From: Simons, Deborah

To: "FIONA MACDONALD"

Subject: Reimbursement - Travel Expense Claim
Date: Tuesday, April 2, 2019 12:08:16 PM

**Attachments:** 08233322 4.pdf

ımageu03.jpg

#### Dear Fiona,

I wish to advise you that you will receive an electronic transfer of funds on April 3, in the amount of \$4,842.16 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**

FIONA MACDONALD

Telephone Fax Date Vendor account Date of payment Reference No. 613-993-3500 02/04/2019

03/04/2019 PV142619

Fax

E-mail murka@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82553 B19-010	27/03/2019	CAD CAD	4,842.16	0.00	4,842.16 4,842.16	THEMIS # 2949 OTTAWA BLANKET TA

From:

Phyllis Clark •

Sent:

Monday, March 25, 2019 2:07 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - TABCC82553 - Fiona Macdonald - B19-010

#### Approved

Phyllis Clark		_
Phone:	Email:	
9000	970	

#### 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 Mon, Mar 25, 2019 at 9:10 AM Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents Fiona'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



320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

#### **Travel Expense Form 2019** TA #: **TABCC82553** Claimant Fiona Macdonald EAHCE # **EAHCE12134** Cost estimate provided on TA Cost Centre 121 Legal Services (Board) \$8,100.00 Departure Date 4-Mar-19 Return Date 7-Mar-19 Travel Location and Reason (attach any supporting documents): THEMIS # (WP and Board claims only) 2949 B19-010 **Currency Conversion Table** 1 Unit of is Worth USD Attend Board and Committee meetings, and Board business 1.25000 CAD dinners. CAD

Vancouver/Ottawa/Vancouver

CAD

CAD CAD CAD

1						
						CAD
						CAD
Total Travel Expen	ses (inclusive of far	es)				4,842.16
Prepaid Fares (Paid	using Amex Corpo	orate Billing Account	:)			0.00
Airfare Previously	Claimed by Travell	er (Paid using Trave	ller's Amex Card)			0.00
Airfare previously	claimed by Travelle	er under this TA # (E	NTER AS POSITIV	E S AMO	UNT)	
Cash Advanced / Re	eturned (ENTER A	S POSITIVE \$ AM	OUNT)			
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
				0.00	1.00000	0.00
	·					

Account	Cost Center ( Select On	e from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001			176.32
740200 - Meals (domestic)	121 Legal Services (Board)	*	47.62
741200 - Meals (foreign)		₹	0.00
740100 - Hospitality (domestic)	_	▼	0.00
741100 - Hospitality (foreign)		~	9.00
740010 - Airfare (domestic)	121 Legal Services (Board)	•	3,050.25
741010 - Airfare (foreign)		▼	0.00
740020 - Rail fare (domestic)		•	0.00
741020 - Rail fare (foreign)		▼	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	<b>V</b>	86.00
741500 - Taxi fare (foreign)			0.00
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	<b>~</b>	38.54
741700 - Personal car mileage (foreign)		<b>~</b>	0.00
740030 - Car rental (domestic)		▼	0.00
741030 - Car rental (foreign)		*	0.00
740800 - Parking (domestic)	121 Legal Services (Board)	*	129.52
741099 - Other transportation (foreign)		▼	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	•	1,248.00
741400 - Accommodations (foreign)		▼	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	₹	65.90
741900 - Incidentals (foreign)		♥	0.00
740000 - Travel (domestic)		<u> </u>	0.00
741000 - Travel (foreign)		<b>-</b>	0.00
		₹	0.00
154200 - Prepaid Fares			0.00
Out of Balance - Discrepancy in Expenses Co	oded		

FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$3,257.84)
	Variance %	0000040%
1	A WITHTE AP	



7.Reviewed by Finance (PRINT NAME)

# **Travel Expense Form 2018**

TA # TABCC82553

"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 presult-orized using the Authority to Travel and Advance form.

authorized using the Authority to Travel a	nd Advance form.	
As the Traveller, please indicate if this of Yes  No  in if you indicated "Yes", p	alm contains any exceptions requiring approval per the lease check which exception(s) were not pre-approved and	Corporate Travel, Hospita lity, Conference & Event Policy #51. require approval:
CEO APPROVAL REQUIRED: (Please initial)  Travel – Exceptions to Corp	porate Travel, Hospitality, Conference & Event Policy #51 (A	nnex 28)
Hospitality – No pre-appro Hospitality – Ex Hospitality – Ex Hospitality – Ex Hospitality – Fo Hospitality – Fo Hospitality – Ho Hospitality – Ho Poicy Sections Hospitality – Sp	Hospitality Policy #51 (Annex 28) val obtained for the following: ternal or internal hospitality exceeding Maximum Cost Per- ternal or internal hospitality costs exceeding \$5,000 (Annex scholic beverages provided (Policy Section 44.1) od & beverage cost exceeded Maximum Cost Per Person (P terteinment provided (Policy Section 44.1) spitality or entertainment provided to spouse or person ac spitality paid by the RCM taking place at the residence of a	28 and 44.1) Olicy Section 44.1)
Travel - Aufare - Higher Ier Travel - Privately owned ve Travel - Hotel - Rate in exc Travel - Car travel - Leased Travel - Expense received the Hospitality - External or into	FTRAVELLER IS A VP): (Please initial) il and business travel (Policy Section 14.3) vel than permitted by policy (Policy Section 20.6) hicker - Kilometer allowance in excess of the equivalent lov eas of specified or published City Rate Limits (Policy Sectio Vehicles (Policy Section 23.1) ever 30 days (Policy Section 33.1) ernal hospitality up to \$1,500 but less than \$5,000 and with ge cost not exceeding Maximum Cost Per Person (Policy Se	n 25.2 and 25.3)
Travel – Car rental - upgrad 23.3)  Travel – Car rental – upgrad Travel – Hotel – upgrad ite Travel – Hotel – upgrade to Travel – Hotel – rate in exce (\$245), or published City Ra Missing original itemized re Other exceptions (traveller	to a fare class higher than the Standard Allowable Airfare to a larger vehicle than the intermediate/Standard size of the to a larger vehicle than the intermediate/Standard size to mized receipts. Explanation provided (Policy section 33.2) a level higher than the Standard Guest Room permitted by	policy, at no additional cost to RCM (Policy section 25.1) intreal (\$3.90), Vancouver (\$200), and Calgary (\$180), Les Veges ded (Policy section 25.2)
Corporate Fravel, Mospitality, 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.
reosonable, exceptions as noted above are a	Date  this reviewed this expense claim including all the supports  proved (as required), and the claim has been completed in	3. Appropried by Tripdeller's Director with digning authority (PRINT NAME)  LOW ALL ALL A CONTROL OF Signature of Trinceller's Director  Signature of Trinceller's Director  LOW ALL ALL ALL ALL ALL ALL ALL ALL ALL AL
signing below, the VP or CEO confirms that si	e, y exceptions nove been pre-approved prior to travel, the he/he has reviewed the exceptions as nated above requiring	trovers travector can proceed in signing the expense claim. By g her/his approval and hereby grants it.
4 Approved by VP (as required) (PRINT NAME)	S.Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6.Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	May 22 2018	Signature of CEO/Chair of Board/Chair of Audit Committee
Data	Date IV	man.

