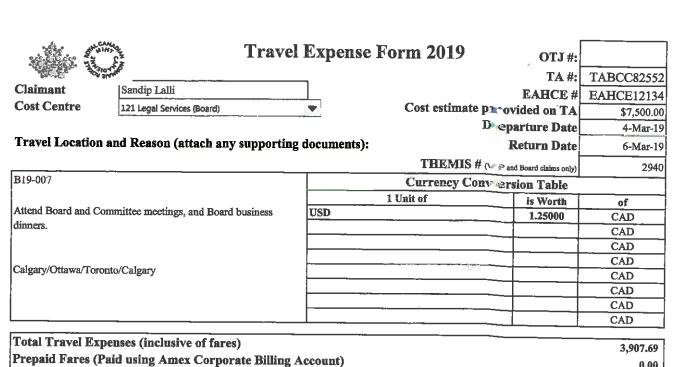
21/03/2019 Vendor account 22/03/2019 PV142345 Date of payment Reference No.

Royal Canadian Mint / Monnaie royale canadienne

Fax

E-mail murka@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82552 B19-007	19/03/2019	CAD	3,907.69	0.00	3,907.69	THEMIS # 2940 EAHCE12134 OTTAWA BLANKET TA
		CAD			3,907.69	



Airfare previously	claimed by Travelle	r under this TA # Œ	ENTER AS POSITIVE \$ AMO		
		AS POSITIVE \$ AM		UNT)	
Currency	Advanced	Returned Returned	Outstanding	TW. CAR	1 = /= = -
	1107411004	Retailled	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00
i					

Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		247.3
740200 - Meals (domestic)	The state of the s	0.00
741200 - Meals (foreign)	A of the description of the second commence o	0.00
740100 - Hospitality (domestic)	▼	- 0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	2,581.25
741010 - Airfare (foreign)		2,581.23
740020 - Rail fare (domestic)	V	0.00
741020 - Rail fare (foreign)	▼	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	88.48
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	109.22
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)	▼	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	832.00
741400 - Accommodations (foreign)	▼	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	49.43
741900 - Incidentals (foreign)		0.00
740000 - Travel (domestic)	→	0.00
741000 - Travel (foreign)	•	0.00
	·	0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Co	ded	0.00

FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$3,592.31)
l	Variance %	-48%

Updated 07/01/18



7.Reviewed by Finance (PRINT NAME)

Travel Expense Form 2018

TA # TABCC82552

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

authorized usl	ing the Auti	vority to Travel an	d Advance form.	grang. All travel plans must be pre-					
As the Travelle Yes 🔲 No 🕽	er, please i	ndicate If this cla ndicated "Yes", pla	im contains any exceptions requiring approval per t ase check which exception(s) were not pre-approved a	he Corporate Travel, Hospita 🏗 y, Conference & Event Policy #51. and require approval:					
CEO APPROVA): (Please initial) exceptions to Corpo	orate Travel, Hospitality, Conference & Event Policy #5	1 (Annex 28)					
CFO or CEO AP	PROVAL RE	QUIRED: (Please in	itial)						
0			lospitality Policy #51 (Annex 2B)						
	Hospitalit	y No pre-approva	al 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)									
	ā	Hospitality - Alco	holic beverages provided (Policy Section 44.1)	nex 28 and 44.1)					
		Hospitality - Food	d & beverage cost exceeded Maximum Cost Per Perso	n (Policy Section 44.1)					
		Hospitality – Ente	ertainment provided (Policy Section 44.1)						
	0 0	Hospitality - Hos	pitality or entertainment provided to spouse or persor	accompanying an event partic pant (Policy Section 44.1)					
	u	(Policy Sections 4	pitality paid by the KCM taking place at the residence (4.1 and 46.4)	of an RCM employee, Board member or other private residence					
			ial forms of hospitality (Annex 2B)	·					
			re-approval prior to expenditure (Section 44.7)						
UD ADDDOMAL S	DEALUAED (i i i i i i i i i i i i i i i i i i i						
	Travel - Co	CEO APPROVAL IF Ombining personal	(RAVELLER IS A VP): (Please initial) and business travel (Policy Section 14.3)						
_	Travel - A	lrfare – Higher levs	then permitted by policy (Policy Section 20 5)						
0	Travel - Pr	ivately owned veh	icles - Kilometer allowance in excess of the equivalent	lowest practical commercial carrier fare (Policy Section 22.1)					
	1	DIG. SOUTH IN PACE	ss of specified or published City Rate Limits (Policy Se- lehicles (Policy Section 23.1)	ction 25.2 and 25.3)					
_	Travel – E:	opense received ov	er 30 days (Policy Section 33.1)						
	Hospitality	/ - External or inter	nal hospitality up to \$1,500 but less than \$5,000 and a	within Maximum Cost Per Pers (Annex 28)					
	Hosbitality	/ - rood & beverag	e cost not exceeding Maximum Cost Per Person (Polic	/ Section 44.1)					
TRAVELLER'S DI	RECTOR AP	PROVAL REQUIRE): (Please initial)						
	Travel - A	irfare – upgrade to	a fare class higher than the Standard Allowable Airl	are Class permitted by policy, at no additional cost to RCM (Policy					
				ze permitted by policy, at no aciditional cost to RCM (Policy section					
	Travel - C	er rental – upgrade	to a larger vehicle than the Intermediate/Standard si	te to accommodate 3 or more employees (Policy section 23.3)					
5				.2) I by policy, at no additional cost to RCM (Policy section 25.1)					
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	OVER _ LOVE 41 EXCES	9 01 0((awa (3200), winniper (3155), 10mmto (52(x)).	Montreal (\$190), Vancouver (\$200), and out-					
	14 17		- Dink at bissiblicasi not optained. Institication bi	ovided (Policy section 25.2)					
	Other exce	iginal itemized reci intions (travellar h	eipts. Explanation provided (Policy section 26,2) as listed and explained on a separate document)						
	Hospitality	- External or inter	nal hospitality up to \$1,500 and within Standard Cost	Per Person (Annex 2R)					
.									
c <i>y signing below</i> Corporate Trave	v, <i>tne rrave</i> al. Hospital i	w <i>er confirms that t</i> by. Conference & F	his expense claim contains only eligible allowances on yent Policy #51 (as applicable), that all engited suppo-	d legitimate and actual expenses incurred in accordance with the rting documentation is contained in this expense daim, that the					
above noted exc	eptions ore	complete and acc	urate, and that the claim has been completed in accor	rung accumentation is contained in this expense daim, that the dance with these policies.					
		,							
				^					
1. Traveller Na	me (PRINT	NAME)/	2. Expense stating propherate by	2. Approved by Europhy and Art Art Art Art Art Art Art Art Art Art					
Zunu i	PL	alli	(PRINT NAME) WAY 7 MON	(PRINT NAME)					
Toloh.	1 1 -0	34.00	delate Volace						
Signature of tr	21	run	LUNG SIMON	July rules to attained					
Signal Control	- Ivener	1 -1	Signature	Signature of Traveller's Director					
on Dan	ulio	Lalli	12/03/19	DIMPAR COMMANIAL MANON					
Date	al.	2.110	Date	Date Pecul Confinence query					
	210	7119		When the transfer of					
The Traveller's N	Aanager co.	ifirms that she/he	has reviewed this expense claim including all the supp	orting documentation, that the expenses daimed appear					
easurane, exce	epoons as n	otea anove are an	Proved (as required), and the claim has been complete	d in accordance with the Corner					
igning below, ti	he VP or CE	O confirms that shi	, y exceptions have been pre-approved prior to travel, /he has reviewed the exceptions as noted above requ	the Travel's Director can proceed in signing the expense claim. By					
			And the state of the companies as total appare take	and her his approval and hereby grants it.					
4 Approved by		ulred)	5. Reviewed by CFO (CEO claims; Board claims; dair	The state of the s					
(PRINT NAME)			for review prior to CEO approval; other as required	Audit Committee (as required)					
		ŀ	10,10						
Signature of V	P		Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit					
	10.000			Committee					
			1 110/200	The state of the s					
Date			TON INICAL						
Date			Dote	Date					

000106

* 0	Canada - (Exce	pt NWT, N	VT, Yukon)	USA - (Ex ept Alaska)					
Page 2		Total Amount	Actual	ctual Calc		USD	Actual Credit Card	Total CAD	
		(incl. HST/GST)	HST/GST	HST/GST		Expens @ 3	CAD Exp.	Equivalent	
RCM Paid Fares (Air-									
RCM Paid Fares (Rail	-Domestic)			•					
RCM Paid Fares (Air-	Foreign)							· <u>-</u>	
RCM Paid Fares (Rail	-Foreign)								
Employee Paid Fares	(Air - Domestic)	2,712.47	131.22						
Employee Paid Fares	(Air- Foreign)								
Employee Paid Fares	(Rail- Domestic)								
Employee Paid Fares	(Rail - Foreign)								
Hotel Accommodation	s (Domestic)	940.16	108.16						
Hotel Accommodation	s (Foreign)				. 1			-	
Taxis (Domestic)		88.48							
Taxis (Foreign)							<u> </u>		
Mileage (\$0.57km)	201.2	114.68		5.46					
Business Telephone						-	-		
Parking									
Car Rental (Domestic))								
Car Rental/Gas (Fore						-			
Personal Accommoda					Ì				
Hospitality									
Others (code manually	v)						 		
Others (code namedia)	,,				i i	-			
		-						· · · · · · · · · · · · · · · · · · ·	
									
Others (total)					1 1				
	<u></u>	3,855.79	239.38	5.46					
Total Expenses		3,033.79	237.36		1		<u> </u>		
Per Diem Country		NIP.	T-4-3 CAD	Canada	· 1	NI6 >		USA	
		No. of meal allowances	Total CAD	Calculated		No. of meal allowances	Total USD	Total CAD	
Meal allowance rate		anowances	allowance	GST/HST	000.05	anowances	allowance	Equivalent	
Breakfasts	\$20.25				\$20.25		<u> </u>		
Lunches	\$19.85			ļ	\$19.85				
Dinners	\$50.00		-		\$50.00		<u> </u>		
Total Meals	man an		51.00	0.45	648.00				
Incidentals	\$17.30	3	51.90	2.47	\$17.30				
Total Expenses		<u> </u>	51.90	2.47		<u> </u>			
Note - Please use the	e meal allowance	calculator tab to	determine	the exact No	o. of meal all	owances and in	cidentals _		
Grand Total CAD Ex	penses			3,907.69	Grand Total USD Expenses				
Grand Total HST/GS	T			247.31]		_	<u>-</u>	
Notes									
Sandip was originally scheduled to fly back to Calgary on 7 March - she changed her return flight to 6 March and is not claiming the change fee, as the reason for									
	the change was due to not related to RCM (e-mail explanation attached to this claim). While in Ottawa, she rode with others for some of the trips to/from venues, and is claiming only 4 cab fares that were at her expense. Breakfast was included with the accommodations; Board business dinners provided on 4 & 5 March; Board lunches provided on 5 & 6 March.								
	_ · · · · · · ·	<u> </u>			· -				

REIVI BUARD O	FBIRECIONS									
Claimant:	Sandip Lalli		Der	parture Date	03/04/2019		Return Date	03/07/201	é	
Location:	Otlawa						M.	03/06/2	2019	
Purpose:	Board Strate	egy Session a	nd Board Mee	eting						
TRAVEL EXPEN	SE		Amount		Meals & Incid	dentals			_	
Airfare			\$ 2,712.47		Note: Please	use the rmea	al allowance	calculator		
Baggage Fees					below to determine the exact number of					
Change Fees					meal allowances and impridentals.					
VIA Rail										
Hotel Accommo	odations		\$ 940.16	do =		Rate	# Meals	Total]	
Mileage (\$.058		201.2	\$ 117.70	114.68	Breakfast	\$20.25	0	\$ -		
Parking	-57/km				Lunches	\$19.85	0	\$ -		
Taxis	d).		\$ 88.48		Dinners	\$50.00	0	\$ -		
Car Rental					Incidentals	\$17.30	-03	551.90	b	
Gasoline			. =				do.	\$51-90	M.	
Private Accomo	dation (\$50/n	gt)	V 44 - 12		Total Travel Expenses					
Other					. 1					
	Total Travel	-	\$ 3,858.81 7855. PA M							
Total Meal/Incidentals			\$ 51.90 \$3,858.81 3907.69 ds							
		TOTAL	. \$ 3, 858.81	3907.	69 as					
Meal allowance	e and incident	al calculator								
insert Date -			04/03/19	05/03/19	06/03/19					
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total		
Breakfast								0		
Lunch		er den merker uits vogslage			•		· · · · · · · · · · · · · · · · · · ·	0		
Dinner				te ber in de de la manage and and and and		Apr. of the day of the party of	- Maria	0		
Incidentals		- Section 1	A STATE OF THE STA			4 3 1		03	ds	
Per Diem Calcul	ator		00	d)	do.				0 /	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total		
		er in Make on makinga gasar			and a		200 440	0		
Claimant Signat	ure;	200			Date: Mar	2/10/3	319			

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

Meal allowance and incidental calculator

	Enter	your trav	vel dates	here											
					96 Mar.1				A1 7 F. 1 S.	COS GOVERNMENT					Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast						I and a									0
Lunch															0
Dinner															0
Incidentals			1	1	1										3
	Enter	your trav	vel dates	here											
						يتبلت		ينينزأ الا		تخاليا إلا	الربيط الأ				Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	-2
Breakfast	100											T.			0
Lunch															0
Dinner	Di la														Ô
Incidentals															0
						Please	enter the	e total m	eal and			Brea	kfast		0
						incide	ntai allow	ances ir	ndicated	here		Lunc	h		0
						on the	CAD\$ &L	JS\$ Exp	ense tab			Dinn	er	_	0
								-				Incid	entals	38	3

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

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

Simons, Deborah

From:

Sandip Lalli <

Sent:

Monday, March 11, 2019 3:19 PM

To:

Simons, Deborah

Subject:

RE: Travel Expense Claim - Board meetings in Ottawa

Hello,

Yes, I flew back on March 6th. However, I paid for the change fee as I had to adjust for thus didn't think it was right for the Mint to have to incur that expense.

Kind Regards, Sandip Lalli



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

Sent: March 11, 2019 12:05 PM

To: Sandip Lalli <

Subject: Travel Expense Claim - Board meetings in Ottawa

Dear Sandip,

I am working on your travel expense claim for your visit to Ottawa last week, and have one question related to your return to Calgary. The flight itinerary we have on file reflects flights back to Calgary on 7 March, however the invoice from the Fairmont reflects your departure date as 6 March. Just wondering if you changed your return flights to the 6th and if so, were you required to pay a change fee? If yes, I should include the fee in your claim.

I should mention that I will adjust the mileage rate, as it appears an incorrect rate was applied to the travel expense report that you received for completion. The difference is a very minor (0.57/km instead of 0.585/km).

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

Sandip Lalli

From:

Sandip Lalli

Sent:

February 4, 2019 6:15 PM

To:

Christine List; Anne-Marie Murka

Subject:

Fwd: Air Canada - MRS SANDIP KAUR LALLI - 04-Mar/YYC-YOW (booking ref

Itinerary-Receipt

Hello,

Enclosed is my itinerary for the March meetings.

Kind Regards, Sandip Lalli



Begin forwarded message:

From: "Air Canada" < confirmation@aircanada.ca>

Date: February 4, 2019 at 6:11:15 PM MST

Subject: Air Canada - MRS SANDIP KAUR LALLI - 04-Mar/YYC-YOW (booking ref

Receipt

- Itinerary-

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA ® Itinerary-Receipt

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Booking Date: Feb 04, 2019 Passengers MRS SANDIP KAUR LALLI



Purchase a travel option Relax in Air Canada's Maple Leaf lounges.

Booking Information

Booking Reference

Electronic Ticketing confirmed. This is your official

itinerary/receipt. Main Contact

SANDIP KAUR LALLI

Online Services

Customer Care

Air Canada 1-888-247-2262*

Flight Arrivals and Departures 1-888-422-7533

Select Seats

Manage My Booking (change, cancel, upgrade).

Alert me of flight status changes directly to my mobile phone or email. Flight Arrivais & Departures check online if my flight is on time. Check-in online and print my boarding pass.

*For use from phones in Canada, the continental USA, Haw all and Alaska.

* Can my booking be changed online?

<u>Fligi</u>	ht	Iti	nei	rarı	7

Flight	From	То	Stops	Duration	Aircraft	Fare Type	Meals
AC394	Calgary Calgary (YYC), AB Mon 04-Mar 2019 11:15 - 1	Ottawa Ottawa McDonald - Cartier Intl (YOW), ON Mon 04-Mar 2019 17:04	0	3hr49	<u>319</u>	Business Class (lowest)	M S
AC451	Ottawa Ottawa McDonald - Cartier Inti (YOW), ON Thu 07-Mar 2019 12:00 - 1	Toronto Toronto Lester B Pearson Intl (YYZ), ON Thu 07-Mar 2019 13:18 - 1	0	1hr18	<u>E90</u>	Business Class (lowest) P	5
AC145	Toronto Toronto Lester B Pearson Intl (YYZ), ON Thu 07-Mar 2019 14:20 - 1	Calgary Calgary (YYC), AB Thu 07-Mar 2019 16:40	0	4hr20	<u>321</u>	Business Class (lowest) P	M

M: Meal (Lunch or Dinner), S: Snack or Brunch,

Passenger Information

1: MRS SANDIP KAUR LA	LLI Adult (18+), Ticket Number		
Frequent Flyer Pgm		Meal Preference	
Payment Card	200000000000	Special Needs	None
Seat Selection :	None	opacial nesas ,	None

Adult

Purchase Summary

Fare Summary Passenger Type

Departing Flight - <u>Business Class (lowest)</u>	1350.00
Returning Flight - <u>Business Class (lowest)</u>	1114.00
Surcharges	46.00
Sub Total	2510.00
Taxes, Fees and Charges	***************************************
Canada Airport Improvement Fee	57.00
Air Travellers Security Charge (ATSC)	14.25
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	127.71
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	3.51
Total airfare and taxes (per passenger)	2712.47
Number Of Passengers	1
Total	2712.47

Grand	Total	-	Canadian	Dollar	(CAD)
-------	-------	---	----------	---------------	-------

\$2712.47

Payment Information

XXXX-XXXX-XXXX - Amount paid: \$2712 .47

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$2712.47 (Air Transportation charges)

Ticket number

Fare Rules

Departing Flight Calgary (YYC) To Ottawa (YOW) - Business Class (lowest)

Changes:

- Prior to day of departure Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- o Flights can only be used in sequence from the place of departure specified on the itinerary.

Cancellations:

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- o Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to a change fee per direction, per passerager, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Advance seat selection on Air Canada Rouge flights, Air Canada flights and Air Canada Express (operated by Jazz), subject to availability.
- Priority check-in, boarding and baggage handling.
- Complimentary access to Maple Leaf™ Lounges.
- 150% Air Canada Status Miles for Air Canada-operated flights.
- Read complete fare rules applicable to this fare.

Returning Flight Ottawa (YOW) To Calgary (YYC) - Business Class (lowest)

Changes:

- Prior to day of departure Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

Cancellations:

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- o Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Advance seat selection on Air Canada Rouge flights, Air Canada flights and Air Canada Express (operated by Jazz), subject to availability.
- Priority check-in, boarding and baggage handling.
- Complimentary access to Maple Leaf™ Lounges.
- 150% Air Canada Status Miles for Air Canada-operated flights.
- Read complete fare rules applicable to this fare.

Baggage Allowance and Fees

Carry-On Baggage Policy

Oversized carry-on bags are not permitted on our aircraft, and may cause flight delays for all passengers. Please ensure your carry-on bags are inside the maximum allowed size as indicated below; they are required to fit in the double-size verification device at check-in or boarding time.

Items which fall within the 2-piece carry on allowance include: One (1) carry-on b ag or suitcase (wheels and handles includes in the size) and one (1) personal article like a briefcase, lapt op computer, diaper bag, camera case, cartons or other similar item. Learn more about Carry-on Bagg age restrictions.

Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted.

Checked Baggage Policy

Ensure your checked bags are <u>properly identified</u>. Please do not <u>pack valuables</u> in <u>your checked baggage</u>. The baggage allowance rules stated herein do not apply to passengers who have specifically declined the checked baggage option. Learn more about <u>checked baggage</u>.

* Standard Allowance	Maximum overall , measurement Length+Width+Height	****	Max. weight per bag
Economy Class	158cm	23kg	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
1 or 2 bags	62"	50lbs	
Premium Economy	158cm	23kg	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
1 or 2 bags (Free)	62"	50lbs	
Business Class	158cm	32kg	
1 or 2 bags (Free)	62"	70lbs	

- Total weight of the three bags must not exceed 69kg (150lbs).
- Bags exceeding 32 kg (70 lbs) in weight, 292cm (115 in) in linear dimensions (length + width + height, wheels and handles included) or 203 cm (80 in) in length are not accepted as as checked baggage
- If more than one <u>carrier</u> is providing the transportation for your journey, <u>each carrier may apply</u> different rules on baggage.

Checked Baggage Allowance and Fee

Please see below your allowance for bags you plan on checking at the baggage counter.

Non-member, Air Canada Basic members or Star Alliance Silver	1st bag: Complimentary	2nd bag: Complimentary
members	Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm	Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm
Neturning riight Otta	wa (YOW) To Calgary (YYC) - Business	Class (lowest)
Non-member, Air Canada Basic	1st bag;	2nd bag:

^{*} For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All

above tax amounts are based on the maximum applicable tax amounts per itinera $\neg y$ type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax \rightleftharpoons mounts are subject to change without notice by local government.

For **baggages exceeding your allowance** (in number, size and/or weight), plea se read our <u>additional</u> checked baggage page.

Codeshare Flights and Other Airlines

Passengers who purchase travel on a codeshare flight or that includes a flight with another airline may be subject to the baggage policy, fees and other rules of the airline operating the first flight in their itinerary, which may be different from Air Canada's baggage policy, fees and other rules. For specific terms and conditions of any Air Canada codeshare partner or other airline, please, visit the operating carrier's website directly.

Embargoes

Certain restrictions apply for travel to Mexico City (Mexico) as well as Kingston and Montego Bay (Jamaica). For details, please visit Air Canada's baggage policy and refer to the section 'Between Canada and Mexico / Costa Rica / the Caribbean / Bermuda.

Important Information

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt of this itinerary/receipt.

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 the <u>IATA Travel Center website</u> 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. We also invite you to view <u>Air Canada's Privacy Policy</u> directly.

Before you go: 'A 'To-Do' List'

Travel Documents

For air travel within Canada, Air Canada is required by federal government regulations to check identification at the departure gate for all passengers who appear to be 18 years of age or older. The name on the identification must match the name used on the Itinerary/receipt. The passenger must present: one (1) piece of government-issued ID with photo or two (2) pieces of government-issued ID without photo. For air travel between Canada and the United States, all passengers including Canadian and U.S. citizens, are required to present a valid passport or other valid travel document. In addition, passengers must present this Itinerary/receipt to immigration authorities upon request. For air travel to a foreign country, passengers must ensure that they have all necessary travel documents such as a passport or visa, as directed by embassies and consulates. All passengers are advised to view the Travel documentation page for important information on identification required for travel. Flight Confirmation

Although reconfirmation of flights is not required, we strongly recommend that you check <u>your flight</u> status online at <u>aircanada.com</u> or by calling our flight information system at 1-888-422-7533 prior to your departure.

Schedule Change

If a schedule change occurs more than 48 hours prior to departure, the main contact will be notified by email. If a schedule change occurs within 48 hours of departure, the main contact will be notified by phone.

Travei Insurance

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance offered by Air Canada and underwritten by RBC Travel Insurance Company by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected. Travel insurance purchased is solely and directly offered, provided and underwritten by RBC Travel Insurance Company ("RBC"). Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Travel insurance is offered and administered solely and directly by RBC Insurance. Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Normal check-in and boarding gate deadlines

- You must obtain your boarding pass and check in any baggage by the check-in cut-off time shown below. We recommend allowing plenty of time at the airport for check-in, especially if you have baggage and for security checks.
- You must also be available for boarding at the boarding gate by the cut-off time shown below. Failure to meet the boarding gate cut-off time may result in the loss of your assigned seat, the cancellation of your reservation, and your ineligibility for denied boarding compensation.

Check-in online... and get your boarding pass.

Itinerary	Check- When you should check in		Boarding Gate closes
Within Canada	90 minutes	45 min utes	15 minutes
To/From the U.S.	120 minutes	60 min utes	15 minutes
International (including Mexico and the Caribbean)	120 minutes	60 min utes	15 minutes
From Algiers (Algeria), Casablanca (Morocco) and Tel Aviv (Israel)	180 minutes	60 minutes	30 minutes

Recommended check-in time

To ensure you have plenty of time to check in, drop off your checked baggage and pass through security, use the table above to determine how much in advance of your flight's departure time you should check in. E.g. if your flight from Paris leaves at 4 pm, we recommend that you check in at 2:00 pm (120 minutes before your flight).

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked baggage at the baggage drop-off counter before the check-in deadline for your flight. E.g. if your flight to or from a U.S. city leaves at 7 am, you are required to have checked in and deposited your checked baggage by 6 am (60 minutes before your flight).

Boarding gate deadline

You must be available for boarding at the boarding gate by the boarding gate deadline. E.g. if your flight from Toronto to Ottawa leaves at 11 am, you must be at the boarding gate no later than 10:45 am (i.e. 15 minutes before your flight).

Information and Services

Visit our <u>Information and Services</u> section at <u>aircanada.com</u> to find all the information you will need to plan your trip. Learn more about travel documents, baggage information, health tips, Maple LeafTM Lounges and a preview of onboard meals and entertainment.

Carriage of pets

Please read important information regarding carriage of pets in the Travelling with your Pet section at aircanada.com.



Reduce your carbon footprint!

You can now take the initiative to directly offset the carbon emissions of your flight. Air Canada and Zerofootprint have partnered to allow you to make a difference for the environment.

Offset now | Learn more

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

Folio# Invoice #

Cashier/Cassier # : 4918

Page #

: 1 of 1

Reference No.

Arrival/Arrivée

: 03-0-19

Departure/Départ : 03-05-19



Date	Description	No. of Street, or other teams, and the street, and the street, and the street, and the street, and the street,	Additiona	Information/St	applementaire	Charges	Credits
03-04-19	Room Charge			34		400.00	
03-04-19	Municipal Accomm	odetion Ta	3X I			16.00	
03-04-19	Room HST (13%)					54.08	
03-05-19	Room Charge					400.00	
03-05-19	Municipal Accomm	nodation Ta	ax (16.00	
03-05-19	Room HST (13%)					54.08	
03-06-19			XXXXXXXX	XXXXX	XX/XX		940.16
			nowa.	Total		940.16	940.16
				Balance Due/S	Solde	0.00	
GST S	ummary / Sommaire	HS	7 Summary / S	iommaire			
	-	0,00 Roc	m/Chambro	105.16			
F&B/Re	steuration	0.00 F&E	Mesteuration	0.00			
Other/A	utres	0.06 Oth	er/Autres	0.00			

108.18 0.00 Total Total

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 mampings 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 invitors également à partager les souvenirs de votre expérience sur notre forum - www.everyonesenoriginal.com,

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 830 441 1414 Pour information et réservations visitez notre web au www.fairmont.com ou létéphoner au Hôtes Fairmont du États-Unis du Canada 1 800 441 1414

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Je me pente person entirence encirentative de registramica i la confermación de parte netre el casa qui a compagnir el fessos ellen el carrio personal de seminario de servicio de personal des atemperas en soutience e el fujer a lan caberción 1,6% en mor que el carrio de subsentante en confermación de la carrio de personal de la carrio de personal de la carrio de personal de la carrio de personal de la carrio del carrio de la carrio de la carrio de la carrio de la carrio de la carrio de la carrio de la carrio de la carrio de la carrio de la carrio de la carrio de la carrio de la carrio de la carrio de la carrio de la carrio de la carrio de la carrio del carrio de la carrio del la carrio del la carrio del la carrio del la carrio del la carrio del la carrio del la carrio del la carrio del la carrio del la carrio del la carrio del la carrio del la carrio del la carrio del la carri

AB - Google Maps

Google Maps

Calgary International Airport to

Drive 50.3 km, 38 min

Calgary International Airport

2000 Airport Rd NE, Calgary, AB T2E 6W5

Melecye Gram residence to Calgary airport + return 50.3 Km K2=100.6 100.6 KM x 2 = 201.2

s.19(1)

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

conferences or courses, when entertained by others, or when claiming *nospitality expenses for meals.

INCIDENTAL ALLOWANCES

The incidental expense allowance will be updated as and when require is using the rate set from time to time by the National Joint Council. (Board resolution of June 17, 2007)

For travel within Canada the allowance is \$17.30 Canadian per day.

For travel within USA the allowance is \$17.30 US dollars per day.