A. C	Canada - (Exce	nt NWT N	VT Vukon)		USA - (Ex cept	ATarlan	
rald							
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
RCM Paid Fares (Air-Domestic)	(incl. HST/GST)	HST/GST	HST/GST		Expens es	CAD Exp.	Equivalent
RCM Paid Fares (Rail-Domestic)							
RCM Paid Fares (Air-Foreign)	-	<u> </u>					
RCM Paid Fares (Rail-Foreign)	<del>-</del>						
Employee Paid Fares (Air - Domestic)	3,050.25					-	
Employee Paid Fares (Air- Foreign)	3,030.23					,	
Employee Paid Fares (Rail- Domestic)					<u> </u>		
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)	1,410.24	162.24				<del></del> -	
Hotel Accommodations (Foreign)	1,410.24	102.24			-		
Taxis (Domestic)	86.00					<del> </del>	
Taxis (Foreign)	80.00					<del> </del>	
Mileage (\$0.57km) 71.0	40.47		1.93			<del> </del>	
Business Telephone	40.47		1.93			-	<del></del>
Parking	136.00		6.48				
Car Rental (Domestic)	130.00		0.46			<del></del>	
Car Rental/Gas (Foreign)							
Personal Accommodations	-					<u> </u>	
Hospitality							
Others (code manually)							
Other's (code mandany)	l					<del></del>	
	<del></del>						
-	-						
						-	
						-	
Others (total)							
Total Expenses	4,722.96	162,24	8.40			<del></del>	
Per Diem Country	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		Canada	1		<u> </u>	USA
•	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance			allowances	allowance	Equivalent :
Breakfasts \$20.25				\$20.25		anowalice	Equivalent
Lunches \$19.85				\$19.85			
Dinners \$50.00	1	50.00	2.38	\$50.00			
Total Meals		50.00	2.38				
Incidentals \$17.30	4	69.20	3.30	\$17.30			
Total Expenses		119.20	5.68				
Note - Please use the meal allowance	calculator tab to	determine t	he exact No	of meal all	owances and inc	identals	
Grand Total CAD Expenses			4,842,16	11	Grand Total USI	Expenses	· ·
Grand Total HST/GST			176.32			Zapomou	
Notes							
While in Ottawa, Fiona rode with others for	some of the travel t	o/from venue	s, and is only o	laiming four	cab fares that were	at her own expense; br	eakfast was
included with the accommodations; Board b			40.535 4	T1 - 11 4			

## Meal allowance and incidental calculator

S			A Mar 10	ere	de Mar 4	7 Mar.19							<del></del>		
	Cot.	Sun	Mon	Tue	Wed		Fri	Cod	10	102	-				Total meal allowance
Breakfast	Sat	Suii	IMON	rue	vved	Thu	i-u	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
	-			<u> </u>	<b></b>				-	ļ					0
unch			J	<u> </u>	ļ					<u></u>					0
Dinner					1				1						
ncidentals			1	1	1	1									4
			el dates l		Wad			10 m		3 (					Total meal allowance
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast													1		0
unch												J			0
Dinner															0
ncidentals															0

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

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

# TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Fiona Macd	onald	De	parture Date	:: March 4 201	<u>9</u>	Ræturn Date	:: March 7 201	. <u>9</u>
Location:	Vancouver-	Ottawa-Vanco			1				
Purpose:	Strategy, Co	mmittee and	Board Meeting	5					]
TRAVEL EXPENS	SE .		Amount		Meals & Inc	identals			1
Airfare			\$ 3,050.25	1		e use the meal	aliowance co	doutotos	
Baggage Fees			# 8 0 to 10 to			termine the exa			
Change Fees						nces and incide		,,	
VIA Rail						noo and mone	urdis.		
Hotel Accommo	dations		\$ 1,410.24			Rate	# Meals	Total	1
Mileage (\$.0558)		71,72	\$ 40:18	40.47	Breakfast	\$19.45	0	\$ -	1
Parking 0.5	57/Km	on-	\$ 136.00	do	Lunches	\$19.20	0	\$ -	1
Taxis	as		\$ 86.00		Dinners 50	.00 \$48.15	1	\$ 48.15	50.00
Car Rental					Incidentals (	. 7	4	\$ 69.20	10.00
Gasoline		-					Total	\$ 117,35	
Private Accomod	lation (\$50/ngi	t)			Total Travel i	Expenses		119.20	n do
Other					,			11-1.00	5 00).
	Total Travel I	Expenses	\$ 4,722.67	4700.9	601.				
	Total Meal/I	ncidentals	\$ 117.35	119.20	do.				
		TOTAL	\$ 4,840.02	4842	16 ds=				
Meal allowance	and incidental		•		-				
Insert Date →	1.0		4-Mar	5-Mar	6-Mar	7-Mar		]	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
Breakfast								0	
Lunch		a hand grave states a man an appear we w						0	
Dinner					1		The side was relative thinks the property of the same	1	
Incidentals			1	1	1	1		4	
Per Diem Calcula Insert Date →	tor								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Techni	
					7100	110	LU	Total 0	
Claimant Signatu	re: 0/0	Paul	and !		Date: 17N	18,2019			

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



s.19(1)

#### Passenger Information

08-Feb 2019

4,399.00

1.54

222.66

.008.92A

t fluit see 28 408-492.

40.00

Passenger: 1

Ms Fiona Macdonald

Ticket number:

Frequent Flyer Pgm:

Air Canada Aeropían

Program number:

#### Purchase Summary

Passenger: 1 Ticket number

Date of issue

Fare Amount in Canadian dollars:

(including <u>navigational</u> & other charges)

Taxes, Fees & Charges

Air Travellers Security Charge (CA)

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)

Airport Improvement Fee - Canada (SQ)

Total Fare in Canadian dollars:

Options

Change fee in Canadian dollars

Ticket particularities:

CAD4399.00 NONREF - AC ONLY

-BG:AC

\*Fare calculation:

26FEB19YVR AC YTO Q23.00R1530.00/-YVR AC YOW Q23.00R1400.00AC

YVR Q23.00R1400.00CAD4399,00 END ROE1.00 PD12.71CA2.99RC

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

#### Fare Rules Summary

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.

Tickets are non transferable.

Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.

Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional terms and conditions related to seat selection

Please read important information and notices regarding Air Canada's general conditions of carriage.



# Itinerary / Receipt

s.19(1)

Your booking is confirmed. Thank you for choosing Air Canada. Please bring your itinerary-receipt to the airport.

nit

## Main Contact Information

Booking reference:

Name: E-mail: Ms Fiona Macdonald

Payment:

00000000000

Customer Care Air Canada Reservations 1-888-247-2262

Air Canada Flight Information 1-888-422-7533 International Reservations

Alert me of flight changes Flight notification

### **Plight Itinerary**

	Flight	From	То	Aircraft	Cabin (Booking class)	Status
-	AC104	Vancouver (YVR)	Toronto Pearson (YYZ)	321	Business Class (lowest) (P)	Confirmed
		Tue 26-Feb 2019	Tue 26-Feb 2019			
		08:00 - TERMINAL M -MAIN	15:27 - TERMINAL T1			
	Seat number(s)	requested: 3F				
n)	AC338	Vancouver (YVR)	Ottawa (YOW)	724		
127	3	, ,	Janua (1011)	321	Business Class (lowest) (P)	Confirmed
		Mon 04-Mar 2019	Mon 04-Mar 2019			
		08:55 - TERMINAL M -MAIN	16:32			
	Seat number(s)	requested: 1F				
1528	AC343	Ottawa (YOW)	Vancouver (YVR)	321	Business Class (lowest) (P)	Confirmed
3050	<del>,</del> ลารี	Thu 07-Mar 2019 17:35	Thu 07-Mar 2019 20:15 - TERMINAL M -MAIN			

Seat number(s) requested:

1F



# **Booking Confirmation**



Booking Reference

Date of issue: 07 Sep, 2018

Data Protection Notice; Your personal data will be processed in accordance with the applicable certical avelable at the IATA Travel Certica velocitie or from the carrier or GDS directly. You should read this doc disclosed and transferred. We siso invite you to view Air Carackie Privacy Policy directly.



Premium Esperancy (idward)

Menday 17 Sep. 2018

12:00

San Francisco San Francisco Int. (SFO), CA Int. Terminal 20:00 Toronto

Toronto-Pearson Int. (YYZ), ON)

**⊕** AC738

6hr00 Premium Economy N Operated by: Air Canada | 787-9 Mea!

Return

Harris Char Harris

18,45

Toronto

Toronto-Pearson Int. (YYZ),

ON Tecninal 1

21:07

San Francisco

San Francisco Int. (SFO), CA

**€** AC739

5tn 22

Business Z

Operated by: Air Canada | 787-9 Meai

Passengers

A Fiona Louise Macdonald

Air Canada - Aempian

**Ticket Number** 

Travel Options

Regular meal

AC738 13K

AC738 1K

Special Committee Mas

000011



# Purchase summary

Amount paid: \$3780,41
Tax information GST/IST no. 10009-2287 RT0001 \$3.25

Base Fare - Depart - Premium Economy (Towest) Base Fare - Return - Business Class (Kowe at) Surcharges	961.01 2279.26
Base Fare - Depart - Premium Economy (Towest) Base Fare - Return - Business Class (lowe at) Suscharges	
Base Fare - Return - Business Class (lowe_at) Surcharges	
Suchages	
	2218,20
The control of the second second	
ಕ್ಷ್ ್ನ ಸಿಪಿ ಜೀಕರ್ಣ ಸರ್ಣ್ವಾತಿ	418.73
~*· ,	20
Passenger Security Fee - United States	7.38
immigration Fee - United States	9.23
Animal and Plant Health Inspection Service (APHIS) User Fee - United States	5.22
Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)	
Customs Fee - United States	3.25
All Travellers Security Charge - Conada	7.45
· · · · · · · · · · · · · · · · · · ·	1271
Airport Improvement Fee - Canada	25.00
Passenger Facility Charge - United States	5.83
Transportation Tax - United States	48.24
Total airfare and toxes before options	\$3788
GRAND TOTAL (Canadian dollars)	

# Check-in and boarding gate deadlines

Within Canada	To/From the U.S.	
90 minutes	120	Recommended of teck-in since You should check in no later than the times indicated at left. This will ensure you have planty of time to check in, drop of your checked large and pass through security.
		to the second second
45 minutes	60 mixules	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 paried for your light.
15 minutes	15	Boarding gate deadline You quet be present at the boarding gate before it closes.

From Toronto City Airport (Y1Z) - Check-in and baggage drop-off deadane; 20 minutes

## Special note for travel claim - Fiona Macdonald (TABCC82553 - B19-010)

Original airfare (San Francisco/Toronto/San Francisco – 17 & 18 Septem ber 2018) was booked for the same of the sa
Using the credit resulted in a change fee of \$1,008.92. Using the full credit also required three legs which were booked at the same time at a cost higher than the credit (\$4,399.00), again under booking reference
<ol> <li>YVR-YOW-YVR return (Vancouver/Ottawa/Vancouver) – RCM Board meetings (\$1,523.00 Vancouver/Ottawa + \$1,528.25 Ottawa/Vancouver);</li> </ol>
2) YVR-YYZ one way (Vancouver/Toronto) - not related to RCM (\$1,739.08)
Please refer to the fare calculation shown on ticket # between YVR, YTO and YOW.
Since Air Canada is not prepared to provide additional paperwork. Fiona priced the cost of Vancouver/Ottawa/Vancouver from the Air Canada website at the time of booking (\$1,523.00 + \$1,528.25), pricing which was consistent with previous RCM expense claims.
Note: The change fee incurred is not being allocated to RCM.

Original ticket: \$3,780.41 Change fee: \$1,008.92 New ticket: \$4,399.00 Total cost: \$9,188.33

LESS credit: -\frac{\$3,780.41}{\$5,407.92}

Amount being claimed from RCM as per Air Canada website on the date the three legs were booked: \$3,050.25.



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

Reference No.

Room/Chambre

Cashier/Cassier # : 836

Folio # Invoice #

Page #

Mrs Fiona Macdonald Arrival/Arri
Canada Departure/

Arrival/Arrivée : 03-Q4-19 Departure/Départ : 03-Q7-19

: 047'9

: 1 of 2

Date	Description	Additional Information/Supplementaire	Charges	Credits
03-04-19	Room Charge		400.00	
03-04-19	Municipal Accommodation Tax	(	16.00	
03-04-19	Room HST (13%)	<u> </u>	54.08	
03-05-19			į.	* Ressonal
03-05-19				1 - CV / OV (G )
03-05-19	Room Charge		400.00	
03-05-19	Municipal Accommodation Tax	(	16.00	
03-05-19	Room HST (13%)		54.08	
03-06-19			1	
03-06-19				
03-06-19				Rorsonal
03-06-19				reizora
03-06-19				
03-06-19				
03-06-19	Room Charge		400.00	
03-06-19	Municipal Accommodation Tax	(	16.00	
03-06-19	Room HST (13%)		54.08	
03-07-19		XXXX		1,473.52 - 63.28
				1410.24

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Pour Information et réservations visitez notre web au www.fairment.com ou téléphoner au Hôlels Fairment de: États-Units ou Canada 1 800 441 1414

is given that my Biddly for this bill is not waked and I agree is in help big presently bild in the event that the indicated person, omplany or association falls to pay for any part or in the sit as any part of 1.5% per month after one socials. (14.0% per any part of 1.5% per month after one socials, (14.0% per any part of 1.5% per month after one socials, (14.0% per any part of 1.5% per month after one socials, (14.0% per any part of 1.5% per any part of 1.

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

Reference No.