For travel outside of Canada and USA the allowance is in accordance with the rates published by the National Joint Council. Please refer to reference link: http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a4-eng.php

CAR MILEAGE RATES (EFFECTIVE JANUARY 1, 2019)

The mileage rate will be updated as and when required using the rate set from time to time by the National Joint Council. (Board resolution of December 7, 2006)

Rate payable in cents per kilometre for the use of privately owned vehicles driven on authorized business travel is: 57.0 cents/km (taxes included).

When making a car mileage claim, documented proof of kilometres driven is required to be filed with the travel expense claim. Acceptable documented proof include distance calculations using Google Map, Yahoo Map and MapQuest.



sand ip latti •

Your Tuesday afternoon trip with Uber 1 message

Uber Receipts <uber.canada@uber.com>

Tue, Mar 5, 2019 at 2:48 PM

Uber

Total: CASE.22 Tue, Mar 05, 2019

Thanks for riding, Sandip

We hope you enjoyed your ride this afternoon.



Total

CA\$6.22

Trip Fare

CA\$3.00

Subtotal

CA\$3.00

Tolis, Surcharges, and Fees 🐵

CA\$2.50

HST

CA\$0.72

Amount Charged



CA\$6.22

Visit the trip page for more information, including invoices (where available)

Cab in Oto Qua

sand ip Jalli

Your Wednesday afternoon trip with Uber

1 message

Uber Receipts <uber.canada@uber.com>

Wed, Mar 6, 2019 at 12:21 PM

Uber

Total: CA\$25.93 Wed, Mar 06, 2019

Thanks for riding, Sandip

We hope you enjoyed your ride this afternoon.



Total

CA\$25.93

Trip Fare

CA\$17.20

Subtotal

CA\$17,20

Tolls, Surcharges, and Fees @

CA\$5.75

HST

CA\$2.98

Amount Charged



CA\$25.93

Visit the trip page for more information, including invology (where available)

Officestives published by the published of the property of

MUDITH TAXI

CAPITAL INXI

TREAM IN START OF STA

SIARI: 1°25 FW. 16.7°

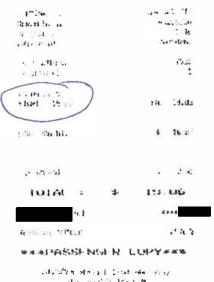
12 About: \$ 4.86

***PASSENGER COPY**

CUSTOTER SERVICE 1-103-043-2812 INDUIRNUTAL 1709, COT INTLINE



Cab from octawa airport to hotel



तिक्षित्रं को स्थान विकास स्थिति । अस्ति (१९५६) स्थान विकास स्थान विकासिक



Cors from hotel to Board dinner

Bonney, Danielle

From: Simons, Deborah

Sent: Friday, March 22, 2019 1:45 PM

To: 'Sandip Lalli'

Subject: Travel Expense Claim

Attachments: EFT Notification - Sandip Lalli.pdf

Dear Sandip,

I am pleased to advise that you will receive an electronic transfer of funds today, in the amount of \$3,907.69 as a reimbursement of your travel expenses to attend the March Board/Committee meetings.

A copy of the transfer 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

SANDIP LALLI

Telephone Fax Date Vendor account Date of payment Reference No. 613-993-3500 21/03/2019

22/03/2019 PV142345

Fax

E-mail murka@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82552 B19-007	19/03/2019	CAD CAD	3,907.69	0.00	3,907.69	THEMIS # 2940 EAHCE12134 OTTAWA BLANKET TA

Simons, Deborah

From:

Phyllis Clark

Sent:

Wednesday, April 10, 2019 11:58 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - TABCC82731 - Sandip Lalli - B19-014

Approved

Sent from my iPhone

On Apr 10, 2019, at 9:34 AM, Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents Sandip's travel to Winnipeg to attend the May 2019 Board of Directors and Committee meetings (airfare only). 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.

1

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

<image003.jpg>

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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

<B19-014 - Lalli - Winnipeg May 13-15, 2019.pdf>

000126



ELECTRONIC FUNDS TRANSFER

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

SANDIP LALLI

Telephone Fax Date Vendor account Date of payment

Reference No.

613-993-3500 18/04/2019

23/04/2019 PV143320

Fax

E-mail

murka@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82731	11/04/2019	CAD	580.91	0.00	580.91	THEMIS # 2956 WINNIPEG PREPAID MAY
		CAD		_	580.91	Пан



Travel Expense Form 2019

1 Unit of

OTJ#: TABCC82731
EAHCE # EAHCE12189

Clai	mant
Cost	Centre

Sandip Lalli

121 Legal Services (Board)

Cost estimate provided on TA

Hospitality estimate provided on TA

Provided on TA \$4,741.35
Provided on TA \$0.00
Peparture Date 13-May-19
Return Date 15-May-19

Travel Location and Reason (attach supporting documents):

Calgary/Winnipeg/Calgary

* AIRFARE ONLY

B19-014
Attend Board and Committee meetings, and Board business dinners.

USD

THEMIS # (P and Board claims only)

Currency Con Persion Table

of CAD CAD

> CAD CAD

2956

Total Travel Expenses (inclusive of fares)

Prepaid Fares (Paid using Amex Corporate Billing Account)

580.91 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 \$ AMIOUNT)

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

		X O DITT (II)			
Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00
Amount Owing to:	<u> </u>	Employee	580.91	RCM	0.00

Expense Coding Account	Cost Center (Select One from drop down box)	
HST - Registration # 10793 5058 RT0001	Cost Center (Select One from drop down box)	In Canadian
740200 - Meals (domestic)		27.6
741200 - Meals (domestic)		0.0
740100 - Hears (foreign)		0.0
741100 - Hospitality (domestic)		0.0
740100 - Hospitality (Horeign) 740010 - Airfare (domestic)		0.0
741010 - Airfare (domesne)	121 Legal Services (Board)	553.2
740020 - Rail fare (domestic)	The state of the s	0.00
		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
	V	0.00
		0.00
	: •	0.00
		0.00
54200 - Prepaid Fares		
Out of Balance - Discrepancy in Expenses Coo	ded	0.00
	orable)/Unfavorable Variance: Estimate on TA versus actual expense claim	0.00 (\$4,160,44)
	Variance %	
(Favorable)/	Unfavorable Variance: Estimate on Hospitality versus actual expense claim	-88%
•	Hospitality Variance %	\$0.00
		#DIV/0 - 000128 - Updated 18/03/19



7. Reviewed by Finance (PRINT NAME)

Travel Expense Form 2019

TABCC82731

*IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & 🗷 vent Policy #51, (as applicable) and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of signing. All travel plans must be preauthorized using the Authority to Travel and Advance form. As the Traveller, glease indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospita 11/2, 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 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 partial pant (Policy Section 44.1) Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1and 46.4) Hospitality - Special forms of hospitality (Annex 2B) Hospitality - No pre-approval prior to expenditure (Section 44.7) VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial) Travel - Combining personal and business travel (Policy Section 14.3) Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6) Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial c a raier 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 Persion (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 aciditional cost to RCM (Policy section 23.3) - 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 \Box (\$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. 3.Approved by Traveller's Director with signing authority Date tation, that the expenses claimed appear ns that she/he has reviewed this expense claim including all the supporting docume reasonable, exceptions as noted above are approved (as required), and the claim has been completed in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable). Please note, if exceptions have been pre-approved prior to travel, the Travel's Director can proceed in signing the expense claim. By signing below, the VP or CEO confirms that she/he has reviewed the exceptions as noted above requiring her/his approval and hereby grants it. 4 Approved by VP (as required) 5.Reviewed by CFO (CEO dalms; Board claims; claims 6.Approved by CEO & President/Chair of 800/Chair of (PRINT NAME) for review prior to CEO approval; other as required) Signature of VP Shrouture of CFO

000129

A CO	Canada - (Exce	pt NWT, N	VT, Yukon)]	USA - (Excep	t Alaska)	
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	
	(incl. HST/GST)		HST/GST		Expens es	!	Total CA
RCM Paid Fares (Air-Domestic)	(1151,051	HOL/GDI		Expens es	CAD Exp.	Equivale
RCM Paid Fares (Rail-Domestic)			 			-	
RCM Paid Fares (Air-Foreign)			-			+	
RCM Paid Fares (Rail-Foreign)			-		<u> </u>		
Employee Paid Fares (Air - Domestic)	580.91	27.66	-				
Employee Paid Fares (Air-Foreign)	300.91	27.00					
Employee Paid Fares (Rail- Domestic)	-						
			_				
Employee Paid Fares (Rail - Foreign)			ļ				
Hotel Accommodations (Domestic)			_				
Hotel Accommodations (Foreign)		<u>.</u>	_				
Taxis (Domestic)							
Taxis (Foreign)							
Mileage (\$0.55km)							
Business Telephone							
Parking							
Car Rental (Domestic)						 	
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality							
Baggage (Domestic)						 	
Baggage (Foreign)						 	
Others (code manually)						 	
		-					
Others (total)							
Total Expenses	580.91	27.66		-			
Per Diem Country	200.71	27.00	Canada	l		<u> </u>	
	No. of meal	Total CAD	Calculated	1	No of -		USA
Meal allowance rates	allowances	allowance	GST/HST		No. of meal allowances	Total USD	Total CAD
Breakfasts \$20.50		autwance	Сот/Пот		апомансез	allowance	Equivalent
Junches \$20.10				\$20.50			
Dinuers \$50.65		·		\$20.10			
Fotal Meals				\$50.65			
	· 			, l			
4-7-00		······		\$17.30			
Cotal Expenses							
Note - Please use the meal allowance c	aiculator tab to (ietermine t	ne exact No.	of meal allo	wances and inc	identals	
Frand Total CAD Expenses			580.91		Grand Total USI	Expenses	
Grand Total HST/GST			27.66				
Notes for Expenses		'					
TOTOS TOT EXPONSES			<u></u>				

RCM BOARD O	DIRECTORS							
Claimant:	Sandip Lalli			arture Date	13-May		Return Date	15-May
Location:	Winnipeg							
Purpose:	Board Meet	ing						
TRAVEL EXPEN	SE		Amount		Meals & Incid	entals		
Airfare			\$ 580.91	Note: Please use the meal allowance calculator				
Baggage Fees					below to dete	rmine the e	xact number	of
Change Fees					meal allowand	es and incid	ientals.	
VIA Rail								
Hotel Accommo	odations					Rate	# Meals	Total
Mileage (\$.0585	5/km)		\$ -		Breakfast	\$20.25	0	\$ -
Parking		H			Lunches	\$19.85	0	\$ -
Taxis					Dinners	\$50.00	0	\$ -
Car Rental					Incidentals	\$17.30	0	\$ -
Gasoline								\$ -
Private Accomodation (\$50/ngt) Total Travel Expenses								
Other								
	Total Travel	Expenses	\$ 580.91					
	Total Meal/	Incidentals	\$ -					
		TOTAL	\$ 580.91					
Meal allowance	and incident	al calculator					·	
Insert Date →								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch								0
Dinner								0
Incidentals								0
Per Diem Calcul	ator							
Insert Date →						T		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
		N =						0
Claimant Signate	ure:	200	2:		Date: $\{p_i\}$	16,5010	7	
Travel expense repo	orts must compl	y with the RCM	's Corporate Tra	vel, Hospitality	y, Conference and	Event Policy (Policy # 51).	

B19-014

s.19(1)





Booking Reference :

Travel booked/ticket issued on:05 April 2019

Passengers

n Mrs. Sandip Lalli

Seats

Ticket Number

AC286 12F

AC289

12F

Aeropian

Depart

Economy - Comfort

Monday 13 May, 2019 09:15 Calgary Calgary Int. (YYC), Canada

12:07 Winnipeg (YWG), Canada



1 hr 52 Economy (L) Operated by Air Canada A320-200 | Wi-Fi | Air Canada Bistro



Wednesday 15 May, 2019 18:15 Winnipeg (YWG), Canada 19:18
Calgary
Calgary Int. (YYC), Canada



2 hr 03 Economy (L) Operated by Air Canada A320-200 | 渝 Wi-Fi | Air Canada Bistro

Purchase summary

		1 Adul	t
	Air Transportation Charges		
	Base Fare - Departing Flight - Economy - Comfort	234.00	
	Base Fare - Return Flight - Economy - Comfort	204.00	
	Surcharges	46.00	
7	Taxes, fees and charges		
	Goods and Services Tax - Canada no. 100092287 RT0001	27.66	
	Air Travellers Security Charge - Canada	14.25	
7.6	Airport Improvement Fee - Canada	55.00	
117	GRAND TOTAL - Canadian dollars	¹ 580 ^{.91}	•

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

000133

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary(YYC) > Winnipeg(YWG)					
1 st bag Complimentary	\$ 52.50 CAD Including taxes	Max. weight per bag: 23 kg (50 lb) Max. Dimensions per bag: 158 cm (62 in)			
Winnipeg(YWG) > C	algary(YYC)				
1 st bag Complimentary	2 nd bag \$ 52.50 CAD Including taxes	Max. weight per bag: 23 kg (50 lb) Max. Dimensions per bag: 158 cm (62 in)			

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

CANADA, U.S.: 1 (888) 247-2262



^{*} For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.



Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

SANDIP LALLI

Telephone.
Fax
Date
Vendor account
Date of payment
Reference No.

613-993-3500

06/06/2019 07/06/2019 PV144835

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82731 B19-014BL	04/06/2019	CAD CAD	890.44	0.00	890.44 890.44	THEMIS # 2956 EAHCE12189 WINNIPEG BOD MEETING



Travel Expense Form 2019

OTJ#: TA #: TABCC82731 EAHCE # EAHCE12189

13-May-19

Claimant **Cost Centre**

Sandip Lalli	
121 Lega! Services (pard)

Cost estimate p rovided on TA \$4,741.35 Hospitality estimate p rovided on TA Departure Date

Travel Location and Reason

Return Date	15-May-19
THEMIS # (and Board claims only)	2956

(arrach supporting documents):	THEMIS:	# (P and Board claims only)	2026
B19-014	Currency Co	nv ersion Table	2956
To attend Board of Directors meetings and business dinners.		- CISION LADIE	=i
State of the state	1 Unit of	is Worth	of
Calgary/Winnipeg/Calgary	USD		CAD
1 5			CAD
* EXPENSES			CAD
		<u> </u>	CAD
			CAD

Prepaid Fares (Paid the Airfare Previously Control of the Control	ising Amex Corpo laimed by Travell	orate Billing Accoun ler (Paid using Trave	eller's Amex Card)			1,471.35 0.00 580.91
Airfare previously cla Cash Advanced / Ret	urned (ENTER A	AS POSITIVE \$ AMO	OUNT)	E \$ AMO	UNT)	580.91
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
Amount Owing to:				0.00	1.00000	0.00
Amount Owing to:		Employee		890.44	RCM	0.00

Account	Cost Center (Select One from dre	an de-	
HST - Registration # 10793 5058 RT0001	Cost Center (Select One from dro	op down box)	In Canadian
740200 - Meals (domestic)	121 Legal Services (Board)		64.9
741200 - Meals (foreign)	121 Legal Services (BOSID)		67.
740100 - Hospitality (domestic)		▼	0.0
741100 - Hospitality (foreign)			0.0
740010 - Airfare (domestic)	121 Legal Services (Board)		0.0
741010 - Airfare (foreign)	TET TEGGI SELAICES (DOSIO)		583.2
740020 - Rail fare (domestic)		_	0.0
741020 - Rail fare (foreign)		▼.	0.0
740500 - Taxi fare (domestic)	121 Legal Services (Board)		0.0
741500 - Taxi fare (foreign)			243.8
740700 - Personal car mileage (domestic)	1		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)		Y	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)		0.00
741400 - Accommodations (foreign)		. 💆	462.17
/40900 - Incidentals (domestic)	121 Legal Services (Board)	4	0.00
741900 - Incidentals (foreign)	and the state of t		49,43
40000 - Baggage & Travel (domestic)			0.00
41000 - Baggage & Travel (foreign)	•		0.00
	121 Legal Services (Board)	V	0.00
			(580.91)
		*	0.00
			0.00
54200 - Prepaid Fares			0.00
out of Balance - Discrepancy in Expenses Coded			0.00
	ole)/Unfavorable Variance: Estimate on TA vers	The getral	(0.00)
	TA VER		(\$3,270.00)
(Favorable)/Uni	avorable Variance: Estimate on Hospitality vers	Variance %	-69%
(o	vers	Us actual expense claim	\$0.00
		Hospitality Variance %	00#P\$6/0



Travel Expense Form 2019

TA # TABCC82731

approved in accordance wi authorized using the Autho	th the Delegation of Authority Policy #41. Approver must i rity to Travel and Advance form.	nave Delegation Authority at the time of signing. All travel plans must be pre-
As the Traveller, please in		roval per the Corporate Travel, Hospitenliity, Conference & Event Policy #51. approved and require approval:
CEO APPROVAL REQUIRED:	(Please initial) aptions to Corporate Travel, Hospitality, Conference & Ever	it Policy #51 (Annex 28)
CFO or CEO APPROVAL REQ	JIRED: (Please initial)	
☐ Hospitality ☐ Hospitality	- Exceptions to Hospitality Policy #51 (Annex 2B) - No pre-approval obtained for the fallowing:	
- 1	lospitality - External or internal hospitality exceeding Maxir	num Cost Per Pérson (Annex 28)
	lospitality – External or Internal hospitality costs exceeding fospitality – Alcoholic beverages provided (Policy Section 44	\$5,000 (Annex 2B and 44.1)
- 1	lospitality – Food & beverage cost exceeded Maximum Cost	Per Person (Policy Section 44.1)
	lospitality - Entertainment provided (Policy Section 44.1)	
_ ·	lospitality - Hospitality paid by the RCM taking place at the	e or person accompanying an event part #c ipant (Policy Section 44.1) rasidence of an RCM amployee, Board makember or other private residence
•	oucy sections 44.18110 40.4)	2 inder of other private residence
	iospitality – Special forms of hospitality (Annex 2B) Iospitality – No pre-approval prior to expenditure (Section 4	4.7)
	O APPROVAL IF TRAVELLER IS A VP): (Please initial)	•
☐ Travel - Com	bining personal and business travel (Policy Section 14.3)	
☐ Travel - Priva	are – Higher level than permitted by policy (Policy Section 2 stely owned vehicles - Kilometer allowance in excess of the	Equivalent lowest practical commercial and a second
	el - Rate in excess of specified or published City Rate Limits ravel - Leased Vehides (Policy Section 23.1)	(Policy Section 25.2 and 25.3)
☐ Travel – Expe	ense received over 30 days (Policy Section 39.1)	9
☐ Hospitality – ☐ Hospitality –	External or internal hospitality up to \$1,500 but less than \$1 Food & beverage cost not exceeding Maximum Cost Per Per	,000 and within Maximum Cost Per Person (Annex 28) son (Policy Section 44.1)
TRAVELLER'S DIRECTOR APPR	OVAL REGULEED- /Diagra Josephalia	
☐ Travel - Airfa section 20.6)	ire — upgrade to a fare class higher than the Standard Allo	wable Airfare Class permitted by policy,at no additional cost to RCM (Policy
☐ Travel – Car	rental - upgrade to a larger vehicle than the Intermediate/S	tandard size permitted by policy, at no a ciditional cost to RCM (Policy section
23.3) □ Travel – Carı	ental — upgrade to a larger vehicle than the intermediate/s	tandard size to accommodate 3 or more employees (Policy section 23.3)
☐ Travel – Miss	ing original itemized receipts. Explanation provided (Policy	section 33.2)
☐ Travel – Hote ☐ Travel – Hote	 I - Upgrade to a level higher than the Standard Guest Room I - rate in excess of Ottawa (\$200), Winnings (\$155), Torru 	permitted by policy, at no additional cost to RCM (Policy section 25.1) to (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas
☐ Other except	nel itemized receipts. Explanation provided (Policy section a ions (traveller has listed and explained on a separate docum	ent)
☐ Hospitality - 1	external or internal hospitality up to \$1,500 and within Stan	fard Cost Per Person (Annex 28)
By signing below, the Travelle	confirms that this expense claim contains only eligible allow	vances and legitimate and actual expenses incurred in accordance with the
	Conference & Event Policy #51 (as applicable), that all requing the properties of the complete and accurate, and that the claim has been complete.	
		- 17 SOCIAMONOC WINT LINESE PRINCIES.
1. Traveller Name (PRINT NA	ME) . 2. Expense claim graphing by S-W	3.Approved by Travellor's Director with signing authority
Jahra of Do	PRINT NAME OF THE STATE OF THE	(PRINT NAME)
My Simo	o Ulbry sime	m
Signature of traveller	Signature	Signature of Traveller's Director
sandio Lo	Wil 27/05/19	
Date	Date	Date
The Traveller's Manager confin	ms that she/he has reviewed this expense claim including a	the supporting documentation, that the expenses claimed appear
· · · · · · · · · · · · · · · · · · ·	onfirms that she/he has reviewed the exceptions as noted a	pove requiring her/his approval and hereby grants it.
4 Approved by VP (as require	d) 5.Reviewed by CFO (CEO claims; Board cla	ims; daims 6 Approved by ŒO & President/Chair of BOD/Chair of
(PRINT NAME)	for review prior to CEO approval; other as	
	1 ando	Kloppo Alles In altouch I
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit
		Committee
	May 28/1	OBLE-MUNICIPALIDIA ARMA
Date	Date	Dans Colphy Color 400010
	•	Mylly Dance Astololia
7.Reviewed by Finance (PRIIV	rname)	Date 000137

ALCONOMICS OF THE STATE OF THE	Canada - (Exc	ent NWT N	IVT Vulcan	3	TICA (F		
				4	USA - (Excep	t Alaska)	_
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
RCM Paid Fares (Air-Domestic)	(incl. HST/GST)	HST/GST	HST/GST	-	Expen 🖘 es	CAD Exp.	Equivalent
RCM Paid Fares (Rail-Domestic)	<u> </u>	ļ		-			
RCM Paid Fares (Air-Foreign)		<u> </u>		<u> </u> -			
RCM Paid Fares (Rail-Foreign)				Ĺ			
Employee Paid Fares (Air - Domestic)	(10.41	20.16		<u> </u>			
Employee Paid Fares (Air-Foreign)	612.41	29.16		4			
1				4			
Employee Paid Fares (Rail- Domestic)				1			
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)	483.64	21.47		ļ			
Hotel Accommodations (Foreign)				1			
Taxis (Domestic)	252.25	8.44	- 0				
Taxis (Foreign)							
Mileage (\$0.55km)							
Business Telephone							
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations							·
Hospitality						-	
Baggage (Domestic)							
Baggage (Foreign)							
Others (code manually)							
Prepaid claimed flight	(580.91)						
Others (total)	(580.91)						
Total Expenses	767.39	59.07					
Per Diem Country			Canada				A DIE
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	USA Total CAD
Meal allowance rates	allowances	allowance	GST/HST		allowances		Equivalent
Breakfasts \$20.50	1	20.50	0.98	\$20.50		MAN IT MAILLY	z-quivalent
Lunches \$20.10				\$20.10			
Dinners \$50.65	1	50.65	2.41	\$50.65			
Total Meals		71.15	3.39	,			
Incidentals \$17.30	3	51.90	2.47	\$17.30			
Total Expenses		123.05	5.86				
Note - Please use the meal allowance co	alculator tab to	letermine t	he exact No.	of meal all	owances and inci	dentals	
Grand Total CAD Expenses		Г	890.44		Grand Total USD		
Grand Total HST/GST		ŀ	64.93		Total USD	Expenses	

Notes for Expenses

1) Airfare (without lounge access fee) has already been claimed; 2) The Fairmont Hotel refunded the room charge for the night of 14 May due to excessive noise levels in the hotel; 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 dinneers were provided on 13 & 14 May; 5) Board of Directors lunches were provided on 14 & 15 May; 6) Although Sandip was entitled to book business class airfare, which would have provided access to the Maple Leaf lounge, she chose economy fare at a lower cost, but which did not provide access to the lounge. Sandip therefore purchased lounge access on the return trip, to use that area for a private meeting with the CEO.

Simons, Deborah

From:

Phyllis Clark

Sent:

Monday, June 03, 2019 10:08 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - Sandip Lalli - 19-014

Approved



CONFIDENTIALITY WARNING

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

On Mon, Jun 3, 2019 at 8:03 AM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents the expenses related to Sandip's travel to Winnipeg to attend our Board of Directors meetings. The claim has no exceptions, and has been reviewed 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

Meal allowance and incidental calculator

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

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

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

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

	Enter	your tra	vel date	s here f	or	CAN	ADA			MON	TH:	May-1	Q		
Numbers only				3 1	4 1:	5						1	Ť		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast				1		e voitees							1110		Milowalices
Lunch						A STATE OF THE STA									
Dinner						1			-		-				0
	_	-		120	-	THE PERSON NAMED IN									11/4/1
Incidentals				4	4	4									
Incidentals				1	1	1									3
Incidentals	Enter	your tra	vel date	1 s here f	or the	il IIS				MON	TU,	4050			3
Incidentals	,	your tra	vel date			US 51				MON	TH:	4358	6		3 T-4-1
Incidentals	Enter Sat	your tra					Fri	Sat	Sun	il L					Total
Incidentals Breakfast	,		1;	3 1	4 1	5	Fri	Sat	Sun	MON	TH:	4358 Wed	6 Thu	Fri	Total allowances
Breakfast	,		1;	3 1	4 1	5	Fri	Sat	Sun	il L				Fri	
Breakfast Lunch	,		1;	3 1	4 1	5	Fri	Sat	Sun	il L				Fri	
Breakfast	,		1;	3 1	4 1	5	Fri	Sat	Sun	il L				Fri	

RCM BOARD (OF DIRECTORS	S					i.c.	nseu Octo	ver 1,
Claimant:	Sandip Lal	li	De	eparture Dat	e: 13-May		Return Date	: 19-Ma	ау
Location:	Winnipeg								
Purpose:	Board Med	eting		le le		E			$\overline{}$
TRAVEL EXPE	VSE		Amount		Meals & Inc	identals		·	
Airfare			\$ -	7	Note: Pleas	se use the me	al allowance	calculator	
Baggage Fee	5			_		termine t he			
Change Fees				7		nces and inci		0,	
VIA Rail	bo						acritais,		
Hotel Accomm	odations	483.64	\$ _967.28		N	Rate	# Meals	Total	\neg
Mileage (\$.058	5/km)	0	\$ -		Breakfast 20	\$20.25	1	\$ 20.	- ⊣ °
Parking]	Lunches	\$19.85	0	\$ -	30
Taxis			\$ 252.25		Dinners 50.	65 \$50.00		\$ -50.0	50
Car Rental					Incidentals	\$17.30	3	\$ 51.9	_
Gasoline		ba-						\$ _122.1	
Private Accomo	odation (\$50/	ngt) //			Total Travel	Expenses		7	<u>-</u>
Other		31.50	\$ -30.00]					
	Total Trave	l Expenses	\$ 1,249.53	767.3	9				
	Total Meal	Incidentals	\$ -122.15	123.05	an-				
		TOTAL	\$-1,249.53 \$-122.15 \$-1,371.68	- 8901	14				17
Meal allowance	and inciden	tal calculator							
Insert Date →			13-May	14-May	15-May				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
Breakfast			1					1	7/
Lunch								0	7./
Dinner					1			1	7/
Incidentals			1	1	1			3	7/
Per Diem Calcul	ator	1							7
inder (Date	Sat	Sun	Mon	Tue	Wed	Thu			
	h			124	7164	1.1114	Fri	Total 0	7
Claimant Signat	100	e Da	`			3/6/2i			7
Travel expense rep	orts must domp	ly with the RCM	's Corporate Tre	avel, Hospitalit	y, Conference ai	nd Event Policy (F	Policy # 51).		

Room
Folio #

1813

Folio #

59

anly.

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

Royal Canadian Mint

Dr Sandip Lalli

Arrival

05-13 - 19

Departure

05-15 - 19

Date	Description	Additional Information	-6-75	Charges	Credits
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		XXXXXXXXXXXXX	XX/XX		967.28
05-23-19		Refund of 1 Night R&T - HV	AC Noise		-483.64
		XXXXXXXXXXXX	XX/XX		
		Total		483.64	483.64
		Balance Due		0.00	

GST Summary

Room	20.45
F&B	0.00
Other	1.02
Tota!	21.47

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.

Refund s.19(1)

Fairmont WINNIPEG

2 Lombard Place Winnipeg. MB, Canada R3B 0Y3 T (204) 957-1350 F (204) 956-1791

G.S.T. Registration #831943758

Royal Canadian Mint

Dr Sandip Lalli

Room : <u>.1813</u>

Folio # :

Cashier# : 59

Page # : 1 of 1

Arrival

05-133-19

Departure

05-15-19

Date	Description	Additional Information	A PARTICIPATION	Charges	Credits
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		967.28
		Total		483.64	967.28
		Balance Due)	-483.64	

GST Summary

Room	20.45
F&B	0.00
Other	1.02
Total	21.47

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Hotel Cancelled One right

Room: 1813 due to
Folio #:
Cashier #: 59
Page #: 1 of 1

Notel.