Room/Chambre

Cashler/Cassier # : 836

Folio# invoice #

Page #

Mrs Fiona Macdonald

Canada

Arrival/Arrivée

: 03-0-4-19

Departure/Départ : 03-07-19

: 0475

2 of 2

Date Description		Addition	ial Information/Supplementaire	Charges	Credits
			Total	1,473.52	1,473.52
	and arti		Balance Due/Solde	0.00	
GST Summary / Sommaire Room/Chambre	0.00	HST Summary / Room/Chambre	Sommaire 162.24		
F&B/Restauration Other/Autres Total	0.00 0.00 0.00	F&B/Restauration Other/Autres Total	0.00 7.28— Rersonu 169.52	1	

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.

Resonal = \$63.28 (tax 7.28) RCM = \$1410.24 (tax 162.24) \$ 1473.52 \$ 169.52

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: Élats-Unis ou Canada 1 800 441 1414

Je me porte personnellement responsable du réglement totel de cette nois au cau au la compagnée, hasaccistion ou aon représentant désigné en retiserait le passenant. Les comptes en soutilement est comptes en soutilement es comptes en soutilement es cette de la principal de 1,6% par mois agrès un mois. (16,0% par année) J/3 accepté le la trysten du journal The clôps and Meil. 5 [maile retusé, [surets pu obtenir un crédit à mon compte et 4,00% par jour (de l'und eu Vendand) et de 2,00% la Barmett. (Dens les hibée) parfeiparts.)

Job# 2128
FILLIP LINE RECEIPT FOR CAB FARE
AMOUNT 40 1 Date Paul 7
From hale
To Q. Driver
Cab No.  M.S.T. Included in metar fare  S. A
Cab your hotel to
attawa airport
REGAL 819 777-5231 CROWN 819 777-1645
TEMPS TIME PU GOOD DATE 5/3/19
NOM NAME
ADRESSE ADDRESS
CHARGE À CHARGE TO
VOYAGE DE CHATINEAU
Friendst Hatel 011
À
10 to change
NOTIRE NO OCH PAR
CHAUFFELIR
hotel (5 March)
John St. A.
RECEIPT FOR CAB FARE
Amount 36 Date Dack 4
From as-port blake.
Cab No.
H.S.T. Included in metar fare
(a) from Ottawa
airport to hotel
note so pote

Vancouver Ai Fport Receipt No: 8710/06 14/00614 03/07/19 GST R127267383

Pay parking ticket 136.00 \$ 03/04/19 07:12 - 03/08/19 07:12 Length Of Stay: 4 Days, 00:00 Epan:029951570150110 59063259570??

Total Amount
Net Amount:
Parking Sales Tax
GST+

136.00 \$
107.04 \$
22.48 \$
6.48 \$
135.00 \$

Cale Systems Inc

RODOCOCCOCSTOTO
DOSCOCRECOCESCO
VERIFIED BY PIN

O1 RPPROVED - THANK YOU 027 -- IMPORTANT --Retein this capy for your records Custoner copy

Parking at Vancardar air port.

s.19(1)

Google Maps

to Vancouver International Airport

Drive 35.5 km, 53 min



53 min

Fastest route, lighter traffic than usual 35.5 km

Lighter traffic than usual

57 min

35.3 km

Mileage Grom residence to Vancouver airport + return 35.5 km x2 = 71 km. From: Simons, Deborah
To: FIONA MACDONALD
Subject: Reimbursement

**Date:** Thursday, June 6, 2019 11:55:00 AM

**Attachments:** 08330820 4.pdf

imageu 01.jpg

#### Dear Fiona,

I am pleased to advise that you will receive an electronic transfer of funds on June  $7^{th}$ , in the amount of \$2,934.25 as a reimbursement of your travel expenses to attend the May Board/Committee meetings.

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**

FIONA MACDONALD

Telephone Fax Date Vendor account Date of payment

Reference No.

613-993-3500 06/06/2019

07/06/2019 PV144729

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82732 B19-022	28/05/2019	CAD	2,934.25	0.00	2,934.25	THEMIS # 2977 EAHCE12189 WINNIPEG BOD MEETINGS
		CAD		_	2,934.25	DOD FILETINGS

From:

Phyllis Clark

Sent:

Thursday, May 30, 2019 12:13 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel exception - Fiona Macdonald - TABCC82732

Thank you for drawing this to my attention. ! approve.

Sent from my iPad

On May 30, 2019, at 10:03 AM, Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

The travel expense claim sent to you for approval earlier this week contained an exception that requires its own approval. The cab receipt for travel from the Winnipeg airport to the hotel on 13 May was lost. Fiona is therefore claiming the same amount as the cab fare from the hotel back to the Winnipeg airport on 16 May, for which she does have a receipt (\$25.00 each trip). I apologize – I should have mentioned this when seeking approval earlier in the week.

Best,

Debby

From: Simons, Deborah

Sent: Monday, May 27, 2019 10:23 AM

To: Phyllis Clark

Subject: Seeking approval - Travel expense claims X 4

Dear Phyllis,

Attached are the following travel expense claims for approval – these claims are related to travel to Winnipeg to attend our recent Board of Directors meetings, and have all been reviewed by Bob Zintel, Acting CFO:

TABCC82729 - Bill Ross (B19-020) - no exceptions

TABCC82732 - Fiona Macdonald (B19-022) - no exceptions

TABCC82733 – Cybele Negris (B19-023) – no exceptions

TABCC82734 – Gilles Patry (B19-021) – no exceptions

If you approve via e-mail, | will add notations to your signature lines and will attach a copy of your e-mail to each claim.

Best.

#### DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

<image001.jpg>

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

From:

Phyllis Clark <

Sent:

Monday, May 27, 2019 1:33 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - Travel expense claims X 4

#### Approved

Phyllis Clark Phone: E	mail:

#### CONFIDENTIALITY WARNING

This communication is intended for the use of the recipient to which it is addressed, and may contain confir ciential, 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, May 27, 2019 at 8:23 AM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached are the following travel expense claims for approval - these claims are related to travel to Winnipeg to attend our recent Board of Directors meetings, and have all been reviewed by Bob Zintel, Acting CFO:

TABCC82729 - Bill Ross (B19-020) - no exceptions

TABCC82732 - Fiona Macdonald (B19-022) - no exceptions

TABCC82733 – Cybele Negris (B19-023) – no exceptions

TABCC82734 - Gilles Patry (B19-021) - no exceptions

If you approve via e-mail, I will add notations to your signature lines and will attach a copy of your e-mail to each claim.

Best,

DEBBY SIMONS



Travel Location and Reason

Total Travel Expenses (inclusive of fares)

## **Travel Expense Form 2019**

OTJ#: TA #: **TABCC82732** EAHCE # EAHCE12189

Claimant Fiona Macdonald **Cost Centre** 121 Legal Services (Board)

Cost estimate p rovided on TA \$5,493.35 Hospitality estimate p rovided on TA

Departure Date 13-May-19 Return Date 16-May-19

THEMIS # (WP and Board claims only) (attach supporting documents): 2977 B19-022 Currency Conversion Table 1 Unit of is Worth of To attend Board of Directors meetings and business dinners. USD 1.37230 CAD CAD San Francisco/Winnipeg/San Francisco CAD CAD CAD

2,934,25 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 \$ AMI OUNT) Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT) Currency Advanced Returned Outstanding FX to CAD **CAD** Equivalent 0.00 1.00000 0.00 Amount Owing to:

Amount Owing to:	Employee	2,934.25 RCM	0.00
Expense Coding			
Account	Cost Center ( Select On	ne from drop dow 11 box )	In Canadian \$
HST - Registration # 10793 5058 RT0001		1 12 50%)	
740200 - Meals (domestic)	121 Legal Services (Board)		56.09
741200 - Meals (foreign)		¥ .	48.24
740100 - Hospitality (domestic)			0.00
741100 - Hospitality (foreign)			0.00
740010 - Airfare (domestic)		<b>V</b>	0.00
741010 - Airfare (foreign)	121 Legal Services (Board)	V	0.00
740020 - Rail fare (domestic)	The second secon	(*)	1,642.03
741020 - Rail fare (foreign)		₹	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)		0,00
741500 - Taxi fare (foreign)		<u></u>	50.00
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	*	0.00
741700 - Personal car mileage (foreign)			140.38
740030 - Car rental (domestic)			0.00
741030 - Car rental (foreign)		_	0.00
740800 - Parking (domestic)		<b>T</b>	0.00
741099 - Other transportation (foreign)	100		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)		0.00
741400 - Accommodations (foreign)			924.34
740900 - Incidentals (domestic)	121 Legal Services (Board)		0.00
741900 - Incidentals (foreign)	121 Legal Services (Board)	22.27	49.43
740000 - Baggage & Travel (domestic)			23.74
741000 - Baggage & Travel (foreign)		-	0.00
			0.00
	_		0.00
		<b>V</b>	0.00
	<del></del>		0.00
154200 - Prepaid Fares			. 0.00
Out of Balance - Discrepancy in Expenses Co	ded		0.00
	orable)/Unfavorable Variance: Estima	te on TA versus actual	0.00
	The state of the state of Links		(\$2,559.10)
(Foverable)/	Informento Varionas, Estimata II-	Variance %	-47%
(Tavorable)/	Unfavorable Variance: Estimate on Ho		\$0.00
		Hospitality Variance %	000022 #DIV/0!



7.Reviewed by Finance (PRINT NAME)

## Travel Expense Form 2019

**TABCC82732** 

\*IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Enternt Policy #51, (as applicable) and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of assigning. 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, Hospitalists, Conference & Event Policy #51. Yes D No D'If you indicated "Yes", please check which exception(s) were not pre-approved and require approval: ☐ Travel – Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 28) CFO or CEO APPROVAL REQUIRED: (Please Initial) ☐ Hospitality – Exceptions to Hospitality Policy #51 (Annex 28) Hospitality - No pre-approval obtained for the following: Hospitality - External or Internal hospitality exceeding Maximum Cost Per Person (Annex 28) Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 26 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 particular inpart (Policy Section 44.1) Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM amployee, Board m ember 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 Capaciter 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) ٥ Travel - Expense received over 30 days (Policy Section 33.1) Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 2B) Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1) TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please Initial) Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6) Travel - Car rental - upgrade to a larger vehicle than the intermediate/Standard size permitted by policy, at no actiditional cost to RCM (Policy section 23.3) Travel – Car rental – upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3) Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2) Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2) Missing original itemized receipts. Explanation provided (Policy section 26.2) Other exceptions (traveller has listed and explained on a separate document) Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 28) By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense dains, 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 Otractor with signing authority (PRINT NAME) Signature of Traveller's Director rager 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) 6.Approved by CEO & President/Chair of BOD/Chair of 5.Reviewed by CFO (CEO claims, Board claims, dains PRINT NAME) rior to CEO a Audit Committee (as required) Signature of VP Signature of CEO/Chair of Board/Chair of Audit

ald Consult	Canada - (Exc	ept NWT, N	VT, Yukon		USA - (Ex cep	t Alaska)	
Page 2	Total Amount	Actual	Calc	1	USD	Actual Credit Car	d Total CAD
	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-Domestic)				1		Сладен.	Equivalent
RCM Paid Fares (Rail-Domestic)				1		<del>†</del>	
RCM Paid Fares (Air-Foreign)		-1		1		<del> </del>	
RCM Paid Fares (Rail-Foreign)				1		<del> </del>	<del> </del>
Employee Paid Fares (Air - Domestic)						<del> </del>	
Employee Paid Fares (Air- Foreign)	1,643.28	1.25		1		<del> </del>	
Employee Paid Fares (Rail- Domestic)				1		<del>                                     </del>	<del> </del>
Employee Paid Fares (Rail - Foreign)	-		-	1		<del> </del>	
Hotel Accommodations (Domestic)	967.28	42.94	_	1		<del> </del>	<del> </del>
Hotel Accommodations (Foreign)				1		<del>                                     </del>	<u> </u>
Taxis (Domestic)	50.00	7		1			<del> </del>
Taxis (Foreign)				1		<del> </del>	
Mileage (\$0.55km) 268.0	147.40		7.02	1		<del> </del>	<del> </del>
Business Telephone	<u> </u>			1		<del></del>	
Parking				1		<del></del>	
Car Rental (Domestic)				ĺ		<del> </del>	
Car Rental/Gas (Foreign)	_			1			
Personal Accommodations				<b>!</b>		<del></del>	
Hospitality				1			
Baggage (Domestic)				1			
Baggage (Foreign)		-		1			
Others (code manually)							
						·	
Others (total)							
Total Expenses	2,807.96	44.19	7.02				<u> </u>
Per Diem Country			Canada	'			
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	USA
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Total CAD
Breakfasts \$20.50				\$20.50		апомядсе	Equivalent
Lunches \$20.10				\$20.10			
Dinners \$50.65	1	√ 50.65	2.41	\$50,65			
Total Meals		50.65	2.41				
Incidentals \$17.30	3	51.90	2.47	\$17.30	1	17.20	00.51
Total Expenses		102.55	4.88		<del></del>	17.30	23.74
						17.30	23.74

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

2,910.51 56.09

Grand Total USD Expenses

23.74

Notes for Expenses

1) The Fairmont Hotel waived the room charge for the night of 13 May due to excessive noise in the hotel; 2) 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); 3) Board of Directors dinners were provided on 13 & 14 May; 4) Board of Directors lunches were provided on 14 & 15 May; 5) Cab receipt for travel from Winnipeg airport to hotel on 13 May is lost, Fiona is therefore claiming the same cost for the cab from hotel to Winnipeg airport on 16 May for which she does have a receipt - same distance, same cost.