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

Royal Canadian Mint

Dr Sandip Lalli

Arrival

05-13-19

Departure 05-15 - 19

Date	Description	Additional Information	Charges	Credits
05-14-19	Room Charge		409.00	
05-14-19	Room PST		32.72	
05-14-19	Room GST		20.45	
05-14-19	Accommodation Tax		20.45	
05-14-19	Accommodation Tax - GST		1.02	
05-23-19	Room Adjustments	Refund of 1 Nt R&T - HVAC Noise	-409.00	
05-23-19	Room PST		-32.72	
05-23-19	Room GST		-20.45	
05-23-19	Accommodation Tax		-20.45	
05 - 23-19	Accommodation Tax - GST		-1.02	
JI	*	Total	0.00	0.00
		Balance Due	0.00	

GST Summary

Room	0.00
F&B	0.00
Other	0.00
Total	0.00

Thank you for choosing Fairmont Hotels & Resorts.

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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 to to phoner au HAtels Fairmont de: Atats-Unis ou Canada 1 800 441 1414

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

Ja me porte personnellement responsable du r\(^{\)</sup>Aglement totel de cette note au cas ou la compagnie, l'association ou son reprisentant diseignis en retuserait le palement. Les comptes en soutifrance cent eulets 4 m infisit\(^{\)}At de 1,5\(^{\)}\) par mois apr\(^{\)}Ae un mois. (18,0\(^{\)}\) par ann\(^{\)}Es

Original in Voice for
Room: 1813 2 nights



Cashier# Page #

2 Lombard Place

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

Royal Canadian Mint

Dr Sandip Lalli

Arrival

05-13-19

Departure

05-15-19

Date	Description Add	litional Information	Charges	Credits
05-13-19	Room Charge	The second second second	409.00	Ciedits
05-13-19	Room PST			
05-13-19	Room GST		32.72	
05-13-19	Accommodation Tax		20.45	
05-13-19	Accommodation Tax - GST		20.45	
05-14-19	Room Charge		1.02	
05-14-19	Room PST		409.00	
05-14-19	Room GST		32.72	
05-14-19	Accommodation Tax		20.45	
05-14-19	Accommodation Tax - GST		20.45	
05-14-19	Accommodation Tax - GS1		1.02	
				967.28
		Total	967.28	967.28
		Balance Due	0.00	~
GS	T Summary			
Room	40.90			
F&B	0.00			
Other Total	2.04 42.94			

Thank you for choosing Fairmont Hotels & Resorts.

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

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

Jagnes that my liability for his bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association feels to pay for any part of or the full amount of these charges. Overdue behance subject to a surcharge at the safe of 1.5% per month effer one month. (18.00% per annum.)

Je me porte personnellement responsable du réglement total de cette note au ces du le compagnit. Responsable ou son représentant désignée en sebestral le patiement Les comples en souffrance sont sujete à un inférifet de

AIRPORT FEE RECEIPT
TICKET NO:

NAME: LALLI/SANDIPERS
DATE OF ISSUE: 15MAY2019

ANOUNT
TAX
TOTAL
LOUNGE GUEST FEE

COURON 1 OF Y
WGWB

ANOUNT
TAX
TOTAL
30.00 01.50XG
31.50

91.50

31.50

30.00

GST/TPS HST/TVH NO. 100092287 RT000 QST/TVQ NO. 1000-043-172 RT0

GRAND TOTAL

FORM OF PAYMENT: IN CANADIAN DOLLARS

FEES ARE NON-REFUNDABLE

From:

Zimonjic, Donna

Sent:

Friday, May 24, 2019 2:38 PM

To:

Simons, Deborah; Pellerin, Chantal, Wei, Wei

Cc:

Davies, Catrin; Zimonjic, Donna

Subject:

RE: Question - Board Claim

Hi Debby

I think it's important that we don't penalize travellers, who were trying to be cost conscious, but then incurred legitimate business costs when travelling.

Whilst 27.2 notes that the RCM does not pay 'airline club dues' I think in this instance, it can be charged as an other business expense, which can be approved by the Chair, just put a note in the descriptio ...

Please add this cost to your flight cost, totalled together.

Than you

Donna

- 27.1.15 costs incurred for dependent care where no live-in arrangements are available. Reimbursement is limited to proof of payment and not to exceed that incurred by the employee for dependent care during the work day, to a daily maximum of \$75 per household. No reimbursements will be made for services rendered by relatives;
- 27.1.16. loss or damage to personal items (other than luggage) that are required by the traveller in performing his/her RCM duties, provided it is not considered normal wear and tear, due to the traveller's negligence or where a claim can be made against a third party. Any claim for loss or damage to personal items must be approved by the traveller's Vice-President or the President and CEO; and
- 27.1.17. other business/travel related expenses at the discretion of the traveller's manager, where reasonable and properly documented including receipts.
- 27.2. The following are examples of non-rembursable expenses:
 - 27.2.1. airline club dues;
 - 27.2.2. Srequent traveller, membership or loyalty program costs;
 - 27.2.3. optional travel or baggage memore:
 - 27.2.4. traffic and parking fines:
 - 27.2.5. in-flight movies and/or mini-bar service.
 - 27.2.6 personal entertainment:
 - 27.2.7. comporate credit card delinquency feet/finance charges.
 - 27.2.8. hotel room mowret:
 - 27.2.9. hotel mini-bar;
 - 27.2.10 luggage, briefcases;
 - 27.2.11. gym passes or costs to utilize fitness facilities;
 - 27.2.12 barber or bainstylist empenses:
 - 27.2.13 laundry and dry cleaning services: and
 - 27.2.14 air or rental vehicle phone wage.

DONNA ZIMONJIC

TREASURY & RISK MANAGEMENT ANALYST ANALYSTE, TRESORIE ET GESTION DU RISQUE



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

Tel/Tél.: 613-415-8751 Fax:/Téléc.: 613-998-0655

zimonjic@mint.ca | zimonjic@monnaie.ca

mint.ca | monnaie.ca

From: Simons, Deborah

Sent: Friday, May 24, 2019 10:41 AM

To: Pellerin, Chantal <pellerin@mint.ca>; Zimonjic, Donna <Zimonjic@mint.ca>; Wei, W/ei <weiw@mint.ca>

Cc: Davies, Catrin <daviesc@mint.ca>
Subject: Question - Board Claim

Hello ladies,

I am working on a travel expense claim for Board member Sandip Lalli. She would like to claim access to the Air Canada Maple Leaf lounge for her return trip from Winnipeg for two reasons:

- She booked an economy flight which did not provide access to the lounge, even though she would have been entitled to book business class;
- She used the lounge to have a private meeting with the CEO.

I'm assuming this is fine, and will add an explanation to the notes section of the claim. If yes, I would appreciate it if you could let me know which GL should be used for this type of expense.

Thanks!

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ





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

Tei/Tél.: 613-716-4439

simons@mint.ca simons@monnaie.ca

mint.ca | monnaie.ca

From: Sent:

Subject: <u>:</u>

Sandip Lalli May 13, 2019 8:34 AM Sandip Lalli 57945072994__69C52C2E-214D-48FE-B8D5-EA7EDEE €5736B.jpeg

Mint — to airport

LLIED/ASSOCIATED CAB 7 d1 AVE NE TZEZN CALGARY AB T2E2N4 21640631 GH2164063111 etth *** **PURCHASE** 05-13-2019 08:31:22 Acct # Exp Date Name: Card Type Trace # 2653 Inv. # 2907 Auth # 03671S RRN 001001116 Purchase \$89.00 Tip. \$13.35 Total \$102.35 (001) APPROVED-THANK YOU Retain this copy for your records Customer copy

> 403-299-9555 www.calgarylima

Regards, Sandip

Humanity is in your actions!

Cab Yhom redictance to Congany

UNICITY TAXI- 111 348 HARGRAVE PL

WINNIPEG. MB R3C 8X5 TEL. (204) 925-3131

TERM ID: 86129378 EMPLOYEE ID: 1

\$ale \$250/#: 000000005

Chip :123091001005

Application Label: AID: A0000000004101 TVR:00 00 00 00 00 TSI:60 00

Amount:\$ Tip: \$

Total:CAD\$

13-lay -19 12:

12:39:33

CUSTOMER COPY

(ab from Calgary airport

ALLIED/ASSOCIATED CAB 307 11 AVE NE T2E2N4 CALGARY AB 21640631 GH2164063136

Trace # 1966 Inv. # 2357 Auth # 093385 RRN 001061288

Purchase \$89.00 Tip \$13.35 Total \$102.35

(001) APPROVED-THANK YOU

Retain this copy for your records Customer copy

403-299-9555
www.calgarylimo.com

CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec

Cabs before tips:

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

Manitoba L11.35
alberta 89.00

Taxis for 219.35

BC & Saskatchewan & Alberta & Manitoba

\$ 219.35
\$ 8.44
\$ 210.91

The figures you need **GRAND TOTAL TOTAL TAX**

\$	219.35
3	8.44

From:

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

Sent:

Tuesday, May 07, 2019 12:38 PM

To:

Simons, Deborah

Conf#

Subject:

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

Hollywood Limousine Service Inc.

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

CA

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

816545420

Confirmation

Reservation Confirmation #

iation #

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

AΜ

Pick-up Date:

05/14/2019 - Tuesday &

Pick-up Time:

07:30 AM

ServiceType:

Point-to-Point

Passenger:

RCM Board members L

Phone Number:

No. of Pass:

12 .

Vehicle Type:

Passenger Van Kim Musick

Payment Method:

Direct Bill/Invoice

Trip Routing Information:

Primary/Billing Contact:

PU: --: The Fairmont Hotel Winnipeg, MB

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

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 limited in the conditions).

From:

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

Sent:

Tuesday, May 07, 2019 12:38 PM

To:

Simons. Deborah

Subject:

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

Hollywood Limousine Service Inc.

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

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

816545420

Confirmation

Reservation Confirmation

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

Pick-up Date:

05/14/2019 - Tuesday L

Pick-up Time:

04:45 PM

ServiceType:

Point-to-Point 4

Passenger:

RCM Board members 1

Phone Number:

No. of Pass:

Vehicle Type:

Passenger Van Kim Musick

Payment Method:

Direct Bill/Invoice

Primary/Billing Contact:

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 I!legal to stand through the sunroof. Smoking is not permitted in ALL of our limousines. Overtime pay will apply after the first 15 minutes of prearranged time described on the run sheet. Not responsible for delays or the termination in winter caused by unsafe road conditions (ie. not salted,

From:

Hollywood Limousine Service Inc. <info@hollywoodlimose recice.com>

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

To:

Simons<u>, Debo</u>rah

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

Hollywood Limousine Service Inc.

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

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

816545420

Confirmation

Reservation Confirmation

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

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:

Vehicle Type:

Passenger Van Kim Musick

Payment Method:

Direct Bill/Invoice

Primary/Billing Contact:

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

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

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,

B19-014 s.19(1)





Booking Reference

Travel bo oked/ticket issued on:05 April 2019

Passengers

[↑] Mrs. Sandip Lalli

Ticket Number

Aeroplan

Seats

AC286 12F

AC289 12F

Depart

Economy - Comfort

Monday 13 May, 2019 09:15 Calgary

Calgary Int. (YYC), Canada

12:07 Winnipeg (YWG), Canada



1 hr 52

Economy (L) Operated by Air Canada A320-200 | S Wi-Fi Air Canada Bistro



Wednesday 15 May, 2019

18:15 **Winnipeg** (YWG), Canada

19:18 Calgary Calgary int. (YYC), Canada

(%) AC289

2 hr 03

Economy (L)
Operated by Air Canada A320-200 | Mi-Fi

Air Canada Bistro

Purchase summary

: 4		1 Adult
l mg m	Air Transportation Charges	
	Base Fare - Departing Flight - Economy - Comfort	234.00
	Base Fare - Return Flight - Economy - Comfort	204.00
	Surcharges	46.00
17	Taxes, fees and charges	40.00
	Goods and Services Tax - Canada <u>no.</u> 100092287 RT0001 Air Travellers Security Charge - Canada	27.66
	Airport Improvement Fee - Canada	14.25
200	GRAND TOTAL - Canadian dollars	55.00
	OTAL - Canadian dollars	\$580 ^{.91}

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary(YYC) > Winnipeg(YWG)						
1 st bag Complimentary	\$ 52.50 CAD including taxes	Max. weight per bag: 23 kg (50 lb) Max. Dimensions per bag: 158 cm (62 in)				
Winnipeg(YWG) > Ca	algary(YYC)					
1 st bag Complimentary	\$ 52.50 CAD Including taxes	Max, weight per bag: 23 kg (50 lb) Max, Dimensions per bag: 158 cm (62 in)				

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

CANADA, U.S.: 1 (888) 247-2262



^{*} For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 <u>CAD</u> may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an appli cable local sales tax of \$4.00 <u>CAD</u> may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 <u>CAD</u> may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Bonney, Danielle

From: Simons, Deborah

Sent: Wednesday, April 17, 2019 7:52 AM

To: 'Sandip Lalli'

Cc:

Subject: Registration receipt - 2019 ICD National Conference

Attachments: sandip lalli- receipt.pdf

Dear Sandip,

I am pleased to send your revised receipt for the upcoming 2019 ICD National Conference – updated to reflect the Royal Canadian Mint as opposed to the

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

RECEIPT

Institute of Corporate Directors Institut des administrateurs de sociétés

2701-250 Yonge Street Toronto, ON M5B 2L7

Invoice No.

Sold

Dr Sandip K. Lalli, ICD.D

To: Board Member

Royal Canadian Mint

Suite 600

237 - 8th Avenue SE Calgary AB T2G 5C3 Ship To: Dr Sandip K. Lalli, ICD.D

Account No.		Purchase Order No. Order Date Order Number					Terms	Invoice Date
				4/12/2019		Upo	n Receipt	4/16/2019
Qty	Descr	iption	•				Unit Price	Extended Price
	2019	ICD National Confer	ence & Fell	owship Awards (Gala			
	6/5/2	019 - 6/6/2019						
	Toror	nto, ON						
1	2019 Fellov	ICDCG/GALA wship Awards & Gala	a				370.00	370.0
1	2019	ICDCG/ICDDL h (ICD.D/DEP Alumn					125.00	125.0
1	2019	ICDCG/ICDNC nal Conference	• /				890.00	890.0
	Paid by	y: ***** T: 180.05	******* Total PST	/QST: 0.00				
Line Ite		Other	Tax	Subtota	al Amount Re	eceived	Amo	unt Due
1,38	5.00		180.05	1,565.	05 1,565	.05		0.00

GST Remittance Number: 12179 8201 QST Remittance Number: 1204855478 MI OE1A

Bonney, Danielle

From: Simons, Deborah

Sent: Friday, May 3, 2019 1:10 PM

To: Sandip Lalli
Subject: Reimbursement

Attachments: __08271452_4.pdf

Dear Sandip,

I am pleased to advise that you have received an electronic transfer of funds today, in the amount of \$4,418.06, as a reimbursement of your airfare and registration for the 2019 ICD National Conference.

A copy of the transfer 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

SANDIP LALLI

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

02/05/2019 03/05/2019 PV143698

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABOD82746 B19-017	30/04/2019	CAD CAD	4,418.06	0.00	4,418.06 4,418.06	THEMIS # 2960 EAHCE12208 AIR/CONF CAL/TOR JUNE 2019

Bonney, Danielle

Simons, Deborah From:

Sent: Thursday, June 27, 2019 9:04 AM

To: Sandip Lalli **Subject:** <u>Reimbur</u>sement

Attachments: 08374411_4.pdf

Dear Sandip,

I am pleased to advise that you will receive an electronic transfer of funds on June 28th, in the amount of \$2,299.70 as a reimbursement of your travel expenses to attend the 2019 ICD National Conference.

A copy of the electronic funds transfer notification is attached.

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

SANDIP LALLI

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

27/06/2019 28/06/2019 PV145453

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABOD82746	18/06/2019	CAD CAD	2,299.70	0.00	2,299.70	THEMIS # 2960 EAHCE12208 CALGARY ICD CONFERENCE

From:

Phyllis Clark •

Sent:

February 11, 2020 6:42 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABCC83395 - Sandip Lalli - B20-004

Approved

Sent from my iPhone

On Feb 11, 2020, at 12:22 PM, Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents the airfare for Sandip's travel to Ottawa to attend next month's Board of Directors meetings. The claim has been reviewed and approved by the CFO, and there are no exceptions. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

<image001.jpg>

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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

<B20-004 - Lalli - AIR - Ottawa Mar. 1-5, 2020.pdf>



Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

SANDIP LALLI

Telephone Fax Date Vendor account Date of payment Reference No.

613-993-3500 26/02/2020

28/02/2020 PV152632

Fax E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC83395	13/02/2020	CAD CAD	2,869.65	0.00	2,869.65 2,869.65	THEMIS # 3096 EAHCE12467 OTTAWA



Cost Centre

Travel Expense Form 2020

OTJ #:	
TA #:	TABCC83395
EAHCE#	EAHCE12467

I A # .	1 A
EAHCE #	EAI

Sandip Lalli 121 Legal Services (Board)

Cost estimate provided on TA Hospitality estimate provided on TA

01-Mar-20

Travel Location and Reason (attach supporting documents). Departure Date Return Date

05-Mar-20

\$7,479.15

(attach supporting documents):		THEMIS	# (VP and Board claims only)	3096
B20-004		Currency Co	onversion Table	
To attend Board of Directors meetings and business dinners.		1 Unit of	is Worth	of
	USD	8		CAD
Calgary/Ottawa/Calgary				CAD
0.7-21111				CAD
* AIRFARE ONLY				CAD
				CAD

Total Travel Expenses (inclusive of fares) 2,869.65 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** 1.00000 0.00 0.00 Amount Owing to: **Employee** 2,869.65 **RCM** 0.00

Expense Coding		
Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT000	1	138.4
740200 - Meals (domestic)		0.0
741200 - Meals (foreign)		0.0
740100 - Hospitality (domestic)	▼	0.0
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	2,731.2
741010 - Airfare (foreign)		0.00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)	▼	0.00
740500 - Taxi fare (domestic)	V 1	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)	V	0.00
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	V	0.00
741900 - Incidentals (foreign)	V	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	s Coded	0.00
FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$4,609.50)
	Variance %	-62%
(Favoral	ble)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
	Hospitality Variance %	#DIV/0!

Updated 01/01/20



7.Reviewed by Finance (PRINT NAME)

Travel Expense Form 2020

TA # TABCC83395

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

		ority to Travel and			i must have belegation	radiontly at the time of signing. An travel plans must be pre-	
As the Travell Yes \(\simeq \) No	er, please in	ndicate if this clai idicated "Yes", ple	m contains a ase check whi	ny exceptions requi ch exception(s) were	ring approval per the C not pre-approved and	Corporate Travel, Hospitality, Conference & Event Policy #51.	
CEO APPROVA		: (Please initial) xceptions to Corpo	rate Travel, H	ospitality, Conference	e & Event Policy #51 (Ar	nnex 2B)	
		QUIRED: (Please ini					
		/ – Exceptions to H / – No pre-approva		cy#51 (Annex 28)			
		Hospitality - Exte	rnal or interna	al hospitality exceed	ing Maximum Cost Per P		
				al hospitality costs ex es provided (Policy S	ceeding \$5,000 (Annex ection 44.1)	28 and 44.1)	
		Hospitality - Food	& beverage	cost exceeded Maxin	num Cost Per Person (Po	olicy Section 44.1)	
				ovided (Policy Section		companying an event participant (Policy Section 44.1)	
						RCM employee, Board member or other private residence	
		(Policy Sections 4					
				ospitality (Annex 28) rior to expenditure (
VD AODDOVAL I	DEOLUBED I						
VP APPROVAL I				A VP): (Please initial) travel (Policy Section			
				ted by policy (Policy		est practical commercial carrier fare (Policy Section 22.1)	· ·
	Travel - He	otel – Rate in exces	ss of specified	or published City Ra	te Limits (Policy Section		60
		r travel – Leased V pense received ov					
	Hospitality	- External or inter	nal hospitality	up to \$1,500 but le:		in Maximum Cost Per Person (Annex 2B)	
	Hospitality	- Food & beverage	e cost not exc	eeding Maximum Co	st Per Person (Policy Sec	ction 44.1)	
TRAVELLER'S D		PROVAL REQUIRED			المستقدة والمستقدات والمستقدات	Class a serious de la contraction de la contract	
	section 20.	6)				Class permitted by policy, at no additional cost to RCM (Policy	
	Travel – Ca 23.3)	r rental - upgrade	to a larger ve	hicle than the Intern	nediate/Standard size p	ermitted by policy, at no additional cost to RCM (Policy section	
	Travel - Ca					accommodate 3 or more employees (Policy section 23.3)	
					ed (Policy section 33.2) sest Room permitted by	policy, at no additional cost to RCM (Policy section 25.1)	
	Travel - Ho	otel – rate in exces	s of Ottawa (\$	\$200), Winnipeg (\$15	55), Toronto (\$200), Mo	ntreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas	
				e-approval not obtai ition provided (Policy		ded (Policy section 25.2)	
				explained on a separa	ate document) ithin Standard Cost Per	Parcon (Annay 38)	
_	поэрнанку	- External of lifter	iai nospitanty	up to \$1,500 and w	ittiiri Standard Cost Fer	reison (Almex 20)	
By signing below Corporate Trave	w, the Trave. el. Hospitalit	ller confirms that t v. Conference & Fv	his expense cl rent Policy#5	aim contains only eli 1 (as applicable), the	gible allowances and leg	gitimate and actual expenses incurred in accordance with the g documentation is contained in this expense claim, that the	
					completed in accordance		
4.7	- (nother)	1006-1					
1.Traveller Na	THE (PRINT)	All ((PRINT NAW	laim prepared by	Simons	3.Approved by Traveller's Director with signing authority (PRINT NAME)	
In the	: MA	2 - 00	1/	olala D	- 100 Ma 0		
Signature of to	1//W/	290	Signature	MAS	MUSIC	Signature of Traveller's Director	
241.0	100	1.	Jightature	noton 1	na na	Selective of Headers 2 Meetor	
marp	VIII	((051001	2030 .		
Date	5/02	12020	Date			Date	
						ng documentation, that the expenses claimed appear	
						accordance with the Corporate Travel, Hospitality, Conference Travel's Director can proceed in signing the expense claim. By	
						rravers Director can proceed in signing the expense claim. By her/his approval and hereby grants it.	
•							
4.Approved by	VP (as requ	ired)	5.Reviewed	by CFO (CEO claims;	Board claims; claims	6,Approved by CEO & President/Chair of BOD/Chair of	
(PRINT NAME)	- my rapeseur se tone our rays		for review p	rior to CEO approva	l; other as required)	Audit Committee (as required)	1
				ande		Signature of CEO/Chair of Board/Chair of Audit Committee L WW AMMAN VII Gram	人
Signature of VI	Р	The second second second second second	Signature of	CFO		Signature of CEO/Chair of Board/Chair of Audit	
			//	K. 0-101.		Committee	
			٧	1000	WU .	I MUN CHANDOUL GUARN	_
Date		公共的 自然的	Date			Date of the state	
						WICHIA	

40 O	Canada - (Exc	ept NWT, N	VT, Yukon)		USA - (Except	Alaska)	
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-Domestic)						0.22 2.25.	Equivalent
RCM Paid Fares (Rail-Domestic)							
RCM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)							
Employee Paid Fares (Air - Domestic)	2,869.65	138.40					
Employee Paid Fares (Air- Foreign)							
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)							
Hotel Accommodations (Foreign)		<u> </u>				,	
Taxis (Domestic)							
Taxis (Foreign)							
Mileage (\$0.565km)							-
Business Telephone							
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)				,			
Personal Accommodations	•						
Hospitality							
Baggage (Domestic)				4			
Baggage (Foreign)							
Others (code manually)	· · · · · · · · · · · · · · · · · · ·						
Others (code manually)							
04(+-+-1)							
Others (total)	2.000 (8	100.10					
Total Expenses	2,869.65	138.40					
Per Diem Country	77 0		Canada				USA
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts \$20.35				\$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 ca	alculator tab to	determine t	he exact No.	of meal allo	wances and inc	identals	
		Г					
Grand Total CAD Expenses			2,869.65		Grand Total USD	Expenses	
Grand Total HST/GST		Ĺ	138.40				
Notes for Expenses							



Booking Confirmation



Booking Reference:

Date of issue: 26 Jan, 2020

This is your official Ilinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tarriffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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 the IATA Travel Centre website 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. We also invite you to view Air Canada's Privacy Policy directly.



Business Class (lowest)

Sunday 01 Mar, 2020 10:30 **Calgary** Calgary Int. (YYC), Alberta



Ottawa
Ottawa Int. (YOW),



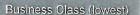
3hr48

Business P Operated by: Air Canada | A320-200 |

Meal

(runch)





Thursday 05 Mar. 2020 16:20 **Ottawa** Ottawa Int. (YOW), ontario



18:58

Calgary

Calgary Int. (YYC),



4hr38
Business P
Operated by: Air Canada | A320-200 |

Wi-Fi
Meal



Passengers

[↑] Sandip Kaur Lalli

Ticket Number

Air Canada - Aeroplan

Seats

AC394 1F

AC353 1F

Amount paid: \$2869.65 Tax information GST no. 10009-2287 RT0001 \$135.41 GST/HST no. 10009-2287 RT0001 \$2.99	Base Fare - Depart - Business Class (lowest) Base Fare - Return - Business Class (lowest)	1 adult 1309.00 1309.00
	Air Travellers Security Charge County	46.00
1ax = \$ 138.40	Air Travellers Security Charge - Canada Goods and Services Tax - Canada - 100092287 RT0001	14.25 135.41
	Harmonized Sales Tax - Canada - 100092287 RT0001 Airport Improvement Fee - Canada	2.99 53.00
	Total before options (per passenger) GRAND TOTAL (Canadian dollars)	\$2869 ⁶⁵

(1)

Check-in and boarding gate deadlines

With	in C	an	ada
------	------	----	-----

90 minutes	Recommended check-in time You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.
45 minutes ¹	Check-in and baggage drop-off deadline You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.
15	Boarding gate deadline You must be present at the boarding gate before it closes

^{1.} From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

- Day		
	Baggage	allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary (YYC) > Ottawa (YOW)

் 1ª bag

r 2nd bag

Max. weight per bag: 32 kg (70 lb)

Complimentary

Complimentary

Max. dimensions per bag:

158 cm (62 in)

Ottawa (YOW) > Calgary (YYC)

一1" bag

r 2™ bag

Max. weight per bag: 32 kg (70 lb)

Complimentary

Complimentary

Max. dimensions per bag: 158 cm (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Baggage Allowance for Air Canada Altitude and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

Star Alliance Silver Members: Your baggage allowance is equivalent to that of the fare option you purchased.

Economy Class Premium Economy Business Class

Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K

3 bags 3 bags 3 bags 32 kg (70 lb) 32kg (70lb) 32kg (70lb)

Altitude Prestige 25k

2 bags 2 bags 2 bags 32 kg (70 lb) 23 kg (50 lb) 23 kg (50 lb)

Star Alliance Gold

1 extra bag 1 extra bag 1 extra bag 32 kg (70 lb) 23 kg (50 lb) 23 kg (50 lb)

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- · View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Business Class (lowest)



Changes

Departing flight

- Before departure of first flight

- Decore departure or first flight.

 Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 Penalty fee for ticket reissue between \$50 CAD \$50 CAD
 New travel dates must be prior to Tuesday, 26 Jan, 2021
 The maximum change fee applied is \$100 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- After departure of first flight
 Ticket reissue is not allowed.
- · Flights can only be used in sequence from the place of departure specified on the itinerary.
- · Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.



Cancellations

- Tickets are non-refundable and are non-transferable.
 Partially used tickets may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
 Cancellations can be made up to 45 minutes prior to departure.
 View Air Canada's refund policy.
- - Minimum stay
- · There is no maximum or minimum day stay associated with this fare.



Maximum stay

· There is no maximum or minimum day stay associated with this fare,



Aeroplan

- 150% Aeroplan Miles
- The equivalent in Altitude Qualifying Miles
 For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Business Class (lowest)



Changes

Return flight

- Before departure of first flight
 Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 Penalty fee for licket reissue between \$50 CAD \$50 CAD
 New travel dates must be prior to Tuesday, 20 Jan, 2021
 The maximum change fee applied is \$100 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- · After departure of first flight

- Ticket reissue is allowed but may be subject to certain restrictions, Please refer to the link above for complete fare rules.

 Penalty fee for ticket reissue between \$50 CAD \$50 CAD

 New travel dates must be prior to Monday, 01 Mar, 2021

 The maximum change fee applied is \$50 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- · Flights can only be used in sequence from the place of departure specified on the itinerary.
- Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.



Cancellations

- Tickets are non-refundable and are non-transferable.
 Partially used tickets may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
 Cancellations can be made up to 45 minutes prior to departure.



Minimum stay

· There is no maximum or minimum day stay associated with this fare.



Maximum stay

· There is no maximum or minimum day stay associated with this fare.



Aeroplan

- 150% Aeroplan Miles
- The equivalent in Altitude Qualifying Miles
 For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Disclaimer: The fare rules displayed above are for adult passengers only. Different rules may apply for children and infant passengers.