## 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			1	3 1	4 1	5	16						-		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun .	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast											1				THE RESERVE
Lunch												-	1		
Dinner						1			-		-		+	-	
Incidentals					1	r	1								- Liveuit

	Enter your travel dates here for the US MONTH: 43586														
			13	3 1	4 15	1	16				U III				Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast								116	9				- 1000		
Lunch															0
Dinner													201		0
Dinner Incidentals															4

# TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Fiona L Mac	donald	De	parture Date	May 13 2019		Return Date	May 16 2019
Location:	Winnipeg							
Purpose:	Board and Co	ommittee me	etings					
TRAVEL EXPENS	SE		Amount		Meals & Incid	entals		
Airfare			\$ 1,643.28	Note: Please use the meal allowance calculator			louistor	
Baggage Fees			Million & South State State of the State of the original state of the	below to determine the exact number of				
Change Fees				meal allowances and incidentals.				· .
VIA Rail						a a micion	chilais.	
Hotel Accommo	dations		\$ 967.28		In:	Rate	# Meals	7-4-1
Mileage (\$.0558	/km) () -55	268	\$ 149.54	-147.40	Breakfast	\$19.45	# Meas	Total
Parking					Lunches	\$19.20	0	\$ -
Taxis			\$ 50.00	/	Dinners 50. 6	The second secon	*****	\$ - 1
Car Rental					Incidentals	\$17.30	1	\$ 48.15 50.1
Gasoline	,				7	+ 1 un	7-7	\$ 69.20 \s\.
Private Accomod	iation (\$50/ngt	3	p=====================================		Total Travel E	mens USA	Total	\$ -117.35
Other	(11-1-0)	•				cheuse2	7.19	126-29
	Total Travel	ynenses	\$ 2,810.10	2807.9	6 B-		OVI	do.
	Total Meal/I	•	\$ -117.35	126.29	M.			OF
	i o om i i jour ji		\$ 2,927.45	- 2934	25 ds.			
Meal allowance	and incidental			- 77	.0101			
Insert Date →			13-May	14-May	15-May	16-ivlay		
	Sat	Sun	⊮on	Tue	Wed	Thu	Fri	Total
Breekfast								0
Lunch				-2				0
Dinner		2-7-6-6-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1			1 1			
Incidentals			1	1	1	1		4
Dan Diana Data 1					- <del></del>			
Per Diem Calcula Insert Date →	tor			<del></del>				
	Sat	Sun	Mon	Tue	Wed	Thu		
			1-40671	140	1102	inu	Fri	Total
		+11	1, 11		H	1		0
Claimant Signatu	ire: 1/1014	(X. /a.	chraft		Date: //ay	21.2019		

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



# **Booking Confirmation**





Date of issue: 05 Apr, 2019

This is your official fünerary/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 raining to review it as it contains the general conditions of carriage and applicable tonits, then apply to the flokets, bookings and air services detailed below, as well as beggage, dangerous goods and other important information releted: to your rip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable certer's privacy policy and, if your booking is made via a reservational system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centru washing or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for applicable, how your personal data is collected, stored, used disclosed and transferred. We also invite you to view Att Canada's Privacy Policy.



- Depart					
<b>国情事</b> 自治					Beigniess Class (lowest)
Monday 13 May, 2019	08:20 San Francisco San Francisco Int.(SFO), CA Int. Terminal	14/2	10:42 Vancouver Vancouver Int. (YVR), BC Terminal M	AC883E	2hr22 Business P Operated by: Air Canada Express - Jazz   CFJ900   to WFFI Meal
			Layover in Vancouver		3hr08
Monday 13 May, 2019	13:50  Vancouver  Vancouver Int. (YVR), BC  Terminal M	وياراره	18:30 <b>Winnipeg</b> (YWG), MB	<b>⊕</b> AC292	2hr40 Business P Operated by: Air Canada   A320-200
			Total duration		8hr10



Return	1				
					Buginess Blass (invest)
Thursday 16 May, 2019	U 10:50 <b>Winnipeg</b> (YWG), MB	H-	11:49 Vancouver Vancouver Int. (YVR), BC Terminal M	<b>⊕</b> AC297	2hr59 Business P Operated by: Air Canada   A320-200 † ® Wi-Fi Meal
		× 840	Layover in Vancouver		1hr41
Thursday 16 May, 2019	13:30  Vancouver  Vancouver Int. (YVR), BC  Terminal M	of L	16:00 San Francisco San Francisco Int. (SFO), CA Int. Terminal	@ AC566	2hr30 Business P Operated by: Air Canada   A319-100    NVI-FI Megi
				1	
			Total duration		7hr10

164328

# ဂို Fionz Louise Wacdonald

Ticket Number

Alr. Canada - Aeropian

Travel Options
Regular meal

AC 3839 1A AC 392 1F AC 297 2A AC 568 1F

## 圖

## Purchase summary

f adult Amount paid: \$1643.28 ALL THE WAY OF CHICAGO Tax information GST no. 10009-2287 RT0001 Base Fare - Depart - Business Class (lov. ea.st) 759.50 Base Fare - Return - Business Class (lov. : R st) 759.50 Taxes, fe a sad do per Passenger Civil Aviation Security Service 📻 se - U.S. Goods and Services Tax - Canada no. 100 © 92287 RT0001 7.46 1.25 Immigration User Fee - United States 9.33 Animal and Plant Health Inspection Servic  $\mathfrak{F}_{\mathbb{F}}$  (APHIS) User Fee – United States 5.28 Customs User Fee - United States 7.69 Air Travellers Security Charge - Canada Airport Improvement Fee - Canada 25.00 Passenger Facility Charge - United States 6.00 Transportation Tax - United States 49.56 Total eirfare and taxes before options \$1543<sup>28</sup>

GRAND TOTAL (Canadian dollars)

# Check-in and boarding gate deadlines

The state of the s		
Within Canada	To/From the U.S.	
©0 minutes	120 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.
A.5 miruttes <sup>4</sup>	60 minutes	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 tlight.
15 mm,tes	15 minutes	Boarding gate deadline You must be present at the boarding gate before it closes.

<sup>1.</sup> From Terento City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

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 Mrs Fiona Macdonald Room

1811

Folio#

1073

Cashier # Page #

1 of 2

Arrival

05-13-19

Departure

05-16-19

Date	Вестиријот	Additional Information	FIR (1981) 450 (1982)		×
05-14-19	For a set to a	Agrandan the method		Charges	Credits
05-14-19			Ressarat	\$	1. \
05-14-19	Room Charge	S	1-01-01		do not
05-14-19	Room PST			409.00	exbour
05-14-19	Room GST			32.72	101.70
05-14-19	Accommodation Tax			20.45	
05-14-19	Accommodation Tax - GST			20.45	
05-15-19	The second secon			1.02	
05-15-19			_		
05-15-19			Personal	<	
05-15-19			4 0.505(5)	/	
05-15-19	Room Charge			*	
05-15-19	Room PST				
05-15-19	Room GST			32.72	
05-15-19	Accommodation Tax			20.45	
05-15-19	Accommodation Tax - GST			20.45	8
05-15-19				1.02	
					1,128.69
					-101.70
					1026.99
					- 59.71
			×		967.28

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 telephoner au HAtels Fairmont de: \$\frac{1}{2}\text{stats-Units ou Canada}\$ 1 800 441 1414

I agree that my liability for this bill is not verified and I agree to be half personally fable in the event that the institutement, company or association fells to pay from the fable of the fall amount of those charges. Overfue belience subject to a succharge at the rate of 1.5% per month after one month. (16.00% per annum.)

Je tité porte parsonnationent responseble du réglement lotal de calle note au cas ou la compagnie, l'apacelation ou son représentant désigné en réviserait le palement. Las compties en souffrance acht suite à un intérêt de 1,5% per mote aprês un mote. (18,00% per annélle) Hairmont 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 Mrs Fiona Macdonald Room

181 **1** 

Folio#

.