(General conditions of carriage

- 1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
- Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
- Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
- Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
- 5. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.

6. Dangerous goods

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.

7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.

8. International travel

Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country/region on your itinerary. Please refer to the Travel Documents page on our website for more information.

9. In-flight health

Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before flying.

Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.

10. Schedules and timetables

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

11. Overbooking notice

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

!) Air Passenger Protection Regulations Notice:

If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulation. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

General terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's General Conditions of Carriage and Tariffs.





Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

SANDIP LALLI

Telephone Fax Date Vendor account Date of payment

Reference No.

613-993-3500 25/03/2020

27/03/2020 PV153579

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC83395 BAL	18/03/2020	CAD CAD	1,673.84	0.00	1,673.84 1,673.84	THEMIS# 3096 EAHCE12467 OTTAWA



Travel Expense Form 2020

OTJ #: TABCC83395

TA #: TABCC83395 EAHCE # EAHCE12467

\$7,479.15

Claimant Cost Centre

Sandip Lalli	
121 Legal Services (Board)	*

Cost estimate provided on TA

Hospitality estimate provided on TA

provided on TA

Departure Date 02-Mar-20

Travel Location and Reason (attach supporting documents):

 Return Date
 04-Mar-20

 THEMIS # (VP and Board claims only)
 3096

B20-004		Currency Conversion Table				
To attend Board of Directors meetings and business dinners.		1 Unit of	is Worth	of		
-	USD			CAD		
Calgary/Ottawa/Calgary				CAD		
				CAD		
* EXPENSES				CAD		
				CAD		

Total Travel Expense	es (inclusive of far	es)			4,543.49
Prepaid Fares (Paid	using Amex Corpo	rate Billing Account	t)		0.00
Airfare Previously C	laimed by Travell	er (Paid using Trave	ller's Amex Card)		2,869.65
Airfare previously cl	aimed by Travelle	r under this TA # (E	NTER AS POSITIVE \$ AM	OUNT)	2,869.65
Cash Advanced / Ret	urned (ENTER A	S POSITIVE \$ AMO	OUNT)		
Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0	00 1.00000	0.00
Amount Owing to:		Employee	1.673	84 RCM	0.00

Expense Coding				1971
Acc	count	Cost Center (Select Or	ne from drop down box)	In Canadian \$
HST - Registration # 10	793 5058 RT0001			270.81
740200 - Meals (domesti	ic)	775 1000 1000 1000 1000 1000 1000 1000 1	~	0.00
741200 - Meals (foreign))		~	0.00
740100 - Hospitality (dos	mestic)		-	0.00
741100 - Hospitality (for	eign)	A Visitado de Maria de Carlos de Car	~	0.00
740010 - Airfare (domest	tic)	121 Legal Services (Board)	-	3,192.25
741010 - Airfare (foreign	1)		-	0.00
740020 - Rail fare (dome	estic)		~	0.00
741020 - Rail fare (foreig	gn)		-	0.00
740500 - Taxi fare (dome	estic)	121 Legal Services (Board)	~	248.87
741500 - Taxi fare (foreig	gn)		~	0.00
740700 - Personal car mi	leage (domestic)	121 Legal Services (Board)	~	54.13
741700 - Personal car mi	leage (foreign)		▼	0.00
740030 - Car rental (dom	nestic)		~	0.00
741030 - Car rental (fore:	ign)		~	0.00
740800 - Parking (domes	stic)		~	0.00
741099 - Other transporta	ation (foreign)	N .	~	0.00
740400 - Accommodation		121 Legal Services (Board)	•	728.00
741400 - Accommodation	ns (foreign)		~	0.00
740900 - Incidentals (dor	nestic)	121 Legal Services (Board)	~	49.43
741900 - Incidentals (for			~	0.00
740000 - Baggage & Tra-	vel (domestic)		~	0.00
741000 - Baggage & Trav	vel (foreign)		~	0.00
Prepaid claimed flight		121 Legal Services (Board)	~	-2,869.65
0.00			~	0.00
			~	0.00
			~	0.00
154200 - Prepaid Fares				0.00
Out of Balance - Discre	pancy in Expenses Co	ded		0.00
FOR FINANCE USE O	NLY (Fav	orable)/Unfavorable Variance: Estima	te on TA versus actual expense	claim (\$2,935.66)
			Varian	rce % -39%
	(Favorable)/	Unfavorable Variance: Estimate on Ho	ospitality versus actual expense	claim \$0.00
			Hospitality Varian	#DIV/0!

Updated 01/01/20



7.Reviewed by Finance (PRINT NAME)

Travel Expense Form 2020

TA # TABCC83395

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

authorized using the Authority to Travel an		Additionary at the time of signing. All travel plans must be pre-
	im contains any exceptions requiring approval per the C case check which exception(s) were not pre-approved and re	orporate Travel, Hospitality, Conference & Event Policy #51. require approval:
CEO APPROVAL REQUIRED: (Please initial) Travel – Exceptions to Corp.	orate Travel, Hospitality, Conference & Event Policy #51 (Ar	nnex 2B)
CFO or CEO APPROVAL REQUIRED: (Please in Hospitality – Exceptions to I Hospitality – Exceptions to I Hospitality – Ext. Hospitality – Ext. Hospitality – Ext. Hospitality – Ext. Hospitality – Ext. Hospitality – Foo. Hospitality – Hospitality – Hospitality – Hospitality – Hospitality – Hospitality – Hospitality – Hospitality – Hospitality – No. (Policy Sections 4 Hospitality – Spe. Hospitality – No. Travel – Combining personal Travel – Combining personal Travel – Privately owned vet Travel – Privately owned vet Travel – Car travel – Leased No. Travel – Car travel – Leased No. Travel – Expense received on Travel – Expens	initial) Hospitality Policy #51 (Annex 2B) al obtained for the following: ernal or internal hospitality exceeding Maximum Cost Per Pernal or internal hospitality costs exceeding \$5,000 (Annex sholic beverages provided (Policy Section 44.1) d & beverage cost exceeded Maximum Cost Per Person (Poertainment provided (Policy Section 44.1) pitality or entertainment provided to spouse or person accepitality paid by the RCM taking place at the residence of an 14.1 and 46.4) cial forms of hospitality (Annex 2B) pre-approval prior to expenditure (Section 44.7) TRAVELLER IS A VP): (Please initial) and business travel (Policy Section 14.3) el than permitted by policy (Policy Section 20.6) icles - Kilometer allowance in excess of the equivalent lowess of specified or published City Rate Limits (Policy Section 74.3) ver 30 days (Policy Section 23.1)	erson (Annex 28) 28 and 44.1) Olicy Section 44.1) Ompanying an event participant (Policy Section 44.1) ORCM employee, Board member or other private residence est practical commercial carrier fare (Policy Section 22.1)
☐ Hospitality - Food & beverag	rnal hospitality up to \$1,500 but less than \$5,000 and withing cost not exceeding Maximum Cost Per Person (Policy Sec	
section 20.6) Travel – Car rental – upgrade 23.3) Travel – Car rental – upgrade 1 Travel – Car rental – upgrade 2 Travel – Missing original iter 1 Travel – Hotel – upgrade to 2 Travel – Hotel – rate in exce (\$145), or published City Rat Missing original itemized rec Other exceptions (traveller hospitality - External or interest 1 Hospitality - External or interest 1 Hospitality - External or interest 1 Hospitality - Conference & External or interest 1 Hospitality - Conference & External or interest 1 Hospitality - Conference & External or interest 1 Hospitality - Conference & External or interest 1 Hospitality - Conference & External or interest 1 Hospitality - Conference & External or interest 2 Hospitality - Conference & External or	o a fare class higher than the Standard Allowable Airfare of the allowable of the control of the	policy, at no additional cost to RCM (Policy section 25.1) Intreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas led (Policy section 25.2) Person (Annex 2B) Intrinate and actual expenses incurred in accordance with the gocumentation is contained in this expense claim, that the
1.Traveller Name (PRINT NAME)	2. Expense claim prepared by SIMONS (PRINT NAME)	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller Valuable Date 1 103 20 20	Signature / 1103/2000	Signature of Traveller's Director
reasonable, exceptions as noted above are ap & Event Policy #51 (as applicable).Please note		accordance with the Corporate Travel, Hospitality, Conference Travel's Director can proceed in signing the expense claim. By
4.Approved by VP (as required) (PRINT NAME)	5.Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6.Approved by CEO & President/Chair of 80D/Chair of Audit Committee (as required)
Signature of VP	signatur of CFO May 12/2020	Signature of CEO/Chair of Board/Chair of Audit Committee
Date	Date	Date

Date

* O		Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Except	Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-	Domestic)							
RCM Paid Fares (Rai	l-Domestic)							
RCM Paid Fares (Air-	Foreign)							
RCM Paid Fares (Rail	-Foreign)							
Employee Paid Fares	(Air - Domestic)	3,348.77	156.52					
Employee Paid Fares	(Air- Foreign)							
Employee Paid Fares	(Rail- Domestic)					*		
Employee Paid Fares	(Rail - Foreign)							
Hotel Accommodation	s (Domestic)	822.64	94.64					
Hotel Accommodation	s (Foreign)							
Taxis (Domestic)		263.34	14.47					
Taxis (Foreign)				,,				
Mileage (\$0.565km)	100.6	56.84		2.71				
Business Telephone								
Parking								
Car Rental (Domestic)								
Car Rental/Gas (Forei	gn)							
Personal Accommodat	ions							
Hospitality		-	111 10 10 10 10 10 10 10 10 10 10 10 10					
Baggage (Domestic)						THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TW		
Baggage (Foreign)								
Others (code manually)							
Prepaid claimed flight		-2,869.65						
Others (total)		-2,869.65						
Total Expenses		1,621.94	265.63	2.71				
		1,021.94	205.03					
Per Diem Country	1	No. of meal	Total CAD	Canada	r	No of	T	USA
Meal allowance rates		allowances		Calculated GST/HST		No. of meal allowances	Total USD	Total CAD
Breakfasts	\$20.35	anomances	allowance	GS1/IIS1	\$20.35	anowances	allowance	Equivalent
Lunches	\$20.60							
-	\$50.55				\$20.60			
Dinners Total Meals	220.22				\$50.55	(
	017.20		£1.00	2.45	017.00		-	
Incidentals	\$17.30	3	51.90	2.47	\$17.30			
Total Expenses			51.90	2.47		*		

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

Grand Total CAD Expenses	1,673.84	Grand Total USD Expenses	Γ
Grand Total HST/GST	270.81		

Notes for Expenses

Original airfare has already been claimed (\$2,869.65); Sandip originally booked her flights for 1 March (Calgary/OTT) & 5 March (OTT/Calgary) but needed to change her travel dates to 2 March & return on 4 March; the 2 March flight was significantly delayed & Sandip arrived in Ottawa late that night - she was at the airport early but had to return home, then back to the airport later in the day - she is therefore claiming a cab from home to airport, cab from airport back home, & mileage from home back to airport all on the same day; Sandip does not wish to claim mileage for her return on 4 March; breakfast on 3 & 4 March was included with the accommodations; RCM provided lunch on 3 & 4 March and dinner on 3 March; the only cabs that Sandip paid for while in Ottawa were cabs from & to the Ottawa airport - for travel between venues she either rode with someone else or walked. Sandip is claiming a change fee of \$479.12 for changing the flight

Meal allowance and incidental calculator

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

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

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

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

	Enter	your tra	vel date:	s here fo	r	CANA	ADA			MON	TH:	Mar-2	0		
Numbers only				2 3	3 4		A SAL		THE REPORT OF						Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast					Mark Total	STORES.			THE STATE OF					0 2000	0
Lunch		No.				No. of the last				DI PARTE			1 1 1 1 1		0
Dinner					THE REAL PROPERTY.	1									0
		-	_		-										U
Incidentals				11	1 1			SE STREET							2
Incidentals				1	1										3
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Incidentals	Enter	your tra	vel date:	s here fo	or the	US				MON	TH:	4389	1		3 Total
Incidentals	Enter y	your tra	vel date	s here fo	or the Wed	US Thu	Fri	Sat	Sun	MON	TH:	4389 Wed	1 Thu	Fri	
Incidentals Breakfast				2 3	3 4		Fri	Sat	Sun					Fri	Total
				2 3	3 4		Fri	Sat	Sun					Fri	Total allowances
Breakfast				2 3	3 4		Fri	Sat	Sun					Fri	Total allowances

From:

Phyllis Clark +

Sent:

March 18, 2020 11:41 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - TABCC83395 - Sandip Lalli - B20-004

Approved.

The attachment worked this time

Sent from my iPhone

On Mar 18, 2020, at 8:48 AM, Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Re-sending as requested. Hopefully ok this time.

Debby

From: Phyllis Clark

Sent: March 17, 2020 5:06 PM

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

Subject: Re: Seeking approval - TABCC83395 - Sandip Lalli - B20-004

This is weird. I can't seem to download the document. Could you please resend and I will try again. Thanks.



CONFIDENTIALITY WARNING

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

On Tue, Mar 17, 2020 at 11:51 AM Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents the expenses related to Sandip's attendance at this month's Board of Directors meetings (expenses only – airfare was previously 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

<image001.jpg>

320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

<B20-004 - Lalli - EXP - Ottawa Mar. 2-4, 2020.pdf>

TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Sandip Lall		D.	eparture Date	e: 02-Mar		Return Date	: 04-Mar	1
Location:	Ottawa								7
Purpose:				***************************************					7
	Board Meet	ting & Strateg	y Session						
TRAVEL EXPENS	SE		Amount	and the second of the second o	Meals & Inc	identals			J
Airfare			\$ -	1	Note: Pleas	e use the mea	allowance ca	lculator	
Baggage Fees				10		termine the ex			
Change Fees			479.12	101	meal allowa	nces and incide	entals.		
VIA Rail				1 V					
Hotel Accommo	dations		\$ 822.64	1 M		Rate	# Mests	Total	1
Mileage (\$.0585	/km)	100.6	\$ 58.85	56.84	Breakfast /	35 \$20.25	0	\$ -	1
Parking 0.	565	-		/	Lunches 2	lah \$19.85	0	s .	
Taxis			\$ 263.34	V	Dinners 50.	\$50.00	0	\$ -	
Car Rental					Incidentals	\$17.30	3	\$ 51.90	/
Gasoline								\$ 51.90	
Private Accomod	dation (\$50/ng	t)			Total Travel	Expenses		72.50	ı
Other			\$ -		1 . ,				
	Total Travel	Expenses	\$ 1,144.83	14988	200 11	021.94	1		
	Total Meal/I	ncidentals	\$ 51.90	2		1			
		TOTAL	\$ 1,196.73	1107-	3 811	11			
0.0				101	0.090				
Meal allowance	and incidenta	calculator	7 50		1	1		7	
_	Sat	Sun	2-Mar	3-Mar	4-Mer	76			
Dana Islant	331	Sun	Mon	Tue	Wed	Thu	Fri	Total	
Breakfast (************************************	AC STATE OF THE PARTY OF THE PARTY	TO THE RESIDENCE OF THE PARTY O	System Parks	1.0740.0111			seculos en encomo de companyo	0	V
Lunch		**********************	} 					0	1
Dinner		inger essentier ersten erste ers)	**************************************	ļenem raises a	The second of the same and	may carry a risk a data carry page. With	0	4
Incidentals			1	1	1	A		3	V
Per Diem Calcula	tor								
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	Set	Sun	Mon	Tue	Wed	Thu	Fri	Total	A
		• · · · · · · · · · · · · · · · · · · ·	1		<u>:</u>			-0	4
Claimant Signatu	- A 0	ink			- 00				07
Liaimant Signatu	re				Date: 11/6	Nh5/2	OS		
Travel expense repo	orts must como) v with the RCM	l's Coroorate Tra	wel Hospitalita					
		, ,,,,,,,		ively rivapritails)	, conjerence of	TO EVENT POSTER	runcy # 31).		
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	dro	na 1	le c	5 Mar	do on	20.	P		
	U W	is a		11-un	0 000	10			

Relised Ticket

AIR CANADA YOUR BOOKING IS CONFIRMED



Booking reference

Booking date: 26 Jan, 2020 Date of issue: 19 Feb, 2020

Passengers

റ്റ് Sandip Kaur Lalli

Ticket Number

Air Canada - Aeroplan

Seats

AC394 1F

AC475 1F

AC157 1A

Departing flight

Monday, March 2nd, 2020 Calgary, CA (YYC) - Ottawa, CA (YOW)

10:30 Non-stop - 3hr47m

16:17

Business Class (lowest)

Calgary

Ottawa

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.

dinner provided

Return flight

Wednesday, March 4th, 2020

Ottawa, CA (YOW) - Calgary, CA (YYC)

18:30	1 Stop - 7hr25m	23:55
Ottawa	8	Calgary
0-		
	+ 1hr50m	

Business Class (lowest)

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.

Purchase summary

1 Adult

Air transportation charges

Base fare

352.00



Harmonized Sales Tax - Canada - 100092287 RT0001

0.52

Airport Improvement Fee - Canada

4.00

Goods and Services Tax - Canada - 100092287 RT0001

lax = \$18.12

17.60

Change fee

105.00

GRAND TOTAL - Canadian dollars

479.12

Baggage allowance

Carry-on baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary (YYC) > Ottawa (YOW)



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

Invoice #

0468

Cashier/Cassier# : 418

Page #

: 1 of 1

Dr Sandip Lalli

Arrival/Arrivée Departure/Départ : 03-04-20

: 03-32-20

बाह्य	<u> हैव्डब्र</u> नेत्रोका	Additional Information	Supplementaire	Sagas .	Bredies
03-02-20	Room Charge			350.00	
03-02-20	Municipal Accommodation	Tax:		14.00	
00-02-20	Room HST (13%)			47.32	
03-03-20	Room Charge	8		350 00	
03-03-20	Municipal Accommodation	Tax (14.00	
03-03-20	Room HST (13%)			47.32	
03-04-20		XXXXXXXXXX	XX/XX		822.64
		Total		822.64	822.64

Balance Due/Solde

GST Summary / Somma	ire	HST Summary / Somm	neire	
Room/Chambre	0.00	Room/Chambro	94.64	
F&B/Restauration	0.00	F&BiRostauration	0.00	
Other/Autres	0.00	Other: Autras	0.00	
Total	0.00	Testat	64 64	

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 cho si les Hôte s Fairmont

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

For information or reservations, visit us at www.fairmont.com cricall Faranch: Hotels & Resorts from: United States or Camada 1 800 441 1414 Pour information et réservations visitez notre web au www.falrmont.com ou téléphoner au Hotels Fairmont des Phrs Ums c. Garage 1 800 441 1414

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0.00

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

ROCKYVIEW LIMOCONNECT INC

183 FALSBY RD NE CALGARY ! AB

CARD CARD TYPE

DATE

TIME

2020/03/02 6085 56:24.54

RECEIPT NUMBER

C85064970-001-001-140-0

PURCHASE

AMOUNT

585.00

TIP TOTAL

A0000000041010 CE3EAB40FCB08351 0000008000-E800

88749D48BE4446D9

APPROVED

AUTH# 036255 THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

G\$T#706982899RT0001 14038072406

ROCKYVIEW LIMOCONNECT

INC

183 FALSBY RD NE CALGARY

CARD

CARD TYPE DATE TIME

2020:03/02

0764 14 57:39

RECEIPT NUMBER

C85045372 - 001-001-443-0

PURCHASE

AMOUNT TIP

\$89.00 \$13.35

01-027

TOTAL

A0000000041010 BEAF57C94A905570 0000008000 E800 31970CA36F088977

APPROVED

AUTH# 021835

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

GST#706982899RT0001 14038072406

MATH

Cal. 2:

" MF TI 167 47' First of been by talley



Ya Thursday, March 5, 2020, *2;* 7 p.m. MST

Regards. Sancin Humanity is in your actions!

Begin forwarded message:

From: Uber Receipts Ruber panada@uber.comp. Date: March 4, 2020 at 12:07:01 PM MST

To:

Subject: Your Wednesday afternoon trip with Uber



Uber

Total CA\$26.89 March 4, 2020

Thanks for riding, Sandip

We hope you enjoyed your ride this afternoon.



Total

CA\$26.89

Trip Fare

CA\$17.34

Subtotal

CAS17.34

1,4

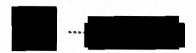
1 3, 2020

HST

CA\$3.09

Tolls. Surcharges, and Fees

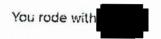
CA\$6.46



CAS26.89

A temporary hold of CA\$25.86 was placed on your payment method ···· It the start of the top. This is not a charge and has or will be removed, it should disappear from your pank statement shortly.

for more information, including invoices (where available)







Has bussed a multi-step safety screen

4.93常 Fating

s known ter. Breetent Service

How was your ride?





Every rideshare trip in Ottawa is insured for a covered auto accident by Intact. Learn mere.

6.48 kilometers | 19 min

1:47 PM

CRA Calculated Taxi Tax 2019

Taxis for Ontario &

\$ 63.24

Quebec

\$ 63.24
\$ 6.78
\$ 56.46

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

Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ 200.10 # 200.10

200.10 7.70 192.40

The figures you need

GRAND TOTAL TOTAL TAX SUMMARY Page total

\$ 263.34 \$ 248.87

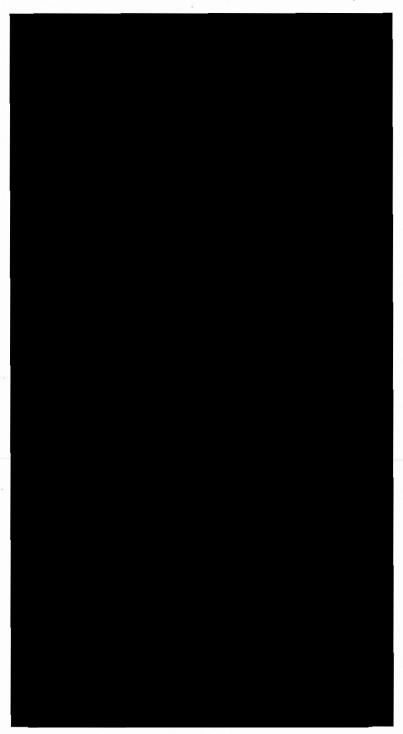
Calgary International Airport to

Calgary International Airport to

Calgary International Airport

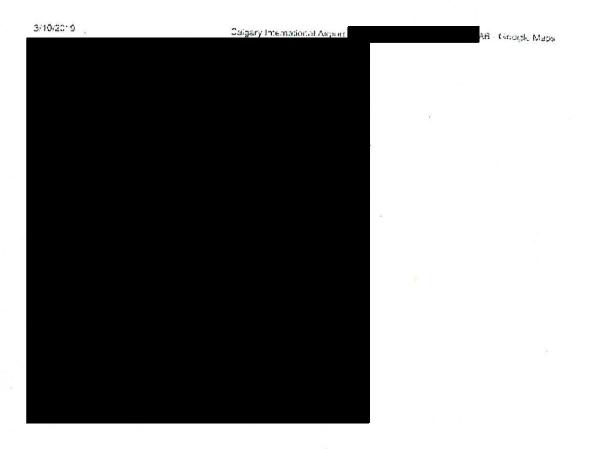
Calgary International Airport

Calgary International Airport



Mileage to + From Calgary Carport.

https://www.google.cs/maps/dir/Calgary (International-Arphiti*!YYO), *A.rport+Road • Northeast (Calgary, • AB



The state of the s

Bonney, Danielle

From: Simons, Deborah

Sent: Thursday, April 11, 2019 8:59 AM

To: 'conference@icd.ca'

Subject: Registration - ICD National Conference & Fellowship Awards Gala - June 2019

Attachments: Registration - ICD National Conference - Dr. Sandip Lalli.pdf

Good morning,

I am writing on behalf of Dr. Sandip Lalli, who is a member of the Board of Directors at the Royal Canadian Mint.

Dr. Lalli would like to attend the ICD National conference, ICD.D luncheon and gala. Her completed registration form, with credit card number, is attached. I would appreciate receiving a confirmation of Dr. Lalli's registration for all events, so that I can include that information in her travel file.

Thank you in advance.

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

2019 ICD NATIONAL CONFERENCE & FELLOWSHIP AWARDS GALA

			10 4 A
REGISTRATION FORM		1	
Dr. Sandip Lal	11	Board Men	ber
Delegate Name (as you would like it to	appear on the name badge)		Title
Icoyal Canadiar	Mint		
Company/Firm SUSSAX DY			
Address OHAWA	Ontario		068
C13-716-4439	Simons an	nint.ca	Postal Code
Telephone No.	- Mail Address		
Dietary Restrictions N117			70100000
Gala Guest Name	Dietary Restrictions		100,00
222022		STATE OF THE PARTY	

REGISTRATION CATEGORY	EARLY BIRD (UD27-D227)	REGULAR Chal-Min2hy	LATE REGISTRATION (Met 79 - June 5)	AMOUNT
Please indicate which events you would to	attend by filling in the amounts fro	m the appropriate registra	tion category.	the state of the second
ICD.D & DEP ALUMNI RATES ICD.D Luncheon – Individual Ticket Conference – Individual Ticket Gala – Individual Ticket	\$125 \$590 \$350	\$125 \$870 \$370	\$425 -413050 \$490	\$ 195.00 \$ 1090.00 \$ 490.00
ICD MEMBER RATES Conference – Individual Ticket Conference – Group Rate (10 tickets) Gala – Individual Ticket Gala – Purchased Table (10 seats)*	\$695 \$5,560 \$355 \$4,260	\$995 \$7,940 \$375 \$4,500	#5.50 #5.50 #5.50 #5.706	\$ \$ \$
ICD NON-MEMBER RATES Conference – Individual Ticket** Conference – Group Rate (10 tickets) Gala – Individual Ticket Gala – Purchased Table (10 seats)	\$1,097 \$8,776 \$377 \$4,524	\$1,397 \$11,176 \$397 \$4,764	55 SECTION 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$ \$ \$ \$
*Reserved seating and branded table signag **Individual Conference rates for non-memb		p (value \$395)	SUB-TOTAL ADD 13% HST TOTAL AMOUNT DUE	\$ 1705.00 \$ 221.65 \$ 1926.65

PAYMENT OPTIONS

Payment Enclosed (Please make cheque psyable to the Institute of Corporate Directors, 2701-250 Yonge Street, Toronto, ON MSB 217)

Sandip Lall

Card Number

Expiry Date

Signature

REFUND & CANCELLATION POLICY

Cancellations must be received in writing by Wednesday, May 22, 2019. Cancellations received by this date will be eligible for a full refund.

To register, please send the completed form & payment to conference@icd.ca or by mail to institute of Corporate Directors, 2701-250 Yonge Street, Toronto, ON M5B 2L7

FOR MORE INFORMATION, VISIT icd.ca/conference



Institute of Corporate Directors Institut des administrateurs de sociétés

000193

Bonney, Danielle

From: Simons, Deborah

Sent: Thursday, May 23, 2019 2:42 PM

To: Sandip Lalli

Subject: Travel expense claim - Winnipeg

Attachments: lom_gst_folio_cad14120808.pdf; lom_gst_folio_cad14120814.pdf;

lom_gst_folio_cad14120817.pdf

Dear Sandip,

Since the Fairmont Hotel invoices that I have received for other Board members all reflect that the room rate for one night has been waived due to excessive noise in the hotel, I contacted the hotel today and they kindly agreed to waive one night for your stay as well. As a result, a refund in the amount of \$483.64 was processed today, and should be applied to your credit card within three to five business days. I will therefore adjust your travel claim to reflect the correct amount (one night only). Attached are the refund confirmations from the hotel, for your records.

I will await clarification of the Air Canada "lounge guest fee", in order to finalize your 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



2 Lombard Place

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

Royal Canadian Mint

Dr Sandip Lalli

Canada

Room : 1813
Folio # : 59

Page # : 1 of 1

Arrival : 05-13-19 **Departure** : 05-15-19

Date	Description	Additional Information		Charges	Credits
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		XXXXXXXXXX	XX/XX		967.28
		Total		483.64	967.28
		Balance Due)	-483.64	

GST Summary

Room	20.45
F&B	0.00
Other	1.02
Total	21.47

Thank you for choosing Fairmont Hotels & Resorts.

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

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414
Pour information et r@servations visitez notre web au www.fairmont.com ou t@l@phoner au HAtels Fairmont de:

**Mats-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 r\(\hat{A}\) glement total de cette note au cas ou la compagnie, l'association ou son repr\(\hat{B}\)sentant d\(\hat{B}\)sign\(\hat{B}\) en refuserait le paiement. Les comptes en souffrance sont sujets \(\hat{A}\) un int\(\hat{B}\)r\(\hat{A}\)t de 1,5% par mois apr\(\hat{A}\)s un mois. (18,00% par ann\(\hat{B}\)e)



2 Lombard Place

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

Royal Canadian Mint

Dr Sandip Lalli

Room : 1813 Folio # : 59

1 of 1

Page #

Arrival : 05-13-19 **Departure** : 05-15-19

Date	Description	Additional Information		Charges	Credits
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		XXXXXXXXXXX	XX/XX		967.28
05-23-19		Refund of 1 Night R&T -	HVAC Noise		-483.64
		XXXXXXXXXXX	XX/XX		
		Total		483.64	483.64
		Balance Due		0.00	

GST Summary

Room	20.45
F&B	0.00
Other	1.02
Total	21.47

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Je me porte personnellement responsable du r\(\hat{A}\) glement total de cette note au cas ou la compagnie, l'association ou son repr\(\hat{B}\) sentant d\(\hat{B}\) sign\(\hat{B}\) en refuserait le paiement. Les comptes en souffrance sont sujets \(\hat{A}\) un int\(\hat{B}\)r\(\hat{A}\) t de 1,5% par mois apr\(\hat{A}\)s un mois. (18,00% par ann\(\hat{B}\)e)



2 Lombard Place

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

Royal Canadian Mint

Dr Sandip Lalli

Room : 1813 s.19(1)

Folio #

Cashier # : 59 **Page #** : 1 of 1

Arrival : 05-13-19 **Departure** : 05-15-19

Date	Description	Additional Information	Charges	Credits
05-14-19	Room Charge		409.00	
05-14-19	Room PST		32.72	
05-14-19	Room GST		20.45	
05-14-19	Accommodation Tax		20.45	
05-14-19	Accommodation Tax - GST		1.02	
05-23-19	Room Adjustments	Refund of 1 Nt R&T - HVAC Noise	-409.00	
05-23-19	Room PST		-32.72	
05-23-19	Room GST		-20.45	
05-23-19	Accommodation Tax		-20.45	
05-23-19	Accommodation Tax - GST		-1.02	
		Total	0.00	0.00
		Balance Due	0.00	

GST Summary

Room	0.00
F&B	0.00
Other	0.00
Total	0.00

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.

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Je me porte personnellement responsable du rÄglement total de cette note au cas ou la compagnie, l'association ou son repr®sentant d®sign® en refuserait le paiement. Les comptes en souffrance sont sujets À un int®rÄt de 1,5% par mois aprÄs un mois. (18,00% par ann®e)



ELECTRONIC FUNDS TRANSFER

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

SANDIP LALLI

Telephone Fax

613-993-3500

Date Vendor account

02/05/2019

Date of payment Reference No.

03/05/2019 PV143698

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABOD82746 B19-017	30/04/2019	CAD CAD	4,418.06	0.00	4,418.06 4,418.06	THEMIS # 2960 EAHCE12208 AIR/CONF CAL/TOR JUNE 2019



Travel Location and Reason

Travel Expense Form 2019

OTJ#: TA #: TABOD82746 EAHCE12208

Claimant	
Cost Contro	ſ.

Sandip Lalli		
.21 Legal Services	(Board)	

EAHCE # Cost estimate p rovided on TA \$7,023.05 Hospitality estimate p rovided on TA

Departure Date

4-Jun-19 7-Jun-19

Travel Location and Reason			Return Date	7-Inn-10
(attach supporting documents):		Return Date 7-Jun-19 THEMIS # (\(\times \) P and Board claims only) 2960 Currency Conversion Table 1 Unit of is Worth of		
B19-017		Currency Cor	ersion Table	
To attend the 2019 ICD National Conference				of
Calgary/Toronto/Calgary	USD			CAD
* AIRFARE AND CONFERENCE REGISTRATION		_		CAD
AIR AIR AND CONFERENCE REGISTRATION				CAD

			<u> </u>			CAD
Total Travel Expense	•					4,418.06
Prepaid Fares (Paid u						0.00
Airfare Previously Cl	aimed by Travell	ler (Paid using Trave	ller's Amex Card)			0.00
Airfare previously cla	imed by Travelle	er under this TA#(E	NTER AS POSITIVE	\$ AMIO	UNT)	
Cash Advanced / Retu	urned (ENTER	AS POSITIVE \$ AMO	OUNT)			
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
				0.00	1.00000	0.00
Amount Owing to:		Employee		4,418.06	RCM	0.00

Expense Coding	Cost Center (Select One from drop down box)	In Canadian \$ 317.81
740200 - Meals (domestic) 741200 - Meals (foreign) 740100 - Hospitality (domestic) 741100 - Hospitality (foreign)		317.81
741200 - Meals (foreign) 740100 - Hospitality (domestic) 741100 - Hospitality (foreign)		
741200 - Meals (foreign) 740100 - Hospitality (domestic) 741100 - Hospitality (foreign)		
741100 - Hospitality (foreign)		0.00
741100 - Hospitality (foreign)	We reputation to the second specific and the second	0.00
	THE COLUMN WHITE IS NOT A REPORT OF THE COLUMN TO THE COLU	0.00
	Legai Services (Board)	0.00
741010 - Airfare (foreign)		2,715.25
740020 - Rail fare (domestic)	The second of th	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)	V	0.00
740400 - Accommodations (domestic)	.♥.	0.00
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)		
741900 - Incidentals (foreign)	The state of the s	0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)	₩	0.00
740300 Conference Fees 121	Legal Services (Board)	1,385.00
	▼	0,00
	.▼.	0.00
	▼ T	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 cla	im (\$2,604.99)
	Variance	(+=,-+,,-,
(Favorable)/Unfavor	able Variance: Estimate on Hospitality versus actual expense cla	im \$0.00
	Hospitality Variance	



7-Reviewed by Finance (PRINT NAME)

Travel Expense Form 2019

TA # TABOD82746

authorized us	sing the Au	hority to Travel a	nd Advance	form.		a grang. As travel plans must be pre-
As the Travel Yes 🖸 No	ller, please	Indicate if this clindicated "Yes", p	alm contain lease check	s any exceptions requiring approval which exception(s) were not pre-appr	per the Corpor oved and requir	rate Travel, Hospita Hity, Conference & Event Policy #51. e approval:
		D: (Please Initial) Exceptions to Corr	orate Trave	l, Haspitality, Conference & Event Pal	licy #51 (Annex 2	(9)
		EQUIRED: (Please 1				
0				Policy #51 (Annex 2B)		
	Hospital	ity – No pre-appror Hospitality – Evi			Cost Day Barrer	AA-mou 983
		Hospitality - Ex	ternal or inte	ernal hospitality exceeding Maximum ernal hospitality costs exceeding \$5,00	Cost Per Person 00 (Annex 28 ani	(Annex 26) d 44.1)
				rages provided (Policy Section 44.1)	D	
				ge cost exceeded Maximum Cost Per : provided (Policy Section 44.1)	rerson (Policy S	ection 44.1)
		Hospitality - Ho	spitality or e	entertainment provided to spouse or p	person accompa	nying an event part@cipant (Policy Section 44.1)
	_	Hospitality – Ho	spitality paid	d by the RCM taking place at the resid	lence of an RCM	employee, Board m ember or other private residence
	_	(Policy Sections Hospitality Sor		4) of hospitality (Annex 2B)		
	0			al prior to expenditure (Section 44.7)		
VP APPROVAL	REQUIRED	(CEO APPROVAL IF	TRAVELLER	(S A VP): (Please Initial)		
	Travel - C	Combining persona	I and busine	ss travel (Policy Section 14.3)		
	Travel - F	Airfare Higher lev	rei than peri bicks - Kilon	mitted by policy (Policy Section 20.6)	mlant lavoret nam	actical commercial cus mer fare (Policy Section 22.1)
	119461-	notel – Kate In exc	ess or speci	ied or published City Kate Limits (Pol	icy Section 25.2	and 25.3)
0		'ar trave! – Leased Expense received o		licy Section 23.1) (Policy Section 33.1)		
ā	Hospitali	ty - External or inte	ernal hospita	ality up to \$1,500 but less than \$5,000	and within Max	dmum Cost Per Person (Apper 20)
0	Hospitali	ty - Food & bevera	ge cost not	exceeding Maximum Cost Per Person	(Policy Section 4	4.1)
	DIRECTOR A	PPROVAL REQUIRE	D: (Please in	nitial)		
	Travel - / section 2	Airfare – upgrade : 0.6)	to a fare cla	ss higher than the Standard Allowabl	le Airfare Class p	permitted by policy, at no additional cost to RCM (Policy
	Travel - (o.o, Car rental - upgrad	e to a larger	vehicle than the Intermediate/Stand	lard size permitte	ed by policy, at no and ditional cost to RCM (Policy section
	23.31					
ā	ILWARI - L	MISSING ONGINAL ITE	mizea receli	ots, Extolanation browlded (Policy secti	lon 33.71	nmodate 3 or more employees (Policy section 23.3)
-0	Travel – t	lotel – upgrade to	a level high	er than the Standard Guest Room ner	mitted by policy	, at no additional coast to RCM (Policy section 25.1)
	(\$145), or	published City Ra	te Limit. VP	a (5200), winnipeg (5155), ioronto (5 pre-approval not obtained. Justificat	\$200), Montreal tion provided (Po	(\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas
0	Missing o	riginal itemized re	ceipts. Expl	anation provided (Policy section 26.2)	1	·
<u> </u>				id explained on a separate document) lity up to \$1,500 and within Standard		(Annex 28)
D						
<i>by signing belo</i> Corporate Trav	<i>w, the Tro</i> v el. Hospital	e <i>ller confirms that</i> litv. Conference & l	<i>this expens</i> Event Policy	e claim contains only eligible allowant #51 (os annicable), that all required :	ces and legitima: supporting docu	te and actual expenses incurred in accordance with the mentation is contained in this expense claim, that the
above noted ex	ceptions ar	e complete and ac	curate, and	that the claim has been completed in	accordance with	these policies.
LTraneller-Na	ame (Plun	NAME)	2-Expens	a claim prepared by	IN B.A	pproved by Traveller's Director with signing authority
The ap	100	7 · · · · · · · · · · · · · · · · · · ·	A TOTAL PARTY OF	MILL GIAL SILING	(5-61)	INT NAME)
INNIV.	LIW	ON)	UU)	nysimon		
Signature of t	traveller		Signatur		Sign	nature of Traveller's Director
m YOU	ul:n	1,000	10	104/19		A service state of the service of th
Date	W.Y.	vice	Date	I de servicio de la companya del companya del companya de la compa	Dat	
6	5704	119	-	The state of the s		The state of the s
The Traveller's	Manager co	onfirms/that she/h	e has review	ed this expense claim including all the	supporting doc	umentation, that the expenses claimed appear
reasonaoie, exc & Event Policy (repuons as : 151. (as app	notea avove are aj licable).Please not	oprovea (as . e. If excentir	required), and the claim has been con ons have been are-annoused prior to t	npleted in accord	dance with the Corporate Travel, Hospitality, Conference 's Director can proceed in signing the expense claim. By
signing below, t	the VP or Cl	EO confirms that si	re/he has re	viewed the exceptions as noted above	e requiring her/h	is operator can proceed in signing the expense claim. By its approval and hereby arms it.
4 Approved by	y VP (as rec	juired)	5.Review	ad by CPO (CPO claims; Board claims	dalms 6.4	oproved by ŒO & President/Chair of BOD/Chair of
(PRINT NAME	9		1	prior to CEO approval; other as req	rured) Asid	it Committee (as required)
			1	On I O	W	lune ille de attache
Signature of \	/P		Signature	of CFO	- Class	ature of CEO/Chair of Board/Chair of Audit
	DIT.			1000 · 1000 · 1000 · 1000		imittee

₩ ♥	Canada - (Except NWT, NVT, Yukon) USA - (Except Alaska						
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CA
	(incl. HST/GST	HST/GST	HST/GST		Expens es	CAD Exp.	Equivale
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)	2,853.01	137.76					
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 (\$0.55km)						 	
Business Telephone		 	 			 	
Parking						 	
Car Rental (Domestic)						 	
Car Rental/Gas (Foreign)						 	
Personal Accommodations	-						
Hospitality			_				
Baggage (Domestic)				i		<u>-</u>	
Baggage (Foreign)				-			
Others (code manually)	 _	-		-			
Conference fee 740300	1,565.05	180,05					
70000	1,505.05	100.03					
Others (total)	1,565.05	180.05	 -				
Total Expenses				}			
Per Diem Country	4,418.06	317.81		į			
er Diem Country	37 0 1		Canada	г			USA
and allower	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates Breakfasts \$20.50	allowances	allowance	GST/HST		allowances	allowance	Equivalent
				\$20.50			
unches \$20.10				\$20.10			
Dinners \$50.65				\$50.65		,	
Total Meals							
ncidentals \$17.30				\$17.30			
otal Expenses							
Note - Please use the meal allowance c	alculator tab to	determine t	he exact No	of most allo	wance and :	23. 73	
			ne canet 110.	VI IIIÇAI AIIU	Mances ared INC	identais	
Frand Total CAD Expenses			4,418.06	(Grand Total USD	Expenses	
Frand Total HST/GST			317.81			·	
Notes for Expenses							
Conference registration fee was lower than ex	spected due to the f	act that the e	arly registration	deadline was	extended (and a	ated onet £1,000 cc	1
1,565.05).)6		contract (annucip	aleu cost \$1,926.65; actu	al cost

Simons, Deborah

From: Sent:

Phyllis Clark <

Monday, April 29, 2019 12:23 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - TABOD82746 - Sandip Lalli - B19-017

Approved

Sent from my iPhone

On Apr 29, 2019, at 7:57 AM, Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents Sandip's t ravel to Toronto to attend the upcoming 2019 ICD National Conference (airfare and conference reg istration). The conference registration fee was lower than expected due to the fact that the early registration deadline was extended. 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

<image003.jpg>

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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

<B19-017 - Lalli - Toronto June 4-7, 2019.pdf>

RCM BOARD	OF DIRECTOR	5					e/C.R	ISEM INCIONEL
Claimant:	Sandip Lal	li	Dep	parture Date	e: 04-Jun]	Return Date	07-Jun
Location:	Toronto	· · · · · · · · · · · · · · · · · · ·						
Purpose:		 -					21	
	ICD Confer	ence						
TRAVEL EXPE	NSE		Amount	_	Meals & Inc	identals		
Airfare			\$ 2,853.01		Note: Pleas	e use the me	al allowance	calculator
Baggage Fee	s					termine t i he e		
Change Fees						nces and incid		
VIA Rail							,	
Hotel Accomm	odations					Rate	# Meals	Total
Mileage (\$.058	5/km)	·	\$ -		Breakfast	\$20.25	0	\$ -
Parking					Lunches	\$19.85	0	\$ -
Taxis					Dinners	\$50.00	0	\$ -
Car Rental					Incidentals	\$17.30	0	\$ -
Gasoline								\$ -
Private Accomo	dation (\$50/	ngt)			Total Travel I	xpenses		*
Other			\$ 1,565.05					
	Total Trave	Expenses	\$ 4,418.06					
	Total Meal/	7	\$ -					
		TOTAL	\$ 4,418.06					
Meal allowance	and inciden	hal aalasslataa						
Insert Date →	and Meldell	lai calculator						
	Sat	Sun	Mon	Tuo	384			
Breakfast	Ode	Juli	MOII	Tue	Wed	Thu	Fri	Total
Lunch								0
Dinner								0
incidentals								0
moderidas	!							Q
Per Diem Calcul	ator							
Insert Date →	Sat	Sun	70	-				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
	1	000	<u>t </u>					0
Claimant Signate	ure: O	· 200:	,		Date: Apri	116,201	9	
Travel expense repo	orts must comp	y with the RCM	1's Corporate Trav				•	



Institute of Corporate Directors Institut des administrateurs de sociétés

RECEIPT

2701-250 Yonge Street Toronto, ON M5B 2L7 Invoice No.

Sold

Dr Sandip K. Lalli, ICD.D

To:

Board Member Royal Canadian Mint

Suite 600

237 - 8th Avenue SE Calgary AB T2G 5C3 Ship To:

Dr Sandip K. Lalli, ICD.D

Account I	No.	Purchase Order No.		Order Date	Order Number	2000 2000	Terms	Invoice Date
			4	4/12/2019		Upo	n Receipt	4/16/2019
Qty	Desci	ription					Unit Price	Extended Price
	2019	ICD National Conference	& Fellowsh	nip Awards G	Gala			
	6/5/2	019 - 6/6/2019				2		
9	Toro	nto, ON				ā ģ		1
1	2019 Fello	ICDCG/GALA wship Awards & Gala					370.00	370.0
1	2019	ICDCG/ICDDL h (ICD.D/DEP Alumni Onl	w				125.00	125.0
1	2019	ICDCG/ICDNC onal Conference	y)			Ž	890.00	890.0
	710.00							
							3	
								Í
81								
2	Paid b		otal PST/QST	-: 0.00				
Line Ite	m Total	Other	Tax	Subtote	Amount Re	eceived	Amou	Int Due
1,38	85.00		180.05	1,565.0	05 1,565	.05	C	0.00

GST Remittance Number: 12179 8201 QST Remittance Number: 1204855478

MI DE1A

AIR CANADA YOUR BOOKING IS CONFIRMED



Booking Reference:

Travel book ed/ticket issued on:15 April 2019

Passengers

ဂိ Mrs. Sandip Kaur Lalli

Ticket Number

Aeropian

Travel Options

A Regular meal

Seats

AC010 4/

AC009 3A

Depart Depart

Tuesday 04 Jun, 2019 12:55 Calgary Calgary Int. (YYC), Canada Terminal 1 18:41 Toronto Toronto-Pearson Int. (YYZ), Canada Terminal 1 3 hr 46 AC010 Business (P) Operated by Air Canada 767-300ER | Meal

Return

		Business Class (lowes
Friday 07 Jun, 2019	09:05 Toronto Toronto-Pearson Int. (YYZ), Canada Terminal 1	11:17 Calgatry Calgary Int. (YYC), Canada
	AC009 A hr 12 AC009 Business (P) Operated by Air Canada 767-300	DER

AC009: Air Canada Signature Class with lie-flat seats

Purchase summary

		1 Adult
P	Air Transportation Charges	
	Base Fare - Departing Flight - Business Class (lowest)	1300.00
	Base Fare - Return Flight - Business Class (lowest)	1300.00
	Surcharges	46.00
晶	Taxes, fees and charges	0.
	Goods and Services Tax - Canada <u>np.</u> 100092287 RT0001	134.51
	Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)	3.25
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	55.00
	GRAND TOTAL - Canadian dollars	52,853.01

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with your in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 1 7 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on bags gage policy.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary(YYC) >	Toronto(YYZ)		
1st bag Complimentary	2 nd bag Complimentary	Max, weight per bag: 32 kg (70 lb) Max, Dimensions per bag: 158 cm (62 in)	
Toronto(YYZ) >	Calgary(YYC)		
1 st bag Complimentary	2 nd bag Complimentary	Max. weight per bag: 32 kg (70 lb) Max. Dimensions per bag: 158 cm (62 ln)	
The first of the second of the	Adaptive to the second of the	Andrew graphing at the second of the second	

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

CANADA, U.S.: 1 (888) 247-2262

A STAR ALLIANCE MEMBER

2019

ED NATIONAL CONTENENCE & FELLOWSHIP AWARDS GALA

-- JUNE 6-80, 2018, 10/20150 --

Schedule-at-a-Glance

Pre-Conference

Conference

Session Descriptions

Fellowship Awards Gala

Register

WEDNESDAY, JUNE 5TH, 2019

11:30 AM - 2:00 PM
ICD.D Luncheon
Open to ICD.D designation holders only.
Sponsored by:



One King West Hotel

5:00 PM - 8:00 PM Welcome Reception

Sponsored by:





Deloitte Office

THURSDAY, JUNE 6TH, 2019

7:00 AM - 8:30 AM
Registration & Breakfast

MTCC, Constitution Hall

8:30 AM - 8:45 AM Welcome Remarks

Constitution Hall

8:45 AM - 10:00 AM

The New Board Landscape – Canadian Competitiveness in a Time of Shift ing Trade and Geopolitics

Sponsored by:



Constitution Hall

10:00 AM - 10:30 AM Networking Break

Constitution Hall

10:30 AM - 11:45 AM Board Oversight of Strategy During Uncertain Times

Sponsored by:



Constitution Hall

11:45 AM - 1:00 PM

Luncheon Keynote Address

The New Washington: What Canadian Leaders Need to Know

Constitution Hall

1:00 PM - 2:00 PM

MRECTORLENS Breakout Session 1

How Technology is Driving and Changing the Director's Role



1:00 PM - 2:00 PM

DIRECT RLENS Breakout Session 2

Board-Stakeholder Engagement in the Era of the Activist Agenda

Sponsored by:

OSLER

TBD

2:00 PM - 2:30 PM Networking Break

Constitution Hall

2:30 PM - 3:45 PM
The Dynamics of Good Board-Management Relationships

Sponsored by:



Constitution Hall

3:45 PM - 4:30 PM

DIRECTORLERS Closing Session

Constitution Hall

5:30 PM – 7:00 PM Pre-Gala Cocktail Reception

Sponsored by:



Constitution Hall

7:00 PM - 9:00 PM Fellowship Awards Gala

Constitution Hall

9:00 PM - 10:00 PM Post-Gala Cocktail Reception

Constitution Hall

₱ Agenda > Schedule-at-a-Glance

Language : English v

2701 - 250 Yonge Street Toronto, ON, Canada M5B 2L7



COURTED A CONTROL OF THE SECOND SECON		
REGISTRATION FORM Delegate Name (as you would like ICOYA! CANAU! Competentiam 340 SUSSEX	alli Board to appear on the name badge) Orive	Manyber
City US-716-443 Dietary Restrictions N/17	Ontano 9 Simons@mint.ca	Fostal Code
Gala Guest Name REGISTIRATION GATEGORY Places Indicate which seems you would be SCO.D & DEP ALLININI RATES	Dietary Restrictions STREAM TITLE Attend by Ming in the amounts from the appropriate registration escape	
ICD.D Luncheon - Individual Ticket Conference - Individual Ticket Gala - Individual Ticket ICD MEMBER RATES Conference - Individual Ticket	\$125 \$590 \$250	195-00 1090-00 8 490-06
Conference - Group Rate (10 tickets) Gala - Individual Ticket Gala - Purchased Table (10 seats)* ICD NON-MIEMBER RATES Conference - Individual Tickets Conference - Group Rate (10 tickets)	\$1,097	
Gala — Individual Ticket Gala — Purchased Table (10 sees) "Recorved easting and honeled table rigney "Individual Cardorance rates for non-memb	ers Include n one-yeer membership (velue \$395)	SUB-TOTAL \$ 1705.00 ADD 125 HST \$ 221.65 LAMOUNT DUE \$ 1926.65

Simons, Deborah

From:

Vivier, Mélanie

Sent:

Thursday, April 11, 2019 9:33 AM

To:

Delegation of Authority

Cc: Subject: Kniewasser, Andrea; List, Christine; Carrese, Biagio; Rozitis, Emily Brynn; Thellend, Talia Delegation notice/Avis de délégation de pouvoirs - Andrea Kniewasser

VERSION FRANÇAISE CI-APRÈS

Delegation Notice

Please be advised that Andrea Kniewasser, Director, Regulatory Affairs (Compliance) will be absent from the Mint on April 12 and 15, 2019.

During that time, Biagio Carrese, Senior Program Manager, Compliance, will have full a uthority to act on her behalf.

Avis de délégation du pouvoir de signature

La présente est pour vous aviser qu'Andrea Kniewasser, Directrice, Affaires réglementaires (Conformité) sera absente de la Monnaie les 12 et 15 avril 2019.

Pendant cette période, Biagio Carrese, Chef principal de programme, Conformité, aura tout pouvoir d'agir en son nom.

Original signed by/Original signé par

Simon Kamel

Vice President, General Counsel and Corporate Secretary/Vice-président, avocat général et secrétaire de la Société

MÉLANIE VIVIER

ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ, AFFAIRES RÉGLEMENTAIRES ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT, REGULATORY AFFAIRS





320 SUSSEX DRIVE | 320, PROM. SUSSEX OTTAWA ON K1A 0G8 T: 613-854-5767 vivier@mint.ca | vivier@monnaie.ca



ELECTRONIC FUNDS TRANSFER

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

SANDIP LALLI

Telephone Fax Date Vendor account Date of payment Reference No.

613-993-3500 27/06/2019

28/06/2019 PV145453

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABOD82746	18/06/2019	CAD	2,299.70	0.00	2,299.70	THEMIS # 2960 EAHCE12208 CALGARY ICD CONFERENCE
		CAD			2,299.70	CONFERENCE



Travel Expense Form 2019

OTJ#: TA#: TABOD82746 EAHCE# EAHCE12208

Claimant
Cost Centre

Sandip Lalli

121 Legal Services (Board)

Cost estimate provided on TA \$7,023.05

Hospitality estimate provided on TA

Departure Date 4-Jun-19
Return Date 7-Jun-19

Travel Location and Reason

(attach supporting documents):

THEMIS # (**P and Board claims only)

(and tapped ting assuments).	1 MENIIS # (P and Board claims only)	2960
B19-017	Currency Conv	ersion Table	
To ottome the 2010 ICD Medical Care	1 Unit of	is Worth	of
To attend the 2019 ICD National Conference	USD		CAD
Calgary/Toronto/Calgary			CAD
* EXPENSES			CAD
EXTENSES			CAD
			CAD

Total Travel Expenses (inclusive of fares)

Prepaid Fares (Paid using Amex Corporate Billing Account)

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

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

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

Currency

Advanced | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned | Returned |

Cash Advanced / R	eturned (ENTE	R AS POSITIVE S	S AMOUNT)			
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
				0.00	1.00000	0.00
Amount Owing to:		Employee	2	2,299.70	RCM	0.00
						

Account	Cost Center (Select One	e from drop dow n box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		and the second second	
740200 - Meals (domestic)	121 Legal Services (Board)	▼	382.3
741200 - Meals (foreign)			87.29
740100 - Hospitality (domestic)		▼	0.00
741100 - Hospitality (foreign)			0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	.	0,00
741010 - Airfare (foreign)		~	2,715.25
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)			127.32
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	·	0.00
741700 - Personal car mileage (foreign)			113.77
740030 - Car rental (domestic)		•	0.00
741030 - Car rental (foreign)		.▼.	0.00
740800 - Parking (domestic)		_	0.00
741099 - Other transportation (foreign)		.▼	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	. ▼.	0.00
741400 - Accommodations (foreign)			1,660.88
740900 - Incidentals (domestic)	121 Legal Services (Board)		0.00
741900 - Incidentals (foreign)			65.90
740000 - Baggage & Travel (domestic)			0.00
741000 - Baggage & Travel (foreign)	_		0.00
Prepaid Claimed Flight	121 Legal Services (Board)		0.00
0.00		*	(2,853.01)
			0.00
	 		0.00
54200 - Prepaid Fares		1	0.00
Out of Balance - Discrepancy in Expenses Co	ded		0.00
	orable)/Unfavorable Variance: Estimate	ON TA vereus cottact	(0,00)
ALL THE TOTAL OFFICE AND ALTER AND A	oranio, o marti ante variante, instituto	_	-(\$1,870.34)
(T11)/	infavorable Variance: Estimate on Hos	Variance %	-27%

365.29

Updated 18/03/19



Travel Expense Form 2019

TA # TABOD82746

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

approved in a	ing the Authority to Travel an	n of Authority Policy #41. Approver i d Advance form.	unet vave belegation	Authority at the time of 🚓 igning. All travel plans must be pre
As the Travell Yes 🔲 No	ler, please indicate if this cla ff you indicated "Yes", pk	im contains any exceptions requirin ease check which exception(s) were n	g approval per the Co ot pre-approved and re	orporate Travel, Hospitaliii † y, Conference & Event Policy #51 equire approval:
	L REQUIRED: (Please initial) Travel – Exceptions to Corpo	orate Travel, Hospitality, Conference	& Event Policy #51 (An	nex 28)
		lospitality Policy #51 (Annex 28)		
0	Hospitality — External Hospitality — External Hospitality — Alcoholity	ai obtained for the following: ernal or internal hospitality exceeding ernal or internal hospitality costs exce obolic beverages provided (Policy Sect	eding \$5,000 (Annex 2 tion 44.1)	28 and 44.1)
	☐ Hospitality — Ente	d & beverage cost exceeded Maximu ertainment provided (Policy Section 4	4.1}	•
	☐ Hespitality — Hos (Policy Sections 4	pitality paid by the RCM taking place	spouse or person acco at the residence of an	ompanying an event partic: ipant (Policy Section 44.1) RCM employee, Board mi≊mber or other private residence
		pre-approval prior to expenditure (Se	ction 44.7)	
VP APPROVAL	Travel - Combining personal Travel - Airfare - Higher lew Travel - Privately owned veh Travel - Hotel - Rate in exce Travel - Car travel - Leased \ Travel - Expense received or Hospitality - External or inte	ss of specified or published City Rate /ehides (Policy Section 23,1) ver 30 days (Policy Section 33,1)	ction 20.6) of the equivalent lowe Limits (Policy Section than \$5,000 and within	n Maximum Cost Per Pers on (Annex 28)
TRAVELLER'S D	OIRECTOR APPROVAL REQUIRE Travel – Airfare – upgrade t section 20.6)	D: (Please init(al) o a fare class higher than the Standa	rd Allowable Airfare C	Class permitted by policy, at no additional cost to RCM (Policy
=	Travel – Car rental - upgrade 23.3)			ermitted by policy, at no a siditional cost to RCM (Policy section
000	i ravel – Missing original Iten	nized receipts. Explanation provided	(Policy section 33.2)	accommodate 3 or more employees (Policy section 23.3) policy, at no additional cost to RCM (Policy section 25.1)
0	Travel – Hotel – rate in exce (\$145), or published City Rat	ss of Ottawa (\$200), Winnipeg (\$155) e Limit. VP pre-approval not obtaine	i, Toronto (\$200), Mor d. Justification provid	ntreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas
000	Other exceptions (traveller h	eipts. Explanation provided (Policy s las listed and explained on a separate mai hospitality up to \$1,500 and with	document)	'erson (Annex 28)
Corporate Trav	el, Hospitality, Conference & E	this expense claim contains only eligii Event Policy #51 (as applicable), that c Eurate, and that the claim has been co	all required supporting	itimate and actual expenses incurred in accordance with the documentation is contained in this expense daim, that the ewith these policies.
SUNU I	P GOLD	2. Expense claim prepared by (PRINT NAME)	Simons	3.Approved by Travelles's Director with signing authority (PRINT NAME)
Signature of	MANUEL CONTROL	Signitiure	ons	Signature of Traveller's Director
Sand	if Lalli	10/06/19	9	
/(tolls	Cate		Exte
The Traveller's	manager confirms that she/he	: nas reviewed this expense claim incl	uding all the supportin	ig documentation, that the expenses rigimed appear