1073

Cashler # Page #

2 of 2

Arrival

05-13-19

Departure

05-18-19

Description	Addin	onal Information	Charges	Credits
		Total	1,128.69	1,128.69
		Balance Due	0.00	
. GST Summary				
Room	40.90			
F&B	2.35			
Other	6.54			
Total	49.79			

Thank you for choosing Fairment Hotels & Resorts.

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

the hotel waited the room thange for the right ref 13 May due to excessive noise in the hotel.

RUY # 967.28

967.28 (tax \$42.94)

\$ 1128.69

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 naservations visitez notre web au www.fairmont.com ou talaphoner au HAtele Fairmont de: &tate-Unis ou Canada 1 800 441 1414

I agree that my fability for this bill is not walved and I agree to be held personally liable in the event that the indicated person, company or association halt to pay for any part of or the full amount of those charges. Overthe balance subject to a surpharge at the rate of 1.5% par month effer one month. (15.0% per amount of 15.0% per amount

Je me porte personnettement responsable du rikplement total de catte note au cas ou le compagnée, l'association ou son republisantent dissiprié en refuserait le palement. Le complès en souffiance sont sujete A, un intéléd, de 1,8% par mots aprils un mots. (18,00% par enrale) Boyd Carofin Stirt tax recent from apport to bak return trip hotel to air port of 25

13 May - Cab from Winnipeg air part to hotal (receipt Missins - see notes from Riona) \$ 25.00 16 May - Cab from hotel to Winnipeg airport 1 See receipt \$ 25.00)

Total cabs \$50.00

000031

From:

Murka, Anne-Marie

Sent:

Wednesday, May 22, 2019 8:23 AM

To: Subject: Simons, Deborah FW: Fiona's expenses

Attachments:

scan0012.pdf

From: FIONA MACDONALD

Sent: Tuesday, May 21, 2019 7:11 PM To: Murka, Anne-Marie <murka@mint.ca>

Subject: Fiona's expenses

Anne-Marie, nice to see you last week in Winnipeg. Please find attached my expenses. Once again, despite my best efforts, I have lost my taxi receipt for the trip in from the airport to the hotel, so I have included that note and submitted a matching amount as for the return trip from the hotel to the airport, of \$25. Hopefully that is acceptable. I am usually very organized, so I will try even harder next time to hang on to all the pieces of paper! Fional

From:

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

Sent:

Tuesday, May 07, 2019 12:38 PM

To:

Simons, Deborah

Subject:

Conf# For RCM Board members [05/14/2019 - 07:3 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 7

7

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

AM

Pick-up Date:

05/14/2019 - Tuesday L

Pick-up Time:

07:30 AM レ

ServiceType:

Point-to-Point

Passenger:

RCM Board members &

Phone Number:

No. of Pass:

12

Vehicle Type:

Passenger Van

Primary/Billing Contact:

Kim Musick

Payment Method:

Direct Bill/Invoice

Trip Routing Information:

PU: --: The Fairmont Hotel Winnipeg, MB

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

Charges & Fees

 Flat Rate
 \$100.00

 Std Grat 10.00%
 \$10.00

 GST 5.00%
 \$5.00

 Reservation Total:
 \$115.00

 Payments/Deposits:
 \$0.00

 Authorizations:
 \$0.00

 Total Due:
 \$115.00

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

From:

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

Sent: To:

Tuesday, May 07, 2019 12:38 PM

Publicati

Simons. Deborah

Conf#

Subject:

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

# Hollywood Limousine Service Inc.

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

CA

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

816545420

Confirmation

# Reservation Confirmation #

racion #

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

ΑM

Pick-up Date:

05/14/2019 - Tuesday  $\nu$ 

Pick-up Time:

04:45 PM

ServiceType:

Point-to-Point

Passenger:

RCM Board members u

**Phone Number:** 

No. of Pass:

12 L

Vehicle Type:

Passenger Van

Primary/Billing Contact:

Kim Musick

Payment Method:

Direct Bill/Invoice

Trip Routing Information:

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

DO: --: The Fairmont Hotel Winnipeg, MB

Charges & Fees

 Flat Rate
 \$100.00

 Std Grat 10.00%
 \$10.00

 GST 5.00%
 \$5.00

 Reservation Total:
 \$115.00

 Payments/Deposits:
 \$0.00

 Authorizations:
 \$0.00

 Total Due:
 \$115.00

Terms & Conditions/ Reservation Agreement: All deposits are NON refundable. There is a 50% cancellation fee, which applies anytime after booking the vehicle. Company is not liable in the event Of mechanical breakdown while on charter and will only be responsible for making up lost time at a mutually agreed date. The client assumes full financial liability for any damage to the limousine caused during the duration of the rental by them or any members of their party. A fee of 100.00 for each carpet or seat burn. Sanitation fee is 250.00 to \$400.00, depending on the wehicle 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,

## <del>Si</del>mons, Deborah

From:

Hollywood Limousine Service Inc. <info@hollywoodlimoservii ce.com>

Sent:

Tuesday, May 07, 2019 12:39 PM

To:

Simons, Deborah

Subject:

For RCM Board members [05/15/2019 - 07:0 🗘 AMI Conf#

# Hollywood Limousine Service Inc.

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

CA

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

816545420

Confirmation

# Reservation Confirmation #

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

Pick-up Date:

05/15/2019 - Wednesday i

Pick-up Time:

07:00 AM 2

ServiceType:

Point-to-Point

Passenger:

RCM Board members L

Phone Number:

No. of Pass:

12 レ

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 -

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 Tines 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 (le. not salted,

to San Francisco International A irport (SF... Page 1 of 2

YOUR TRIP TO:\_

. 105 24 101 1 44 401

1 HR 41 MIN | 134 KM

Zat. fuel cost: \$8.17

Trip time based on traffic conditions as of 8:28 AM on December 4, 2016. Current Traffic: Light

(W)

Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501

268 KM

Use of dissections and pages is subject to our <u>Terms of Use</u>. We don't guarantee assurant, route conditions or usefully. You assures all rick of use,



# **Daily Exchange Rates Lookup**

#### **Terms and Conditions**

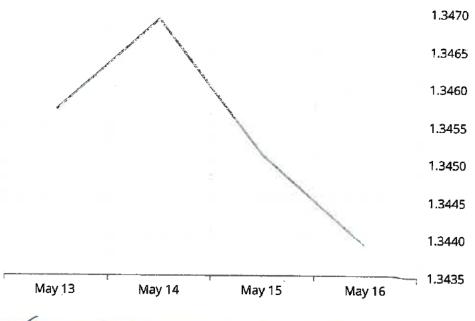
All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full **Terms and Conditions** for details.