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)	2	ewed by CPO (CEO claims; Board claims; c idea ar IOT CEO approval; other as requi		6.Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CF	ando		Signature of CEO/Chair of Soard/Chair of Audit Committee
Date	Date	me 13	।व	De mail approval gram
7.Reviewed by Finance (PRINT NAME)				Phyllis acute 15/15/19

* 0		Canada - (Exce	ept NWT, N	VT, Yukon)		USA - (Excep	t Alaska)	
Page 2		Total Amount	Actual HST/GST	Calc HST/GST		USD Expenses	Actual Credit Card	Total CAD
RCM Paid Fares (Air-	Domestic)						CAD Exp.	Equivalent
RCM Paid Fares (Rail	-Domestic)						 	 -
RCM Paid Fares (Air-	Foreign)					<u> </u>		
RCM Paid Fares (Rail	Foreign)							
Employee Paid Fares (Air - Domestic)	2,853.01	137.76				 	
Employee Paid Fares (Air- Foreign)						 	
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)						 	
Hotel Accommodation	s (Domestic)	1,876.79	215.91					
Hotel Accommodation	s (Foreign)							
Taxis (Domestic)		142.60	15.28					
Taxis (Foreign)								
Mileage (\$0.55km)	217.2	119.46		5.69				
Business Telephone							 	
Parking							 	
Car Rental (Domestic)							 	
Car Rental/Gas (Forei	gn)						 	
Personal Accommodat	ions							
Hospitality		<u> </u>					 	
Baggage (Domestic)						-		
Baggage (Foreign)								
Others (code manually)							
Prepaid Claimed Flight		(2,853.01)						
Others (total)		(2,853.01)						
Total Expenses		2,138.85	368.95	5.69				
Per Diem Country				Canada				USA
		No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	<u>.</u>	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts	\$20.50	2	41.00	1.95	\$20.50			~4mr4mmt
Lunches	\$20.10				\$20.10			
Dinners	\$50.65	1	50.65	2.41	\$50.65			
Total Meals			91.65	4.36				
Incidentals	\$17.30	4	69.20	3.30	\$17.30			_
Total Expenses			160.85	7.66				
Note - Please use the	meal allowance c	alculator tab to	determine t	he exact No.	of meal alle	owances and inc	identals	
Grand Total CAD Exp	enses			2,299.70		Grand Total USI	Expenses	
Grand Total HST/GST				382.30				
Notes for Expens	ses							
							the conference or with fl	

Simons, Deborah

From:

Phyllis Clark

Sent:

Saturday, June 15, 2019 1:40 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABOD82746 - Sandip Lalli - B19-017

Approved

Sent from my iPhone

On Jun 13, 2019, at 5:43 PM, Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is an expense claim for approval. This claim represents the expenses related to Sandip's attendance at the 2019 ICD National Conference in Toronto (expenses only – air fare and conference registration fee have already been claimed). 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

<image003.jpg>

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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

<B19-017 - Lalli - Toronto June 4-7, 2019.pdf>

Meal allowance and incidental calculator

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

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

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

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

	Enter	your tra	vel date	s here t	for	CAN	ADA			NOM	TH:	Jun-1	9		
Numbers only					4]	5	6	7							Total
- Me	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast			1				1	1					-		
Lunch															
Dinner					1				-						
	The state of the later of the l			-											
Control of the Control of the Control	100														
Incidentals					1	11	7	1]							
Incidentals	Enter	your tra	vel date	s here f	or the	US	<u> </u>	_1		MON	TH:	4361	7		
Incidentals					4	5	6	7]		MON	TH:	4361	7		Total
	Enter Sat	your tra	wel date	s here f	for the	US 5	6 Fri	7 Sat	Sun	MON	TH:	4361 Wed	7 Thu	Fri	*
Incidentals Breakfast					4	5		7 Sat	Sun					Fri	Total allowances
Breakfast					4	5		7 Sat	Sun					Fri	*
Breakfast Lunch					4	5		7	Sun					Fri	*
Breakfast					4	5		7 Sat	Sun					Fri	*

TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Cleimant:	Sandip Lalli		Dep	parture Date:	04-Jun		Return Date:	07-Jun]
Location:	Toronto								Ì
Purpose:	ICD Conferer	nce							
TRAVEL EXPENSE	E		Amount		Meals & Incid				
Airfare			\$ -			use tine meal a		culator	
Baggage Fees			Mark although a secretary page a mark a me			rmin e the exa			
Change Fees			and when you will also a state a state a state a state a		meal allowand	ces and incide	entals.		
VIA Rail					10	11	OV/		_
Hotel Accommo	dations		\$ 1,890.35		or o	Rate	#Meals	Total	
Mileage (\$.0585	/km)	217.2	\$ 127.06	119.46	Breakfast 20.5	√0 - \$20.25	32	\$ 60.75	41.
Parking 0.	55		and the state of t		Lunches 💯 📑		1-0	\$ 19.85	0
Taxis	(A)		\$ 142.60		Dinners 50.4	\$ 50.00	1	\$ _50.00	50
Car Rental					Incidentals	\$17.30	4	\$ 69.20	
Gasoline								\$ -199.80	
Private Accomo	dation (\$50/ng	gt)	and a regard or specific regard of the control of t		Total Travel E	xpenses		160.8	5
Other			\$ -	11000			*1/	A	b.
	Total Travel	Expenses	\$ 2,160.01	11/30-0	as.	2 1-6	the law	U	
	Total Meal/	Incidentals	\$ 2,160.01 \$ 199.80	160.85	<i>U</i> /	سلل علاله ان	Late Wall		
		TOTAL	\$ 2,359.81	- 2299:	TO MOVE	الماليا	Lillo =		
Meal allowance	and incidents	al calculator			70 Noti	No. Bho	M. T. C.		
Insert Date →				4-Jun	5-Jun	8-Jun	7-Jun		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	á
Breakfast			0		-20	1	1	-3-2	1
Lunch				1-0	. 0			40	11
Dinner				1	0			1]
incidentals			0	1	1	1	1	4]
Per Diem Calcui	ator								
Insert Date \rightarrow									
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
			1	1	1)	j	-0-4]
Claimant Signat		PLO	2		Date: 90	re 9,2	-519	d	0
Travel expense rep	oorts must comp	ly with the RCM's	s Corporate Trav	el, Hospitality, C	Conference and E	vent Policy (Polic	y#51).		

Google Maps

Airport International Terminal

o YYC

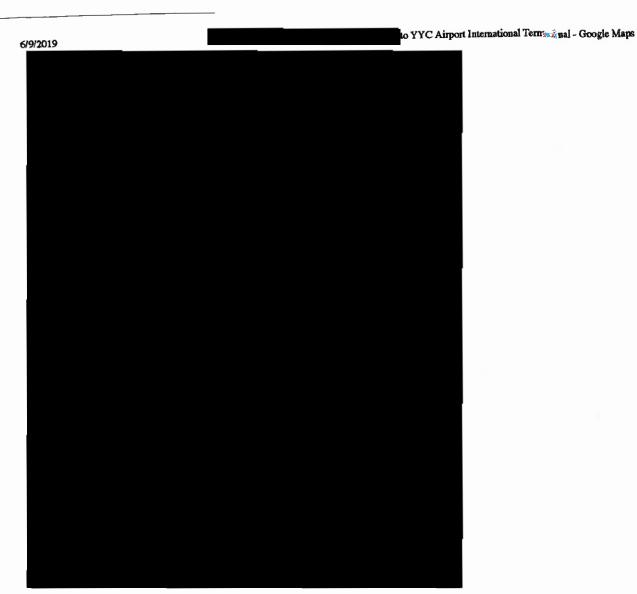
Drive 54.3 km, 42 min

XЧ 217.20

Rasidence to airport I return on June 4, 2019

Residence to airport + return on June 7, 2019

54.3 km x4=217.20. Km Total



YYC Airport International Terminal

Calgary, AB T2E 6W5

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



INFORMATION INVOICE

Membership No.

A/R Number **Group Code**

Company Name

Sandip Lalli

320 Succes Drive

Ottawa ON K1A 0G8

Canada

Room No.	: 2023
Confirmation No.	: 1
Arrival	: 06-04-19
Departure	: 06-07-19
Page No.	: 1 of 2
Folio No.	:
Cashier No.	: 304
HST Reg No.	: 803103712

Date	Text	Reference	Charges	Credits
06-04-19	*Accommodation		599.00	
06-04-19	Municipal Accommodation Tax		23.96	
06-04-19	HST 13% on Rooms		77.87	
06-04-19	HST on MAT(13%)		3.11	
06-05-19	*Accommodation		519.00	
06-05-19	Municipal Accommodation Tax		20.76	
06-05-19	HST 13% on Rooms		67.47	
06-05-19	HST on MAT(13%)		2.70	
06-06-19	*Accommodation		479.00	
06-06-19	Municipal Accommodation Tax		19.16	
06-06-19	HST 13% on Rooms		62.27	
06-06-19	HST on MAT(13%)		2.49	
06-07-19		Resonul -	13.56	
06-07-19		xxxxxxxxxxx		1,958.35
06-07-19		refund guest transportation guest is paying to driver directly XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		-68.00

InterContinental Toronto Centre 225 Front Street West Toronto, Ontario M5V 2X3 Telephone: (416) 597-1400 Fax: (416) 597-8104



INFORMATION INVOICE

Membership No. A/R Number **Group Code**

Company Name

Sandip Lalli 320 Succes Drive

Ottawa ON K1A 0G8

Reisonal

Canada

Room No. : 2023

Confirmation No.

Arrival 06-04-19 Departure : 06-07-19 Page No. 2 of 2

Folio No.

Cashier No. : 304

HST Reg No. : 803103712

Date	Text			Reference		Charges	Credits
		8,00	CAD	Total		1,890.35	-
Harmonia	zed Sales Tax	0.00			Balance	0.00	CAD

How great was your stay? If we did not exceed your expectations, let us know and we'll make it right.

13.56 # 1876.79 (tap = #215.91) # 1890.35

InterContinental Toronto Centre 225 Front Street West Toronto, Ontario M5V 2X3 Telephone: (416) 597-1400 Fax: (416) 597-8104

ATPS*TAXI&LIMO
SERVICES00080
PEARSON AIRPORT, 6350
SI
MISSISSAUGA ON

CARD

CARD TYPE

2019/06/07

DATE

0737 07:01:39

RECEIPT NUMBER

C85005571-001-027-003-0

PURCHASE

AMOUNT TIP

\$68.00 \$10.20

TOTAL

\$78.20

A0000000041010 E98AEA4EB3D83EB3 0000008000-E800 347EB3AE989BA4BC

APPROVED

AUTH# 04201S THANK YOU 01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Cab from hotel to Town to air port.

Taxi & Limo Services UNIT B-1125 CRESTLAWN DR MISSISSAUGA, ON L4W 1A7 4168447931

Cashier:

uler:

Transaction 12700089

Total Tip \$56.00 \$8.40

\$64.40

04-Jun-2019 6:59:06PM \$64.40 L Method: EMV

XXXXXXXXXXX

SANDIP LALLI Ref #: 915500522851 Auth #: 07183S

MID: *****

AID: A000000 AthNtwkNm:

PIN VERIFIED

Cab hom airport to hotel in

CRA Calculated Taxi Tax 2019

Taxis for

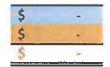
Ontario &

Quebec

\$ 142.60

\$ 142.60 15.28 127.32

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



Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ 0		
\$	-	
\$	-	

The figures you need

GRAND TOTAL TOTAL TAX

SUMMARY Page total

\$	142.60
5	18 28
¢	127 32

Bonney, Danielle

From: Simons, Deborah

Sent: Wednesday, April 10, 2019 2:20 PM

To: 'Sandip Lalli'

Subject: RE: Registering for ICD National Conference - June 2019

Attachments: S330-KM-WES19041014040.pdf

Hi Sandip,

No problem at all. Attached is a revised registration form for your signature. I have added the cost of the gala.

Best,

Debby

From: Sandip Lalli

Sent: Tuesday, April 09, 2019 4:12 PM

To: Simons, Deborah

Subject: RE: Registering for ICD National Conference - June 2019

Yes please. Sorry about that I my fault.

Kind Regards, Sandip Lalli



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

Sent: April 9, 2019 1:49 PM

To: Sandip Lalli

Subject: RE: Registering for ICD National Conference - June 2019

Hi Sandip,

In a previous e-mail you confirmed you were attending only the luncheon and conference, but since Deborah has opted to attend the gala, would you like me to amend your registration form to include the gala? I would need to send you a new form for signature, but it would only take me a few minutes to prepare a new registration form.

Best,

Debby

From: Sandip Lalli

Sent: Tuesday, April 09, 2019 3:29 PM

s.19(1)

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

Subject: RE: Registering for ICD National Conference - June 2019

Thank you Debby. I have attached with my signature.

Am I also attending the gala along with the conference?

Kind Regards,



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

Sent: April 9, 2019 12:53 PM

To: Sandip Lalli

Subject: Registering for ICD National Conference - June 2019

Dear Sandip,

I am pleased to advise that your Travel Authority to attend the upcoming ICD National Conference in Toronto has been approved by Phyllis. I now need to proceed with your registration, and have attached the completed registration form (ICD.D luncheon & conference). I would appreciate it if you could sign the bottom of this form, authorizing payment on your credit card, and return the form to me. I will then complete your registration, and once registration is confirmed, I will send you the confirmation as well as your hotel reservation.

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



REGISTRATION FORM	•		4 4	- 10(1)
Dr Sandip Lall	1	boa boa	rd Member	s.19(1)
Delegate Name (as you would like it to as	opear on the name badge	e)	Title	·
ICOYAL CANACIAN	Mint			
Company/Firm SUSSEX DVI	Ve			
Address, OHAWA	Ontano		K117 06	8
City 12 211 111 126	Prov/St	tate	Postal Code)
019-116-4451	Simo		(a	
10		Address		
Dietary Restrictions				
N/12				
Gala Guest Name	Dietary	Restrictions	<u></u>	· · ·
STATE OF THE STATE	THE RESIDENCE OF THE PARTY OF T			
REGISTRATION CATEGORY	EARLY BIRD (New 24 - Dec. 11)	REGULAR (1m3 - Min2h)	LATE REGISTRATION	AMOUNT
Please indicate which events you would to atten	With the state of	WILE SWITTEN	The state of the s	
•	d by minig in the amounts in	The Transfer of the Transfer o	on category.	
CD.D & DEP ALUMNI RATES				125.00
CD.D Luncheon – Individual Ticket	\$125	\$125		1090.00
Conference – Individual Ticket	\$590	\$890		14/12 06
Sala – Individual Ticket	\$350	\$27/0		\$ _ 490.00
CD MEMBER RATES				
Conference – Individual Ticket	\$695	\$995		\$
Conference – Group Rate (10 tickets)	\$5,560	\$7,960		\$
Gala – Individual Ticket	\$355	\$375		\$
iala – Purchased Table (10 seats)*	\$4,260	\$4,500		\$
ED NON-MEMBER RATES				
onference – Individual Ticket**	\$1,097	\$1,397		\$
onference – Group Rate (10 tickets)	\$8,776	\$11,176		\$
iala – Individual Ticket	\$377	\$397		\$
ala – Purchased Table (10 seats)	\$4,524	\$4,764		\$
			CUD TOTAL	1705.00
Reserved seating and branded table signage Individual Conference rates for non-members i	include a one-year membersi	hip (value \$395)	SUB-TOTAL ADD 13% HST	221.65
	,	, , , ,	TOTAL AMOUNT DUE	\$ 1926.65
			. STAL ANDOM DUC	-
AYMENT OPTIONS			THE PERSON NAMED IN	10000
A THE STATE OF THE	ENDINE INC.	DESCRIPTION OF THE PARTY OF THE	THE RESERVE	A PANAL BUILDING
☐ Paymer	nt Enclosed (Please make che	que payable to the Institute of C	Corporate Directors, 2701-250 Yonge Stre	et, Toronto, ON M5B 2L7)
Sandio Lalli				
JUILU (J - U ()				
ard Number	Expiry Da	te	Signature	
EFUND & CANCELLATION	POLICY	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	MENTE NICES	A LINE OF THE REAL PROPERTY.
4 本 当 4 1 7 1 8 18 72年 199 3 7 1 6 1 章 和 40 7 16 1 8 1 9 1 7	E SA GIRLING AND			

Cancellations must be received in writing by Wednesday, May 22, 2019. Cancellations received by this date will be eligible for a full refund.

To register, please send the completed form & payment to conference@icd.ca or by mail to Institute of Corporate Directors, 2701-250 Yonge Street, Toronto, ON M5B 2L7

FOR MORE INFORMATION, VISIT icd.ca/conference



Institute of Corporate Directors
Institut des administrateurs de sociétés



ELECTRONIC FUNDS TRANSFER

20 Sussex Drive TTAWA, ON

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

SANDIP LALLI

Telephone

613-993-3500

Fax

Date Vendor account 26/02/2020

Date of payment Reference No. 28/02/2020 PV152632

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC83395	13/02/2020	CAD CAD	2,869.65	0.00	2,869.65 2,869.65	THEMIS # 3096 EAHCE12467 OTTAWA



Travel Expense Form 2020

\$7,479.15

0.00

0.00

TA #:	TABCC83395
EAHCE #	EAHCE12467

Claimant **Cost Centre**

Amount Owing to:

Sandip Lalli 121 Legal Services (Board)

Cost estimate provided on TA Hospitality estimate provided on TA

Departure Date 01-Mar-20 05-Mar-20

Travel Location and Reason (attach supporting documents):

Total Travel Expenses (inclusive of fares)

Return Date THEMIS # (VP and Bo

0.00

2,869.65

1.00000

RCM

	A AAAAA	(VF and Board claims only)			
B20-004	Currenc				
To attend Board of Directors meetings and business dinners.	1 Unit of	is Worth	of		
	USD		CAD		
Calgary/Ottawa/Calgary			CAD		
* AIDEADE ONLY			CAD		
* AIRFARE ONLY			CAD		
			CAD		

2,869.65 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**

Employee

Expense Coding		
Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		138.4
740200 - Meals (domestic)	▼	0.0
741200 - Meals (foreign)		0.0
740100 - Hospitality (domestic)	₩	0.00
741100 - Hospitality (foreign)	V	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	2,731.2
741010 - Airfare (foreign)	AND THE CONTRACT OF THE CONTRA	0.00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)	▼	0.00
740500 - Taxi fare (domestic)	W .	0.00
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)	V	0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)	V	0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)	▼	0.00
741099 - Other transportation (foreign)	▼	0.00
740400 - Accommodations (domestic)	~	0.00
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	W	0.00
741900 - Incidentals (foreign)	V 100 100 100 100 100 100 100 100 100 10	0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)	▼	0.00
0.00	V	0.00
0.00	▼	0.00
	▼	0.00
	▼	0.00
54200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses C	Coded	0.00
	avorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$4,609.50)
	Variance %	-62%
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
	Hospitality Variance %	#DIV/0!

Updated 01/01/20



7.Reviewed by Finance (PRINT NAME)

Travel Expense Form 2020

TA # TABCC83395

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

authorized usin	ng the Authority to Travel and	d Advance form.	
		im contains any exceptions requiring approval per the ease check which exception(s) were not pre-approved and	Corporate Travel, Hospitality, Conference & Event Policy #51. d require approval:
	REQUIRED: (Please initial) Travel – Exceptions to Corpo	orate Travel, Hospitality, Conference & Event Policy #51 (Annex 2B)
VP APPROVAL R	PROVAL REQUIRED: (Please in Hospitality – Exceptions to Hospitality – External Hospitality – External Hospitality – Acternal Hospitality – Acternal Hospitality – Hospitality – Hospitality – Hospitality – Hospitality – Hospitality – Hospitality – Hospitality – Hospitality – Hospitality – Spet Hospitality – Norpitality – Nor	itial) Hospitality Policy #51 (Annex 2B) al obtained for the following: ernal or internal hospitality exceeding Maximum Cost Perernal or internal hospitality costs exceeding \$5,000 (Anne sholic beverages provided (Policy Section 44.1) d & beverages provided (Policy Section 44.1) ertainment provided (Policy Section 44.1) pitality or entertainment provided to spouse or person as pitality paid by the RCM taking place at the residence of a 14.1 and 46.4) cial forms of hospitality (Annex 2B) pre-approval prior to expenditure (Section 44.7) TRAVELLER IS A VP): (Please initial) and business travel (Policy Section 14.3) el than permitted by policy (Policy Section 20.6) ides - Kilometer allowance in excess of the equivalent lots so f specified or published City Rate Limits (Policy Section 20.6)	r Person (Annex 2B) ex 2B and 44.1) Policy Section 44.1) ccompanying an event participant (Policy Section 44.1) an RCM employee, Board member or other private residence
	Hospitality - External or inter	/ehicles (Policy Section 23.1) /er 30 days (Policy Section 33.1) rnal hospitality up to \$1,500 but less than \$5,000 and wit /e cost not exceeding Maximum Cost Per Person (Policy S	
By signing below.	section 20.6) Travel – Car rental - upgrade 23.3) Travel – Car rental - upgrade Travel – Missing original item Travel – Hotel – upgrade to a Travel – Hotel – rate in exces (\$145), or published City Rate Missing original itemized rec Other exceptions (traveller h Hospitality - External or inter 1, the Traveller confirms that if I, Hospitality, Conference & E	o a fare class higher than the Standard Allowable Airfard to a larger vehicle than the Intermediate/Standard size to a larger vehicle than the Intermediate/Standard size nized receipts. Explanation provided (Policy section 33.2) at level higher than the Standard Guest Room permitted be so of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Me Limit. VP pre-approval not obtained. Justification proveipts. Explanation provided (Policy section 26.2) as listed and explained on a separate document) and hospitality up to \$1,500 and within Standard Cost Petaths expense claim contains only eligible allowances and I	by policy, at no additional cost to RCM (Policy section 25.1) fontreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas wided (Policy section 25.2) er Person (Annex 28) degitimate and actual expenses incurred in accordance with the ling documentation is contained in this expense claim, that the
1. Traveller Nar	ing (PRINT NAME)	2.Expense claim prepared by SIMONS (PRINT NAME) POND SIMONS	3.Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of tr	aveller	Signature OC 100 100 04	Signature of Traveller's Director
Date The Traveller's M.	5/02/2020 Sanager confirms that she/he	Date has reviewed this expense claim including all the support	Date Una documentation, that the expenses claimed appear
& Event Policy #5	51 (as applicable).Please note,		in accordance with the Corporate Travel, Hospitality, Conference the Travel's Director can proceed in signing the expense claim. By ang her/his approval and hereby grants it.
	VP (as required)	5.Reviewed by CFO (CEO claims; Board claims; claims	\(\lambda_1\).
(PRINT NAME) Signature of VP		Signature (CFO)	Signature of CEO/Chair of Board/Chair of Audit Committee L. L. L. L. L. L. L. L. L. L. L. L. L. L
Date		Date	Myllis Clasic

	2,869.65	HST/GST	Calc HST/GST		USA - (Except USD Expenses	Actual Credit Card CAD Exp.	Total CAI Equivalen
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) 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 (\$0.565km) Business Telephone Parking Car Rental (Domestic) Car Rental/Gas (Foreign) Personal Accommodations Hospitality Baggage (Domestic) Baggage (Foreign)	2,869.65					CAD Exp.	
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Others (code manually)							
				100			
Others (total)				t			
Total Expenses	2,869.65	138.40		-			6
Per Diem Country			Canada	L			TICA
No	o. of meal	Total CAD	Calculated	Г	No. of meal	Total USD	USA
99 85 A/A 1	lowances	allowance	GST/HST		allowances	D-90-1001 101-501-14694-1493-14030	Total CAD
Breakfasts \$20.35		anowance	GS1/IIS1	\$20.35	anowances	allowance	Equivalent
unches \$20.60							
Dinners \$50.55				\$20.60	2	7.	
Total Meals				\$50.55			
C-5000500000000000000000000000000000000					ν.		
\$17.50				\$17.30			
otal Expenses Total - Please use the meal allowance calcula	ator tab to d	latermine tl	a avant No	of moal allo			
			- CAMELITO				
Frand Total CAD Expenses			2,869.65	(Grand Total USD	Expenses	
rand Total HST/GST			138.40			_	
Notes for Expenses							

Simons, Deborah

From:

Phyllis Clark

Sent:

February 11, 2020 6:42 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABCC83395 - Sandip Lalli - B20-004

Approved

Sent from my iPhone

On Feb 11, 2020, at 12:22 PM, Simons, Deborah < simons@mint.ca wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents the airfare for Sandip's travel to Ottawa to attend next month's Board of Directors meetings. The claim has been reviewed and approved by the CFO, and there are no exceptions. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

<image001.jpg>

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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

<B20-004 - Lalli - AIR - Ottawa Mar. 1-5, 2020.pdf>



Booking Confirmation



Booking Reference:



Date of issue: 26 Jan, 2020

This is your official Ilinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the lime to review it as it contains the general conditions of carriage and applicable tarriffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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 the IATA Travel Centre website 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. We also invite you to view Air Canada's Privacy Policy directly.



Business Class (lowest)

Sunday 01 Mar, 2020 10:30 **Calgary** Calgary Int. (YYC), Alberta



Ottawa
Ottawa Int. (YOW),



3hr48
Business P
Operated by: Air Canada | A320-200 |

M-Fi
Meal





Business Class (lowest)

Thursday 05 Mar, 2020 16:20 Ottawa Ottawa Int. (YOW), Ontario



18:58

Calgary

Calgary Int. (YYC),



4hr38
Business P
Operated by: Air Canada | A320-200 |

Wi-Fi
Meal



Passengers

[^] Sandip Kaur Lalli

Ticket Number

Air Canada - Aeroplan

Seats

AC394 1F AC353 1F

Purchase summary

		1 adult
Amount paid: \$2869.65 Tax information		
GST no. 10009-2287 RT0001 \$135.41 GST/HST no. 10009-2287 RT0001 \$2.99	Base Fare - Depart - Business Class (lowest)	1309.00
1	Base Fare - Return - Business Class (lowest)	1309.00
	Surcharges	46.00
10 # 1000	Air Travellers Security Charge - Canada	14.25
1Ax = \$ (38.40	Goods and Services Tax - Canada - 100092287 RT0001	135.41
1017 - 4 120	Harmonized Sales Tax - Canada - 100092287 RT0001	2.99
	Airport Improvement Fee - Canada	53.00
	Total before options (per passenger)	\$286965
	GRAND TOTAL (Canadian dollars)	\$2869 ⁶⁵

(1)

Check-in and boarding gate deadlines

With	in	Ca	na	da
------	----	----	----	----

90 minutes	Recommended check-in time You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.
45 minutes ¹	Check-in and baggage drop-off deadline You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.
15 minutes	Boarding gate deadline You must be present at the boarding gate before it closes.

^{1.} From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

-	_	
	Bannane	allowance
1 1	Daygage	allowalloc

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary (YYC) > Ottawa (YOW)

一1" bag

2nd bag

Max. weight per bag: 32 kg (70 lb)

Complimentary

Complimentary

Max. dimensions per bag:

158 cm (62 in)

Ottawa (YOW) > Calgary (YYC)

ூ 1 a bag

2nd bag

Max. weight per bag:

32 kg (70 lb)

Complimentary

Complimentary

Max. dimensions per bag: 158 cm (62 in)

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Baggage Allowance for Air Canada Altitude and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

Star Alliance Silver Members: Your baggage allowance is equivalent to that of the fare option you purchased.

Economy Class Premium Economy Business Class

3 bags 3 bags 3 bags Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K 32kg (70lb) 32 kg (70 lb) 32kg (70lb) 2 bags 2 bags 2 bags

Altitude Prestige 25k 32 kg (70 lb) 23 kg (50 lb) 23 kg (50 lb)

1 extra bag 1 extra bag 1 extra bag Star Alliance Gold 32 kg (70 lb) 23 kg (50 lb) 23 kg (50 lb)

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

· View Air Canada's additional checked baggage policy.

View the additional checked baggage policy of Air Canada's codeshare and interline partners.

^{*} For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Business Class (lowest)



Changes

Departing flight

- Before departure of first flight

- Decore departure or first flight.

 Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 Penalty fee for ticket reissue between \$50 CAD \$50 CAD
 New travel dates must be prior to Tuesday, 26 Jan, 2021
 The maximum change fee applied is \$100 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- After departure of first flight
 Ticket reissue is not allowed.
- · Flights can only be used in sequence from the place of departure specified on the itinerary.
- · Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.



Cancellations

- Tickets are non-refundable and are non-transferable.
 Partially used tickets may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
 Cancellations can be made up to 45 minutes prior to departure.
 View Air Canada's refund policy.

Minimum stay

· There is no maximum or minimum day stay associated with this fare.



Maximum stay

· There is no maximum or minimum day stay associated with this fare,



Aeroplan

- 150% Aeroplan Miles
- The equivalent in Altitude Qualifying Miles
 For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Business Class (lowest)



Changes

Return flight

- Before departure of first flight
 Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 Penalty fee for licket reissue between \$50 CAD \$50 CAD
 New travel dates must be prior to Tuesday, 20 Jan, 2021
 The maximum change fee applied is \$100 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- After departure of first flight

- Ticket reissue is allowed but may be subject to certain restrictions, Please refer to the link above for complete fare rules.

 Penalty fee for ticket reissue between \$50 CAD \$50 CAD

 New travel dates must be prior to Monday, 01 Mar, 2021

 The maximum change fee applied is \$50 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- · Flights can only be used in sequence from the place of departure specified on the itinerary.
- · Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.



Cancellations

- Tickets are non-refundable and are non-transferable.
 Partially used tickets may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
 Cancellations can be made up to 45 minutes prior to departure.



Minimum stay

· There is no maximum or minimum day stay associated with this fare.



Maximum stay

· There is no maximum or minimum day stay associated with this fare.



Aeroplan

- 150% Aeroplan Miles
- The equivalent in Altitude Qualifying Miles
 For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Disclaimer: The fare rules displayed above are for adult passengers only. Different rules may apply for children and infant passengers.

(General conditions of carriage

- 1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
- Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
- Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
- Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
- 5. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.

6. Dangerous goods

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.

7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.

8. International travel

Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country/region on your itinerary. Please refer to the Travel Documents page on our website for more information.

9. In-flight health

Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before flying.

Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.

10. Schedules and timetables

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

11. Overbooking notice

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

Air Passenger Protection Regulations Notice:

If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulation. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

General terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's General Conditions of Carriage and Tariffs.





Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

SANDIP LALLI

Telephone Fax Date Vendor account Date of payment Reference No.

25/03/2020

613-993-3500

27/03/2020 PV153579

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC83395 BAL	18/03/2020	CAD CAD	1,673.84	0.00	1,673.84	THEMIS# 3096 EAHCE12467 OTTAWA



Travel Expense Form 2020

OTJ #: TABCC8339

	TABCC8339
EAHCE #	EAHCE1246

\$7,479.15

Claimant Cost Centre

Sandip Lalli	
21 Legal Services (Board)	*

Cost estimate provided on TA
Hospitality estimate provided on TA

 Departure Date
 02-Mar-20

 Return Date
 04-Mar-20

Travel Location and Reason (attach supporting documents):

THEMIS # (VP and Board claims only)

(attach supporting documents).		THEMIS	# (VP and Board claims only)	3090
B20-004	6	Currency C	onversion Table	
To attend Board of Directors meetings and business dinners.		1 Unit of	is Worth	of
	USD			CAD
Calgary/Ottawa/Calgary				CAD
				CAD
* EXPENSES				CAD
				CAD

Total Travel Expense	s (inclusive of far	es)				4,543.49
Prepaid Fares (Paid u	sing Amex Corpo	orate Billing Account)			0.00
Airfare Previously Cl	aimed by Travell	er (Paid using Trave	ller's Amex Card)			2,869.65
Airfare previously cla	imed by Travelle	r under this TA # (E	NTER AS POSITIVE	\$ AMOU	JNT)	2,869.65
Cash Advanced / Retu	irned (ENTER A	S POSITIVE \$ AMO	OUNT)			
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
				0.00	1.00000	0.00
Amount Owing to:		Employee		1,673.84	RCM	0.00

Expense Coding				
Acc	count	Cost Center (Select Or	ne from drop down box)	In Canadian \$
HST - Registration # 10	793 5058 RT0001			270.81
740200 - Meals (domestic	c)		~	0.00
741200 - Meals (foreign)			-	0.00
740100 - Hospitality (dor	nestic)		~	0.00
741100 - Hospitality (for	eign)	a things to the first the same and the same	~	0.00
740010 - Airfare (domest	ic)	121 Legal Services (Board)	▼	3,192.25
741010 - Airfare (foreign)		~	0.00
740020 - Rail fare (dome	stic)		~	0.00
741020 - Rail fare (foreig	gn)	12	-	0.00
740500 - Taxi fare (dome	estic)	121 Legal Services (Board)	~	248.87
741500 - Taxi fare (foreig	gn)		*	0.00
740700 - Personal car mil	leage (domestic)	121 Legal Services (Board)	▼	54.13
741700 - Personal car mil	leage (foreign)		▼	0.00
740030 - Car rental (dom	estic)		▼	0.00
741030 - Car rental (forei	ign)		▼	0.00
740800 - Parking (domes	tic)		~	0.00
741099 - Other transporta	ation (foreign)	N .	~	0.00
740400 - Accommodation	ns (domestic)	121 Legal Services (Board)	▼	728.00
741400 - Accommodation	ns (foreign)		~	0.00
740900 - Incidentals (don	nestic)	121 Legal Services (Board)	~	49.43
741900 - Incidentals (fore			~	0.00
740000 - Baggage & Trav	vel (domestic)		▼	0.00
741000 - Baggage & Trav	vel (foreign)		~	0.00
Prepaid claimed flight		121 Legal Services (Board)	▼	-2,869.65
0.00			~	0.00
			~	0.00
			~	0.00
154200 - Prepaid Fares				0.00
Out of Balance - Discrep	oancy in Expenses Co	led		0.00
FOR FINANCE USE OF	NLY (Fav	orable)/Unfavorable Variance: Estima	te on TA versus actual expense cl	aim (\$2,935.66)
			Varianc	e % -39%
	(Favorable)/	Unfavorable Variance: Estimate on Ho	ospitality versus actual expense cl	aim \$0.00
			Hospitality Varianc	e % #DIV/0!

Updated 01/01/20



7.Reviewed by Finance (PRINT NAME)

Travel Expense Form 2020

TA # TABCC83395

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

authorized using the Authority to Trav		n Authority at the time of signing. All travel plans must be pre-
	s claim contains any exceptions requiring approval per the ", please check which exception(s) were not pre-approved and	Corporate Travel, Hospitality, Conference & Event Policy #51. require approval:
CEO APPROVAL REQUIRED: (Please initi Travel – Exceptions to	al) Corporate Travel, Hospitality, Conference & Event Policy #51 (A	nnex 2B)
Hospitality - No pre-age Hospitality - Hospitality - Hospitality - Hospitality - Hospitality - Hospitality - Hospitality - Hospitality - Hospitality - Hospitality - (Policy Section Hospitality - Hos	s to Hospitality Policy #51 (Annex 2B) proval obtained for the following: External or internal hospitality exceeding Maximum Cost Per F External or internal hospitality costs exceeding \$5,000 (Annex - Alcoholic beverages provided (Policy Section 44.1) Food & beverage cost exceeded Maximum Cost Per Person (P- Entertainment provided (Policy Section 44.1) Hospitality or entertainment provided to spouse or person act - Hospitality paid by the RCM taking place at the residence of at ons 44.1 and 46.4) - Special forms of hospitality (Annex 2B) - No pre-approval prior to expenditure (Section 44.7)	28 and 44.1) olicy Section 44.1) companying an event participant (Policy Section 44.1)
☐ Travel - Airfare — Highe ☐ Travel - Privately owner ☐ Travel - Hotel — Rate in ☐ Travel - Car travel — Lea ☐ Travel — Expense receiv ☐ Hospitality - External or	ALIF IRAVELLER IS A VP): (Please initial) onal and business travel (Policy Section 14.3) Ir level than permitted by policy (Policy Section 20.6) divehicles - Kilometer allowance in excess of the equivalent low excess of specified or published City Rate Limits (Policy Section sed Vehicles (Policy Section 23.1) ed over 30 days (Policy Section 33.1) internal hospitality up to \$1,500 but less than \$5,000 and with verage cost not exceeding Maximum Cost Per Person (Policy Se	n 25.2 and 25.3) in Maximum Cost Per Person (Annex 2B)
section 20.6) Travel – Car rental - up; 23.3) Travel – Car rental - up; Travel – Missing origina Travel – Hotel – upgrad Travel – Hotel – rate in (\$145), or published Cit Missing original itemize Other exceptions (trave	ide to a fare class higher than the Standard Allowable Airfare grade to a larger vehicle than the Intermediate/Standard size p grade to a larger vehicle than the Intermediate/Standard size to litemized receipts. Explanation provided (Policy section 33.2) to a level higher than the Standard Guest Room permitted by	policy, at no additional cost to RCM (Policy section 25.1) intreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas ded (Policy section 25.2)
By signing below, the Traveller confirms Corporate Travel, Hospitality, Conference	that this expense claim contains only eligible allowances and le e & Event Policy #51 (as opplicable), that all required supportin d accurate, and that the claim has been completed in accordan	gitimate and actual expenses incurred in accordance with the g documentation is contained in this expense claim, that the
1. Travellar Name (PRINT NAME)	2. Expense claim preparad by SIMOIS (PRINT NAME) LING SIMOIS	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller Vir Valli Date 10393	Signature 11 10 3 1 27 20 Date Phe has reviewed this expense claim including all the supporti	Signature of Traveller's Director Date
reasonable, exceptions as noted above a & Event Policy #51 (as applicable).Please		accordance with the Corporate Travel, Hospitality, Conference Travel's Director can proceed in signing the expense claim. By
4.Approved by VP (as required) (PRINT NAME)	5.Reviewed by CFO (ŒO 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 May 12/2020	Signature of CEO/Chair of Board/Chair of Audit Committee
Date	Date Date	Date

Date

* O		Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Except	Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-	Domestic)							
RCM Paid Fares (Rai	l-Domestic)							
RCM Paid Fares (Air-	Foreign)							
RCM Paid Fares (Rail	-Foreign)							****
Employee Paid Fares	(Air - Domestic)	3,348.77	156.52					
Employee Paid Fares	(Air- Foreign)							
Employee Paid Fares	(Rail- Domestic)							
Employee Paid Fares	(Rail - Foreign)							
Hotel Accommodation	s (Domestic)	822.64	94.64					
Hotel Accommodation	s (Foreign)							
Taxis (Domestic)		263.34	14.47					
Taxis (Foreign)				,,				
Mileage (\$0.565km)	100.6	56.84		2.71				
Business Telephone								
Parking								
Car Rental (Domestic)								
Car Rental/Gas (Forei	gn)							
Personal Accommodat	ions							
Hospitality		-	111 77 27 77					
Baggage (Domestic)						MORREN BANK		
Baggage (Foreign)								
Others (code manually)							
Prepaid claimed flight		-2,869.65						
Others (total)		-2,869.65						
Total Expenses		1,621.94	265.63	2.71				
		1,021.94	205.03					
Per Diem Country	1	No. of meal	Total CAD	Canada	r	No of	T	USA
Meal allowance rates		allowances		Calculated GST/HST		No. of meal allowances	Total USD	Total CAD
Breakfasts	\$20.35	anomances	allowance	GS1/IIS1	\$20.35	anowances	allowance	Equivalent
Lunches	\$20.60							
-	\$50.55				\$20.60			
Dinners Total Meals	950.55				\$50.55	(
	017.20		£1.00	2.45	017.00		-	
Incidentals	\$17.30	3	51.90	2.47	\$17.30			
Total Expenses			51.90	2.47		*		

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

Grand Total CAD Expenses	1,673.84	Grand Total USD Expenses	Γ
Grand Total HST/GST	270.81		

Notes for Expenses

Original airfare has already been claimed (\$2,869.65); Sandip originally booked her flights for 1 March (Calgary/OTT) & 5 March (OTT/Calgary) but needed to change her travel dates to 2 March & return on 4 March; the 2 March flight was significantly delayed & Sandip arrived in Ottawa late that night - she was at the airport early but had to return home, then back to the airport later in the day - she is therefore claiming a cab from home to airport, cab from airport back home, & mileage from home back to airport all on the same day; Sandip does not wish to claim mileage for her return on 4 March; breakfast on 3 & 4 March was included with the accommodations; RCM provided lunch on 3 & 4 March and dinner on 3 March; the only cabs that Sandip paid for while in Ottawa were cabs from & to the Ottawa airport - for travel between venues she either rode with someone else or walked. Sandip is claiming a change fee of \$479.12 for changing the flight

Meal allowance and incidental calculator

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

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

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

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

	Enter	your tra	vel date	s here fo	or	CANA	ADA			MON	TH:	Mar-2	0		
Numbers only				2 3	3 4				The STEELING				N PASS		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast					The state of				NAME OF					O COMPANY	0
Lunch									III BASE		n la la la la la la la la la la la la la		1 1 1 1 1		0
Dinner															0
		-													U
Incidentals				1	1 1		100	Marie W. Printers							2
Incidentals				1	1										3
Incidentals	Enter	your tra	vel date	s here fo	or the	US				MON	TH:	4389	1		3
Incidentals	Enter	your tra	vel date	s here fo	or the	US				MON	TH:	4389	1		3 Total
Incidentals	Enter y	your tra	vel date	s here for	or the Wed	US Thu	Fri	Sat	Sun	MON	TH:	4389 Wed	1 Thu	Fri	
Incidentals Breakfast				2 3	3 4		Fri	Sat	Sun					Fri	Total allowances
				2 3	3 4		Fri	Sat	Sun					Fri	Total allowances
Breakfast Lunch				2 3	3 4		Fri	Sat	Sun					Fri	Total allowances
Breakfast				2 3	3 4		Fri	Sat	Sun					Fri	Total allowances

Simons, Deborah

From:

Phyllis Clark

Sent:

March 18, 2020 11:41 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - TABCC83395 - Sandip Lalli - B20-004

Approved.

The attachment worked this time

Sent from my iPhone

On Mar 18, 2020, at 8:48 AM, Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Re-sending as requested. Hopefully ok this time.

Debby

From: Phyllis Clark <

Sent: March 17, 2020 5:06 PM

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

Subject: Re: Seeking approval - TABCC83395 - Sandip Lalli - B20-004

This is weird. I can't seem to download the document. Could you please resend and I will try again. Thanks.

Phyllis Clark

Phone: (780) 915-7003 Email: phyllis.clark@ualberta.ca

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, Mar 17, 2020 at 11:51 AM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents the expenses related to Sandip's attendance at this month's Board of Directors meetings (expenses only – airfare was previously 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

<image001.jpg>

320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

<B20-004 - Lalli - EXP - Ottawa Mar. 2-4, 2020.pdf>

TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Sandip Lall] De	eparture Date	02-Mar		Return Date	04-Mar	1
Location:	Ottawa								<u>.</u> 1
Purpose:	Board Mee	ting & Strategy	Session						1
TRAVEL EXPENSI			Amount		Meals & Inc	identele			1
Airfare			\$ -	1		e use the mea	l allowance ca	leulates	
Baggage Fees				1		termine the ex			
Change Fees			479.12	01		nces and incid			
VIA Rail			*******************	1 1 1 -					
Hotel Accommod			\$ 822.64	1 M		Rate	# Meals	Total	1
Mileage (\$.05857		100.6	\$ 58.85	56.84	Breakfast	35_520.25	O	\$ -	1
Parking 0.5	65		****	/	Lunches 💯	66 \$19.85	0	s .	
Taxis			\$ 263.34	V	Dinners 50.	\$5 \$50.00	0	\$ -	
Car Rental			more than any age of a green to any account		Incidentals	\$17.30	3	\$ 51.90	1
Gasoline								\$ 51.90	
Private Accomoda	etion (\$50/ng	1)			Total Travel	Expenses			1
Other			\$ -		doil	10.0	1		
	Total Travel	- 25	\$ 1,144.83	114986	1011	021.94	0)		
	Total Meal/	incidentals	\$ 51.90	L	*	1			
		TOTAL	\$ 1,196.73	1607	3.84	10			
Meal allowance a	nd incidents	l calculator			0 1 0				
militata.			2-Mar	3-Mar	4-Mer			1	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
Breakfast	Ubwerolania and Anthrope						Total Control of Contr	0	1/
Lunch	Action of management by			ALL COMMENTS CO.			second six environment and conjugate	0	1
Dinner	******************		· · · · · · · · · · · · · · · · · · ·		The state of the s		*****************	0	
Incidentals	e como i i dono i dono i della prodessa e della rede	Section and construction of the section	1	1	The state of the same and	mily ratios with a decrease way save	3	1	
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Per Diem Calculat	or			1					
· ·	Set	Sun	Mon	Tue	Wed	Thu	F.:	Tatal	
+		- Julian - J	/ :	100	1060		Fri	Total	4
δ.		·	and the last control of		ar arealman,	in a make	,		do
Claimant Signatur	e: Bal	alla			Date: Ma	nh5/2	***		01
	-								
Travel expense repoi	ts must compl	y with the RCM'	s Corporate Tra	ivel, Hospitalit)	, Conference or	nd Event Policy (Policy # 51).		
.^									
X	DAM	din no	x 1.	14.1	-	100	A.	1	
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	Moo.	fing 1	hin t	-Donh	om 0	Dian	Cala	011	
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	and	fing i	Morela	ore un	nto Hea	d tu	or po	er'	
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Relised Ticket

AIR CANADA YOUR BOOKING IS CONFIRMED

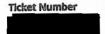


Booking reference

Booking date: 26 Jan, 2020 Date of issue: 19 Feb, 2020

Passengers

A Sandip Kaur Lalli



Air Canada - Aeroplan

Seats

AC394 1F

AC475 1F

AC157 1A

Departing flight

10:30

Monday, March 2nd, 2020 Calgary, CA (YYC) - Ottawa, CA (YOW)

Non-stop - 3hr47m

Calgary Ottawa

Business Class (lowest)

1 Adult

16:17

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

Wednesday, March 4th, 2020

Ottawa, CA (YOW) - Calgary, CA (YYC)

18:30	1 Stop - 7hr25m	23:55
Ottawa		Calgary
0-		
ř	+ 1hr50m	

Business Class (lowest)

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.

Purchase summary

1 Adult

Air transportation charges

Base fare

352.00



Harmonized Sales Tax - Canada - 100092287 RT0001

0.52

Airport Improvement Fee - Canada

4.00

Goods and Services Tax - Canada - 100092287 RT0001

lax = \$18.12

17.60

Change fee

105.00

GRAND TOTAL - Canadian dollars

479.12

Baggage allowance

Carry-on baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (<u>max.</u> size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (<u>max.</u> size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary (YYC) > Ottawa (YOW)



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

: 0468

Folio# Invoice #

Cashier/Cassier# : 418

Page #

: 1 of 1

Dr Sandio Lalli

Arrival/Arrivée

: 03-02-20

Departure/Départ : 03-04-20

Date	Description		Adultio	nal Information/Supplementaire	Charges	Dredits.
03-02-20	Room Charge				350.00	5/18/01/15
03-02-20	Municipal Accord	nmoda	tion Tax:			
12-02-20	Room HST (139				14.00	
13-03-20	Room Charge	•,			47.32	
3-03-20					350.00	
	Municipal Accon) xsi ro.		14.00	
3-03-20	Room HST (13%	6)			47.32	
3-04-20			XXXXXX	XXXXX		822.64
			erra	Total	822.64	822.64
				Balance Due/Solde	0.00	
	mmary / Sommaire		HST Summary /	Sommeire		
Room/Ch F&B/Rest		0.00	Room/Chambro	94.64		
Other/Au		0.00	F&B/Rostauration	0.00		
	u va	0.00	Other/Autres Total	0.00		
Total				94.64		

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 cho si 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 1 200 441 444 Pour information et réservations visitez notre web au www.foirmont.com ou téléphoner au hotels Farmont des Plats Unis n. Ganaca 1 800 441 1414

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

ROCKYVIEW LIMOCONNECT

INC

183 FALSBY RD NE CALGARY ! AB

CARD

CARD TYPE

DATE TIME

2020/03/02 6085 56:24.54

RECEIPT NUMBER

C85064970-001-001-140-0

PURCHASE

AMOUNT

585.00

TIP TOTAL

A0000000041010 CE3EAB40FCB08351 0000008000-E800 88749D48BE4446D9

APPROVED

AUTH# 03625S THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

G\$T#706982899RT0001 14038072406

ROCKYVIEW LIMOCONNECT

INC

183 FALSBY RD NE CALGARY

CARD CARD TYPE

DATE

2020:03/02

TIME

0764 14 57:39

RECEIPT NUMBER

C85045372 - 001-001-443-0

PURCHASE

AMOUNT

\$89.00 \$13.35

TIP TOTAL

A0000000041010 BEAF57C94A905570 00000080G0 E800 31970CA36F088977

APPROVED

AUTH# 021835

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

GST#706982899RT0001 14038072406

MATTER COL SI

> " MF TI 367 47's First of been by talley



Thursday, March 5, 2020, "2;" 7 p.m. MST

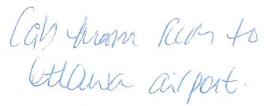
Regards. Sandin Humanity is in your actions!

Begin forwarded message:

From: Uber Receipts Puber panada@uber.comp Date: March 4, 2020 at 12:07:01 PM MST

To:

Subject: Your Wednesday afternoon trip with Uber



Uber

Total CA\$26.89 March 4, 2020

Thanks for riding, Sandip

We hope you enjoyed your ride this afternoon.



Total

CA\$26.89

Trip Fare

CA\$17.34

Subtotal

CAS17.34

1,4

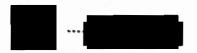
Yahoo Mad. I wan Your Wednesday afternoon top with their

HST

CA\$3.09

Tolls. Surcharges, and Fees

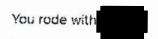
CA\$6.46



CAS26.89

A temporary hold of CA\$25.86 was placed on your payment method ···· at the start of the top. This is not a charge and has or will be removed, it should disappear from your pank statement shortly.

for more information, including invoices (where available)







His Gusses a multi-steel safety screen

4.93 ★ Fating

s known fer. Breelent Service

How was your ride?





Every rideshare trip in Ottawa is insured for a covered auto accident by Intact. Learning re.

6.48 kilometers | 19 min

1:47 PM

CRA Calculated Taxi Tax 2019

Taxis for	
Ontario &	t
Quebec	

\$ 63.24

\$ 63.24
\$ 6.78
\$ 56.46

Taxis for Nova Scotia & PEI & New Foundland & New Brunswick # 63.24

\$ -\$ -

Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ 200.10

\$102.75 \$102.35 \$200.10

\$ 200.10
\$ 7.70
\$ 192.40

The figures you need

GRAND TOTAL TOTAL TAX SUMMARY Page total

\$ 263.34
\$ 14.47
\$ 248 87

3/10/2019

Calgary International Airport to

AB - Google Maps

Calgary International Airport to AB

Drive 50.3 km, 38 min

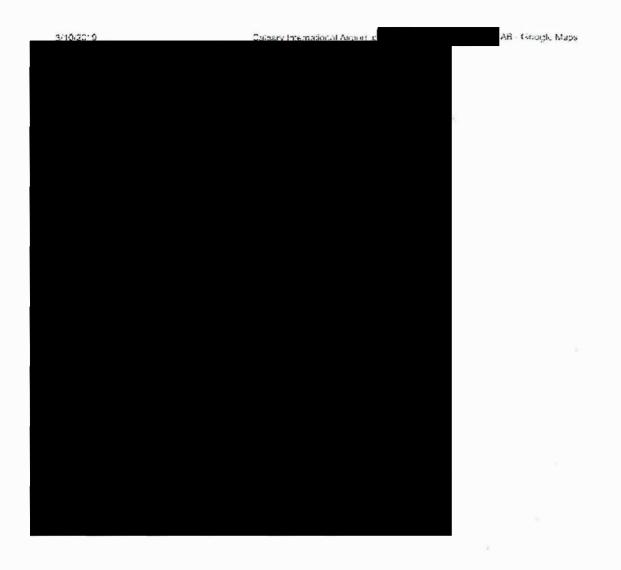
100.6 Km

Calgary International Airport

Mileage to + From Calgary Cirport.

https://www.google.ca/maps/dir/Calgary (International-Arpert*)YYC), *A.pon*Road (Nonheast (Calgary, *AB

AB (E)



000256

Bonney, Danielle

From: Sandip Lalli <

Sent: Wednesday, March 11, 2020 2:12 PM

To: Simons, Deborah

Subject: RE: March 2020 Board Expenses - SLalli

Attachments: Air Canada- flight change.pdf

Hi,

Sorry about that. This is the correct one.

Kind Regards, Sandip Lalli

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

Sent: March 11, 2020 6:09 AM

To: Sandip Lalli

Subject: RE: March 2020 Board Expenses - SLalli

Dear Sandip,

Thank you for this. Unfortunately I already had a copy of this itinerary for when I processed your first claim for airfare. What I need is a copy of the revised itinerary that reflects 4 March as your return date, since the dates on the claim for expenses will not match the dates on the claim for airfare. The revised itinerary is required for audit purposes. Do you have one, by any chance? If not, the boarding passes should be fine.

Thank you.

Debby

From: Sandip Lalli

Sent: March 10, 2020 6:57 PM

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

Subject: RE: March 2020 Board Expenses - SLalli

Hi,

I have attached. Thank you.

Kind Regards, Sandip Lalli



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

Sent: March 10, 2020 11:40 AM

To: Sandip Lalli

Subject: RE: March 2020 Board Expenses - SLalli

Dear Sandip,

I am finalizing your travel expense claim and am missing one document. Do you still have a copy of your revised flight itinerary? If yes, I will need to add it to your claim for audit purposes, since the dates on your expenses claim do not match the dates on the original claim for airfare.

Best,

Debby

From: Sandip Lalli

Sent: March 5, 2020 2:53 PM

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

Cc: List, Christine < <u>List@mint.ca</u>>

Subject: March 2020 Board Expenses - SLalli

Good afternoon,

Thank you for a great few days and for all your support with my changing schedule. Attached are my expenses for this trip.

Kind Regards, Sandip Lalli





YOUR BOOKING IS CONFIRMED

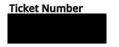


Booking reference

Booking date: 26 Jan, 2020 Date of issue: 19 Feb, 2020

Passengers

^ Sandip Kaur Lalli



A<u>ir Canada - Aer</u>oplan

Seats

AC394 1F

AC475 1F

AC157 1A

Departing flight

Monday, March 2nd, 2020 Calgary, CA (YYC) - Ottawa, CA (YOW)



Business Class (lowest)

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

Wednesday, March 4th, 2020

Ottawa, CA (YOW) - Calgary, CA (YYC)



Purchase summary

	1 Adult
Air transportation charges	
Base fare	352.00
Taxes, fees and charges	
Harmonized Sales Tax - Canada - 100092287 RT0001	0.52
Airport Improvement Fee - Canada	4.00
Goods and Services Tax - Canada - 100092287 RT0001	17.60
Change fee	105.00
GRAND TOTAL - Canadian dollars	479 .12

Baggage allowance

Carry-on baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (<u>max.</u> size: 23 x 40 x 55 <u>cm</u> [9 x 15.5 x 21.5 <u>in</u>]) and 1 personal item (<u>max.</u> size: 16 x 33 x 43 <u>cm</u> [6 x 13 x 17 <u>in</u>]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary (YYC) > Ottawa (YOW)

Bonney, Danielle

From: Simons, Deborah

Sent: Wednesday, March 25, 2020 4:07 PM

To: 'Sandip Lalli'
Subject: Reimbursement

Attachments: __08755642_4.pdf

Dear Sandip,

I am pleased to advise that you will receive an electronic transfer of funds on March 27th in the amount of \$1,673.84 as a reimbursement of your expenses to attend this month's Board and Committee meetings in Ottawa. A copy of the electronic funds transfer notification is attached.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca



ELECTRONIC FUNDS TRANSFER

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

SANDIP LALLI

Telephone Fax Date

613-993-3500

Vendor account
Date of payment
Reference No.

25/03/2020 27/03/2020 PV153579

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC83395 BAL	18/03/2020	CAD CAD	1,673.84	0.00	1,673.84 1,673.84	THEMIS# 3096 EAHCE12467 OTTAWA

Bonney, Danielle

From: Sandip Lalli

Sent: Thursday, March 5, 2020 2:53 PM

To: Simons, Deborah
Cc: List, Christine

Subject: March 2020 Board Expenses - SLalli **Attachments:** March 2020 - BOD Meetings -Mint.pdf

Good afternoon,

Thank you for a great few days and for all your support with my changing schedule. Attached are my expenses for this trip.

Kind Regards, Sandip Lalli



Claimant:	Sandip Lalli		Dep	arture Date	2: 02-Mar	9	Return Date:		04-Mar
Location:	Ottawa								
Purpose:	Board Meeti	ng & Strategy	/ Session						
TRAVEL EXPENS	SE		Amount		Meals & Incid	entals			
Airfare			\$ -		Note: Please	use the meal	allowance ca	lcula	tor
Baggage Fees					below to dete	rmine the exa	ct number o	f	
Change Fees					meal allowand	es and incide	ntals.		
VIA Rail									
Hotel Accommo	odations		\$ 822.64			Rate	# Meals		Total
Mileage (\$.058	5/km)	100.6	\$ 58.85		Breakfast	\$20.25	0	\$	
Parking					Lunches	\$19.85	0	\$	-
Taxis			\$ 263.34		Dinners	\$50.00	0	\$	-
Car Rental					Incidentals	\$17.30	3	\$	51.90
Gasoline								\$	51.90
Private Accomo	dation (\$50/ng	t)			Total Travel Ex	penses			
Other			\$ -						
	Total Travel	Expenses	\$ 1,144.83						
	Total Meal/I	ncidentals	\$ 51.90	199					
		TOTA	L \$ 1,196.73						
Meal allowance	e and incidenta	calculator							
Insert Date \rightarrow			2-Mar	3-Mar	4-Mar				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Total
Breakfast									0
Lunch									0
Dinner			3						0
Incidentals			1	1	1				3
Per Diem Calcu	lator								
Insert Date									
	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Total
									0
Claimant Signa	ture:	10a			Date: Ma	2/2 5/2			
Community organi	-	-			0	0100	200		

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

ROCKYVIEW LIMOCONNECT

INC

183 FALSBY RD NE CALGARY # AB

CARD TYPE

DATE 2020 03/02 TIME 6086 06:24:54

RECEIPT NUMBER C85064970-001-001-140-0

PURCHASE

AMOUNT TIP \$85.00 \$12.75

TOTAL

\$97.75

A0000000041010 CE3EAB40FC808351 0000008000-E800 8B749D48BE4446D9

APPROVED

AUTH# 03625S

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

GST#706982899RT0001 14038072406 ROCKYVIEW LIMOCONNECT

INC

183 FALSBY RD NE CALGARY AB

CARD TYPE

DATE

2020/03/02

TIME

0764 14:57:39

RECEIPT NUMBER

C85045372-001-001-443-0

PURCHASE

AMOUNT TIP TOTAL \$89.00

\$13.35

\$102.35

A0000000041010 BEAF57C94A905570 0000008000-E800 31970CA36F088977

APPROVED

AUTH# 02183S

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST#706982899RT0001 14038072406 CAPITAL TAXI 613-744-3333

PURCHASE

MERCHANT VEHICLE ID DRIVER ID TRIP NUMBER 03-02-2020 START: 21:00

03056351 0315 22:04 END: 21:04

TOTAL

\$ 31.61 \$ 4.74 CAD \$: 36.35

APPROVED
Approval Code
RESP CD :

ENTRY METHOD

CONTACTLESS MAG

PASSENGER COPY

Description:

Fwa: Your Wednesday afternoon trip with ober

From: sandip lalli

s.19(1)

To:

.

Date: Thursday, March 5, 2020, 12:17 p.m. MST

Regards, Sandip Humanity is in your actions!

Begin forwarded message:

From: Uber Receipts <uber.canada@uber.com> Date: March 4, 2020 at 12:07:01 PM MST

To:

Subject: Your Wednesday afternoon trip with Uber

Uber

Total CA\$26.89 March 4, 2020

Thanks for riding, Sandip

We hope you enjoyed your ride this afternoon.



Total

CA\$26.89

Trip Fare

CA\$17.34

Subtotal

CA\$17.34

HST CA\$3.09

Tolls, Surcharges, and Fees

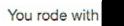
CA\$6.46



CA\$26.89

A temporary hold of CA\$26.88 was placed on your payment method •••• at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. Learn More

Visit the trip page for more information, including invoices (where available)







4.93★ Rating

is known for: Excellent Service

How was your ride?





Every rideshare trip in Ottawa is insured for a covered auto accident by Intact. Learn more.

UberX 16.48 kilometers | 19 min

1:47 PM

Google Maps

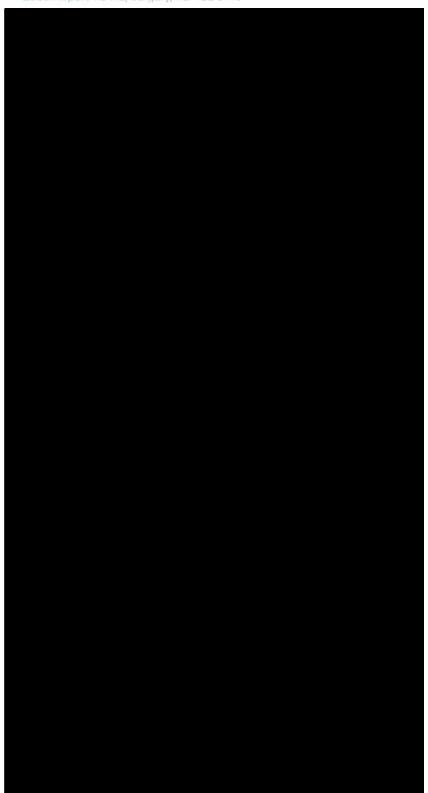
Calgary International Airport to B

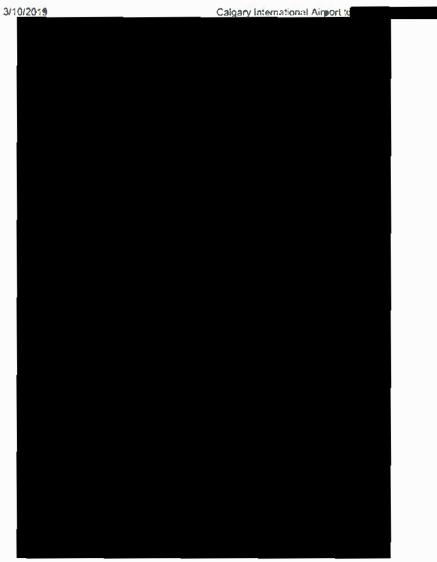
Drive 50.3 km, 38 min

100.6 km

Calgary International Airport

2000 Airport Rd NE, Calgary, AB T2E 6W5







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

: 0468

Folio#

Invoice #

Cashier/Cassier# : 418

Page #

: 1 of 1

Dr Sandip Laili



Arrival/Arrivée : 03-02-20 Departure/Départ : 03-04-20

Date	Description	Additional Information	Charges	Credits	
03-02-20	Room Charge			350.00	
03-02-20	Municipal Accommodation Tax	(14.00	
03-02-20	Room HST (13%)			47.32	
03-03-20	Room Charge			350.00	
03-03-20	Municipal Accommodation Tax	(14.00	
03-03-20	Room HST (13%)			47.32	
03-04-20		XXXXXXXXXXX	XX/XX		822.64
		Total		822.64	822 64

		Ba	lance Due/Solde	0.00
GST Summary / Sommaire		HST Summary / Somi	naire	
Room/Chambre	0.00	Room/Chambre	94.64	
F&B/Restauration	0.00	F&B/Restauration	0.00	
Other/Autres	0.00	Other/Autres	0.00	
Total	0.00	Totai	94.64	

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Mr. Claude Sauvé, General Manager, at Claude.Sauve@faimont.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 Sauvé@falmont.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: Unrind States or Ganada 1 800 441 1414
Pour information et réservations visitez notre web au www.fairmont.com ou (éléphoner au horels Fairmont de: Élist-Units ou Ganada 1 800 441 1414

I abrow that my SubSite So this beformul work of and I agree to be hote proposally sides and the exerciting the institution for each distinguishment of the production of the control of the following south of the control of the following southern and the sides of the following and the ratio of a 3 th per or within after one in which, (18,00%) and months of a 3 th per or within after one in which, (18,00%) and months of a 3 th per or within after one in order of each of the father of the father of the following of the father of th

Bonney, Danielle s.19(1)

From: Sandip Lalli

Sent: Sunday, January 26, 2020 11:59 AM

To: Simons, Deborah
Cc: List, Christine

Subject: March 2020 Flights - Lalli

Attachments: Air_Canada_Booking_Confirmation_.pdf

Good morning,

Thank you, Christine, for the agenda for the March meetings. I have booked my flights accordingly. I will need to leave on Thursday at 2 PM from the Mint offices so that I can catch the Thursday flight back.

Debby,

I have attached my flight invoice for reimbursement. Please note that I arrive on Sunday, March 1st and depart March 5th.

Thank you and have a great week ahead.

Kind Regards, Sandip Lalli



From: List, Christine <List@mint.ca> Sent: January 24, 2020 2:26 PM

Cc: Kamel, Simon < kamel@mint.ca>; Simons, Deborah < simons@mint.ca>; Richardson, Michelle < richardsonm@mint.ca>; Albarran, Federico < albarran@mint.ca>; Muduuli, Melissa < Muduuli@mint.ca>; Lwow, Lyne < lwow@mint.ca>

Subject: Information and scenario: March Board and Strategy meetings / Informations et scénario: réunion du Conseil d'administration et réunion stratégique de mars

La version française suit

Dear Board Members,

On behalf of the Chair, we wish to advise you of the scenario for the upcoming Board of Directors and Committee meetings, to be held in Ottawa starting on the evening of March 2, 2020. The meetings will be held at the Global Centre for Pluralism (330 Sussex Drive, Ottawa) in the 2nd floor Boardroom.

Attached please find a letter from Phyllis and Marie regarding the strategy session included as part of the March meetings. The pre-read materials referenced in the letter have been uploaded to the Diligent Portal. You can access them under the Board tab, "Pre-read Materials 329th Board of Directors Meeting".

The outline below provides an overview for planning purposes. Note that the times shown are estimates and additional information will be forwarded to you once the agendas have been finalized.

Monday, March 2, 2020

5:30 p.m.: Board and CEO pre-dinner meeting (Frobisher Room/Mezzanine Level, Fairmont Château Laurier) 7:00 p.m.: Strategy Session kick-off - Board/Management Business Dinner with Keynote Speaker – Location to be confirmed

Tuesday, March 3, 2020

7:30 a.m. to 8:30 a.m.: Board Breakfast – Fairmont Château Laurier

9:00 a.m. to 5:30 p.m.: Board of Directors Strategy meeting (day 1) – includes lunch

6:30 p.m.: Board/CEO Business Dinner – Location to be confirmed

Wednesday, March 4, 2020

8:30 a.m. to 12:00 p.m.: Board of Directors Strategy meeting (day 2)

12:00 p.m. to 1:00 p.m.: Lunch

1:00 p.m. to 4:05 p.m.: Audit Committee meeting

4:15 p.m. to 5:30 p.m.: Governance & Nominating Committee meeting 6:30 p.m.: Board/Management Business Dinner – Location to be confirmed

Thursday, March 5, 2020

8:00 a.m. to 10:40 a.m.: HR&WHS Committee meeting

10:45 a.m. to 4:20 p.m.: Board of Directors meeting – includes lunch

Administrative Matters

Please make your travel arrangements in accordance with this outline and note that your Travel Authorization has been approved. Kindly note that a hotel room has been reserved under your name at the Fairmont Château Laurier. Details of your room reservation will be sent by separate email.

Should you have any questions on logistics, the Corporate Secretariat would be pleased to assist you.

We are looking forward to seeing everyone in Ottawa.

Best regards, Christine

Chers membres du Conseil d'administration,

Au nom de la Présidente du Conseil d'administration, nous désirons vous informer du scénario des prochaines réunions du Conseil d'administration et des réunions des comités qui auront lieu à Ottawa et qui commenceront en soirée le 2 mars 2020. Les réunions auront lieu au Centre mondial du pluralisme au 330 promenade Sussex dans la salle de conférence du 2ème étage.

Veuillez trouver ci-joint une lettre de Phyllis et Marie concernant la session de stratégie incluse dans le cadre des réunions du Conseil de mars. Les lectures préalables mentionnées dans la lettre ont été téléversées sur le portail Diligent. Vous pouvez y accéder sous l'onglet du Conseil d'administration, «Pre-read Materials 329th Board of Directors Meeting».

Pour vous permettre de faire vos préparatifs de voyage, vous trouverez un bref aperçu des réunions ci-dessous. Nous vous transmettrons plus de renseignements lorsque les ordres du jour auront été finalisés.

Le lundi 2 mars 2020

17 h 30 : une réunion pré-souper d'affaires avec les membres du Conseil et la Présidente (Salon Frobisher, niveau mezzanine, Fairmont Château Laurier)

19 h : Début de la session de stratégie - un souper d'affaires avec les membres de la haute direction et conférencier d'honneur. L'endroit sera confirmé ultérieurement.

Le mardi 3 mars 2020

7h30 à 8h30 : déjeuner du Conseil - Fairmont Château Laurier

9 h à 17 h 30 : réunion du Conseil d'administration portant sur la stratégie (jour 1) – inclus le dîner.

18 h 30 : un souper d'affaires avec les membres du Conseil d'administration et la Présidente de la Monnaie. L'endroit sera confirmé ultérieurement.

Le mercredi 4 mars 2020

8h30 à 12:00 : réunion du Conseil d'administration portant sur la stratégie (jour 2)

12:00 à 13:00 : dîner

13:00 à 16 h 05: réunion du Comité de vérification

16:15 à 17 h 30: réunion du Comité de régie et des candidatures

6:30 p.m.: un souper d'affaires avec les membres de la haute direction. L'endroit sera confirmé ultérieurement.

Le jeudi 5 mars 2020

8 h à 10 h 40 : réunion du Comité des ressources humaines et santé et sécurité au travail

10 h 45 à 16 h 20 : réunion du Conseil d'administration – inclus le dîner

Questions administratives

Veuillez faire vos arrangements de voyage conformément à ce scénario et notez que votre autorisation de voyage a été approuvée. De plus, une chambre d'hôtel a été réservée à votre nom au Fairmont Château Laurier. Les détails suivront par courriel.

Si vous avez des questions sur la logistique, le secrétariat de la Société se fera un plaisir de vous aider.

Au plaisir de vous voir à Ottawa.

Christine

CHRISTINE LIST, LL.B

ASSISTANT CORPORATE SECRETARY SECRÉTAIRE ADJOINTE DE LA SOCIÉTÉ





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

Tel/Tél.: 613-854-9835
list@mint.ca | list@monnaie.ca
mint.ca | monnaie.ca



Booking Confirmation



Booking Reference:

Date of issue: 26 Jan, 2020

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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 the IATA Travel Centre website 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. We also invite you to view Air Canada's Privacy Policy directly.



Business Class (lowest)

Sunday 01 Mar, 2020 10:30 **Calgary** Calgary Int. (YYC), Alberta



16:18 **Ottawa** Ottawa Int. (YOW),



3hr48
Business P
Operated by: Air Canada | A320-200 |

Mi-Fi
Meal



Business Class (lowest)

Thursday 05 Mar, 2020

16:20 **Ottawa** Ottawa Int. (YOW),



18:58 **Calgary**Calgary Int. (YYC),
Alberta



4hr38
Business P
Operated by: Air Canada | A320-200 |

Wi-Fi
Meal

Passengers

Air Canada - Aeroplan

Seats

AC394 1F AC353 1F



Purchase summary

Amount paid: \$2869.65

Tax informationGST no. 10009-2287 RT0001 \$135.41
GST/HST no. 10009-2287 RT0001 \$2.99

	1 adult
Air Transportation Charges	
Base Fare - Depart - Business Class (lowest)	1309.00
Base Fare - Return - Business Class (lowest)	1309.00
Surcharges	46.00
Taxes, fees and charges	14.25
Air Travellers Security Charge - Canada	
Goods and Services Tax - Canada - 100092287 RT0001	135.41
Harmonized Sales Tax - Canada - 100092287 RT0001	2.99
Airport Improvement Fee - Canada	53.00
Total before options (per passenger)	\$2869 ⁶⁵
GRAND TOTAL (Canadian dollars)	\$2869 ⁶⁵



Check-in and boarding gate deadlines

90 minutes

Recommended check-in time
You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45 minutes1

Check-in and baggage drop-off deadline
You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15 minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

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\square	Baggage	allowance	ì

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary (YYC) > Ottawa (YOW)			
1st bag Complimentary	2 nd bag Complimentary	Max. weight per bag: 32 kg (70 lb) Max. dimensions per bag: 158 cm (62 in)	

Ottawa (YOW) > Calgary (YYC)						
1st bag Complimentary	2 nd bag Complimentary	Max. weight per bag: 32 kg (70 lb) Max. dimensions per bag: 158 cm (62 in)				

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Baggage Allowance for Air Canada Altitude and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

Star Alliance Silver Members: Your baggage allowance is equivalent to that of the fare option you purchased.

	Economy Class Premium Economy Business Class			
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	3 bags	3 bags	3 bags	
	32 kg (70 lb)	32kg (70lb)	32kg (70lb)	
Altitude Prestige 25k	2 bags	2 bags	2 bags	
	23 kg (50 lb)	23 kg (50 lb)	32 kg (70 lb)	
		1 extra bag 23 kg (50 lb)		

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

^{*} For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.



Business Class (lowest)



Changes

Departing flight

- Before departure of first flight
- Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 Penalty fee for ticket reissue between \$50 CAD \$50 CAD
 New travel dates must be prior to Tuseday, 26 Jan, 2021
 The maximum change fee applied is \$100 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- · After departure of first flight
 - Ticket reissue is not allowed
- · Flights can only be used in sequence from the place of departure specified on the itinerary.
- Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.



Cancellations

- Tickets are non-refundable and are non-transferable.
 Partially used tickets may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
- Cancellations can be made up to 45 minutes prior to departure.
- View Air Canada's refund policy.



Minimum stay

• There is no maximum or minimum day stay associated with this fare.



Maximum stay

. There is no maximum or minimum day stay associated with this fare



Aeroplan

- 150% Aeroplan Miles
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Business Class (lowest)



Changes

Return flight

- · Before departure of first flight

- Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.

 Penalty fee for ticket reissue between \$50 CAD \$50 CAD

 New travel dates must be prior to Tuesday, 26 Jan, 2021

 The maximum change fee applied is \$100 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.

· After departure of first flight

- Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 Penalty fee for ticket reissue between \$50 CAD \$50 CAD
 New travel dates must be prior to Monday, 01 Mar, 2021
 The maximum change fee applied is \$50 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- · Flights can only be used in sequence from the place of departure specified on the itinerary.
- · Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.



Cancellations

- Tickets are non-refundable and are non-transferable.
 Partially used tickets may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
 Cancellations can be made up to 45 minutes prior to departure.
- View Air Canada's refund policy



Minimum stay

• There is no maximum or minimum day stay associated with this fare.



Maximum stay

. There is no maximum or minimum day stay associated with this fare



Aeroplan

- 150% Aeroplan Miles
- The equivalent in Alittude Qualifying Miles
 For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Disclaimer: The fare rules displayed above are for adult passengers only. Different rules may apply for children and infant passengers

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(!) General conditions of carriage

- 1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
- 2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
- 3. Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
- 4. Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
- 5. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.

6. Dangerous goods

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.

7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.

8. International travel

Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country/region on your itinerary. Please refer to the Travel Documents page on our website for more information.

9. In-flight health

Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before flying.

Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.

10. Schedules and timetables

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

11. Overbooking notice

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS



Air Passenger Protection Regulations Notice:

If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the *Air Passenger Protection Regulation*. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

General terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's General Conditions of Carriage and Tariffs.



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Bonney, Danielle

From: Simons, Deborah

Sent: Wednesday, February 5, 2020 11:07 AM

To: Sandip Lalli
Cc: List, Christine

Subject: RE: March 2020 Flights - Lalli

Attachments: Lalli Hotel Conf. March 2020 - REVISED.pdf

Dear Sandip,

I am pleased to advise that all of the required approvals are now in place with regards to next month's Board of Directors meetings, which permits me to proceed with your travel expense claim for airfare. I expect to finalize your claim today, after which I will seek the usual approvals. In the meantime, attached is your revised hotel confirmation (arrival Sunday, 1 March; departure Thursday, 5 March). If there is anything else I can assist with, please don't hesitate to let me know.

Best, Debby

From: Sandip Lalli

Sent: January 26, 2020 11:59 AM

To: Simons, Deborah **Cc:** List, Christine

Subject: March 2020 Flights - Lalli

Good morning,

Thank you, Christine, for the agenda for the March meetings. I have booked my flights accordingly. I will need to leave on Thursday at 2 PM from the Mint offices so that I can catch the Thursday flight back.

Debby.

I have attached my flight invoice for reimbursement. Please note that I arrive on Sunday, March 1st and depart March 5th.

Thank you and have a great week ahead.

Kind Regards, Sandip Lalli



From: List, Christine <<u>List@mint.ca</u>>
Sent: January 24, 2020 2:26 PM

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To: Barry Rivelis; Cybele NegrisDeborah Trudeau; Fiona Macdonald; Gilles PatryLemay, Marie < Lemay@mint.ca >; Phyllis Clark; pina melchionna; Sandip Lalli; Serge Falardeau; Victor Young
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Cc: Kamel, Simon < <u>kamel@mint.ca</u>>; Simons, Deborah < <u>simons@mint.ca</u>>; Richardson, Michelle < <u>richardsonm@mint.ca</u>>; Albarran, Federico < <u>albarran@mint.ca</u>>; Muduuli, Melissa < <u>Muduuli@mint.ca</u>>; Lwow, Lyne

< lwow@mint.ca>

Subject: Information and scenario: March Board and Strategy meetings / Informations et scénario: réunion du Conseil d'administration et réunion stratégique de mars

La version française suit

Dear Board Members,

On behalf of the Chair, we wish to advise you of the scenario for the upcoming Board of Directors and Committee meetings, to be held in Ottawa starting on the evening of March 2, 2020. The meetings will be held at the Global Centre for Pluralism (330 Sussex Drive, Ottawa) in the 2nd floor Boardroom.

Attached please find a letter from Phyllis and Marie regarding the strategy session included as part of the March meetings. The pre-read materials referenced in the letter have been uploaded to the Diligent Portal. You can access them under the Board tab, "Pre-read Materials 329th Board of Directors Meeting".

The outline below provides an overview for planning purposes. Note that the times shown are estimates and additional information will be forwarded to you once the agendas have been finalized.

Monday, March 2, 2020

5:30 p.m.: Board and CEO pre-dinner meeting (Frobisher Room/Mezzanine Level, Fairmont Château Laurier)

7:00 p.m.: Strategy Session kick-off - Board/Management Business Dinner with Keynote Speaker – Location to be confirmed

Tuesday, March 3, 2020

7:30 a.m. to 8:30 a.m.: Board Breakfast - Fairmont Château Laurier

9:00 a.m. to 5:30 p.m.: Board of Directors Strategy meeting (day 1) – includes lunch

6:30 p.m.: Board/CEO Business Dinner – Location to be confirmed

Wednesday, March 4, 2020

8:30 a.m. to 12:00 p.m.: Board of Directors Strategy meeting (day 2)

12:00 p.m. to 1:00 p.m.: Lunch

1:00 p.m. to 4:05 p.m.: Audit Committee meeting

4:15 p.m. to 5:30 p.m.: Governance & Nominating Committee meeting 6:30 p.m.: Board/Management Business Dinner – Location to be confirmed

Thursday, March 5, 2020

8:00 a.m. to 10:40 a.m.: HR&WHS Committee meeting

10:45 a.m. to 4:20 p.m.: Board of Directors meeting – includes lunch

Administrative Matters

Please make your travel arrangements in accordance with this outline and note that your Travel Authorization has been approved. Kindly note that a hotel room has been reserved under your name at the Fairmont Château Laurier. Details of your room reservation will be sent by separate email.

Should you have any questions on logistics, the Corporate Secretariat would be pleased to assist you.

We are looking forward to seeing everyone in Ottawa.

Best regards,

Christine

Chers membres du Conseil d'administration,

Au nom de la Présidente du Conseil d'administration, nous désirons vous informer du scénario des prochaines réunions du Conseil d'administration et des réunions des comités qui auront lieu à Ottawa et qui commenceront en soirée le 2 mars 2020. Les réunions auront lieu au Centre mondial du pluralisme au 330 promenade Sussex dans la salle de conférence du 2ème étage.

Veuillez trouver ci-joint une lettre de Phyllis et Marie concernant la session de stratégie incluse dans le cadre des réunions du Conseil de mars. Les lectures préalables mentionnées dans la lettre ont été téléversées sur le portail Diligent. Vous pouvez y accéder sous l'onglet du Conseil d'administration, «Pre-read Materials 329th Board of Directors Meeting».

Pour vous permettre de faire vos préparatifs de voyage, vous trouverez un bref aperçu des réunions ci-dessous. Nous vous transmettrons plus de renseignements lorsque les ordres du jour auront été finalisés.

Le lundi 2 mars 2020

17 h 30 : une réunion pré-souper d'affaires avec les membres du Conseil et la Présidente (Salon Frobisher, niveau mezzanine, Fairmont Château Laurier)

19 h : Début de la session de stratégie - un souper d'affaires avec les membres de la haute direction et conférencier d'honneur. L'endroit sera confirmé ultérieurement.

Le mardi 3 mars 2020

7h30 à 8h30 : déjeuner du Conseil - Fairmont Château Laurier

9 h à 17 h 30 : réunion du Conseil d'administration portant sur la stratégie (jour 1) – inclus le dîner.

18 h 30 : un souper d'affaires avec les membres du Conseil d'administration et la Présidente de la Monnaie. L'endroit sera confirmé ultérieurement.

Le mercredi 4 mars 2020

8h30 à 12:00 : réunion du Conseil d'administration portant sur la stratégie (jour 2)

12:00 à 13:00 : dîner

13:00 à 16 h 05: réunion du Comité de vérification

16:15 à 17 h 30: réunion du Comité de régie et des candidatures

6:30 p.m.: un souper d'affaires avec les membres de la haute direction. L'endroit sera confirmé ultérieurement.

Le jeudi 5 mars 2020

8 h à 10 h 40 : réunion du Comité des ressources humaines et santé et sécurité au travail

10 h 45 à 16 h 20 : réunion du Conseil d'administration – inclus le dîner

Questions administratives

Veuillez faire vos arrangements de voyage conformément à ce scénario et notez que votre autorisation de voyage a été approuvée. De plus, une chambre d'hôtel a été réservée à votre nom au Fairmont Château Laurier. Les détails suivront par courriel.

Si vous avez des questions sur la logistique, le secrétariat de la Société se fera un plaisir de vous aider. Au plaisir de vous voir à Ottawa.

Christine

CHRISTINE LIST, LL.B

ASSISTANT CORPORATE SECRETARY SECRÉTAIRE ADJOINTE DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8
Tel/Tél.: 613-854-9835
list@mint.ca | list@monnaie.ca
mint.ca | monnaie.ca

Simons, Deborah

From:

Fairmont Hotels & Resorts <clh@hotelstay.fairmont.com>

Sent:

February 5, 2020 10:44 AM

To:

Simons, Deborah

Subject:

Confirmation for Dr Sandip Lalli



Dear Dr Sandip Lalli,

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



Best Regards, Fairmont Hotels & Resorts

Confirmation #

First Name Sandip

Last Name Lalli

Arrival Date Sunday, 1-Mar, 2020

Arrival Time 17:00

Departure Date Thursday, 5-Mar, 2020

Number Of Nights
Number Of Adults

Room Type Fairmont Gold King NS

Rate Per Room Per Night CAD 349.00

Cancellation Policy 48 hours prior to arrival
Cancel Date To Avoid Fees Friday, 28-Feb, 2020

Bonney, Danielle

From: Simons, Deborah

Sent: Thursday, February 27, 2020 10:38 AM

To: 'Sandip Lalli'

Cc: Albarran, Federico; Simons, Deborah

Subject: Reimbursement

Attachments: __08716952_4.pdf

Dear Sandip,

I am pleased to advise that you will receive an electronic transfer of funds on February 28th in the amount of \$2,869.65 as a reimbursement of your airfare to attend next week'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

s.19(1)

ELECTRONIC FUNDS TRANSFER

SANDIP LALLI

Telephone Fax Date Vendor account Date of payment Reference No. 613-993-3500 26/02/2020

28/02/2020 PV152632

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC83395	13/02/2020	CAD CAD	2,869.65	0.00	2,869.65 2,869.65	THEMIS # 3096 EAHCE12467 OTTAWA