### US dollar (USD)

#### US dollar (USD)

		<del>_</del>
Low [High]	2019-05-16	1.3439 CAD [0.7-141 USD]
Average	2019-05-13 — 2019-05-16	1.3454 CAD [0.7433 USD]
High [Low]	2019-05-14	1.3469 CAD [0.7424 USD]

#### US dollar → Canadian dollar



1.3454 × 1.02 = 1.3723

#### Simons, Deborah

From:

Smith, Cindy

Sent:

Thursday, May 16, 2019 3:08 PM

To:

Delegation of Authority

Subject:

Delegation Notice - Jennifer Camelon - Avis de délégation de pouvoirs

### VERSION FRANÇAISE CI-APRÈS.

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

Please be advised that Jennifer Camelon will be absent from the Mint from May 20-24, 2019 inclusively. During that time, **Bob Zintel** will be Acting Chief Financial Officer and will have full a uthority to act on her behalf.

### Avis de délégation de pouvoirs - Jennifer Camelon

La présente est pour vous aviser que Jennifer Camelon sera absente de la Mionnaie du 20 au 24 mai 2019, inclusivement. Pendant cette période, Bob Zintel sera chef de la direction financi ère par intérim et, à ce titre, aura tout pouvoir d'agir en son nom.

Original signed by/Original signé par

Marie Lemay
President & CEO/Présidente

From: Phyllis Clark
To: Simons, Deborah

**Subject:** Re: Seeking approval - travel exception - Fiona Macdonald - TABCC82732

**Date:** Thursday, May 30, 2019 12:13:24 PM

Thank you for drawing this to my attention. I approve.

Sent from my iPad

On May 30, 2019, at 10:03 AM, Simons, Deborah < <a href="mailto:simons@mint.ca">simons@mint.ca</a> wrote:

#### Dear Phyllis,

The travel expense claim sent to you for approval earlier this week contained an exception that requires its own approval. The cab receipt for travel from the Winnipeg airport to the hotel on 13 May was lost. Fiona is therefore claiming the same amount as the cab fare from the hotel back to the Winnipeg airport on 16 May, for which she does have a receipt (\$25.00 each trip). I apologize – I should have mentioned this when seeking approval earlier in the week.

Best, Debby

**From:** Simons, Deborah

Sent: Monday, May 27, 2019 10:23 AM

To: Phyllis Clark <

**Subject:** Seeking approval - Travel expense claims X 4

Dear Phyllis,

Attached are the following travel expense claims for approval – these claims are related to travel to Winnipeg to attend our recent Board of Directors meetings, and have all been reviewed by Bob Zintel, Acting CFO:

TABCC82729 – Bill Ross (B19-020) – no exceptions

TABCC82732 – Fiona Macdonald (B19-022) – no exceptions

TABCC82733 – Cybele Negris (B19-023) – no exceptions

TABCC82734 – Gilles Patry (B19-021) – no exceptions

If you approve via e-mail, I will add notations to your signature lines and will attach a copy of your e-mail to each 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

From: Simons, Deborah
To: FIONA MACDONALD

Subject:RE: Fiona Macdonald"s expenses Aug 20-22Date:Monday, August 26, 2019 3:19:00 PM

Attachments: S330-KM-WES19082615030.pdf

Board Travel Report-Rapport de dépenses Conseil - updated 6 May 2019.xlsx

#### Thank you, Fiona

Your travel expense claim has been completed and is now awaiting the required approvals. I noticed that the travel expense report template you have is out of date (the meal allowances have increased). Attached is the updated template for future use. I have also attached your amended report for August, total amount to be reimbursed increased slightly from \$4,262.68 to \$4,264.51. Best, Debby

From: FIONA MACDONALD

**Sent:** Friday, August 23, 2019 2:45 PM

**To:** Simons, Deborah **Cc:** List, Christine

**Subject:** Fiona Macdonald's expenses Aug 20-22

Please find attached my expenses for this week's meetings. Fiona

## TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

MCIVI DC	NAME OF DIREC	IONS						
Claimant:	Fiona Macd	onald	De	parture Date	Aug 20 2019		Return Date	Aug 22 2019
Location:	YVR - Ottaw	a						
Purpose:	Board and C	ommittee Me	etings					
TRAVEL EXPENS	SE		Amount		Meals & Inci	dentals		
Airfare			\$ 2,768.85		Note: Please	use the meal	allowance ca	dculator
Baggage Fees	i				below to det	ermine the exa	act number o	f
Change Fees			1 11-2 11-2		meal allowar	ices and incide	ntals.	
VIA Rail								
Hotel Accommo	/ /		\$ 1,196.35	M =	d.	7 Rate	# Meals	Total
Mileage (\$.0558	3/km) 0	68	\$ _37.94	38.87	Breakfast 20	50 \$19.45	0	\$ -
Parking	0.5 1	66.7	\$ 105.00		Lunches 🔈	/0 \$19.20	1	\$ -19.20
Taxis			\$ 83.44		Dinners 50.0	\$4 <del>8.1</del> 5	0	\$ -
Car Rental		al m			Incidentals	\$17.30	3	\$ 51.90
Gasoline				i			Total	\$ -71.10
Private Accomo	dation (\$50/ng	t)	* · · · · · · · · · · · · · · · · · · ·		Total Travel E	xpenses		72.00
Other								1000
	Total Travel	Expenses	\$ <b>4,19</b> 1.58					
	Total Meal/!		\$ 71.10	- 72.00	s do			
		TOTAL	\$_4,262.68	421	04.51 d	2.		
Meal allowance	and incidental			100	(13( 00)	•		
insert Date →		Carcarator		20-Aug	21-Aug	22-Aug		1
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Tatal
Breakfast				1.25	1100	TRU	ГП	Total
Lunch	e jamen jugupi munupun jama, judanya i	and the state of t		1	1		TTT THE R P MAY IN ADMINISTRAL	0
Dinner				-				1
Incidentals			,	1	1	1		3
Per Diem Calcula	ator							
Insert Date →								I
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			,,	1				-0-3
Claimant Signati	ure: Tion	a Stac	R.A.	as	Date: Aug 2	13,2019		do

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

Claimant:			Dep	arture Date:		F	Return Date:	
Location:								
Purpose:								
TRAVEL EXPENS	Ε		Amount		Meals & Incid	lentals		
Airfare					Note: Please	use the mea	l allowance o	alculator
Baggage Fees					below to dete	ermine the ex	xact number	of
Change Fees					meal allowan	ces and incid	lentals.	
VIA Rail						_		
Hotel Accommo	dations					Rate	# Meals	Total
Mileage (\$.057/	km)		\$ -		Breakfast	\$20.50	0	\$ -
Parking					Lunches	\$20.10	0	\$ -
Taxis					Dinners	\$50.65	0	\$ -
Car Rental					Incidentals	\$17.30	0	\$ -
Gasoline						•		\$ -
Private Accomo	dation (\$50/r	ngt)			Total Travel E	xpenses	'	
Other								
	Total Travel	Expenses	\$ -	•				
	Total Meal/	Incidentals	\$ -					
		TOTAL	\$ -	· !				
Meal allowance	and incident	al calculator						
Insert Date $\rightarrow$								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch								0
Dinner								0
Incidentals								0
Per Diem Calcul	ator							
Insert Date $\rightarrow$								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
								0
Claimant Signat	ure:				Date:			

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

# TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Fiona Macdo	onald	Dep	parture Date	Aug 20 2019		Return Date:	Aug	22 2019
Location:	YVR - Ottawa	a	11			77			
Purpose:	Board and Co	ommittee Mee	etings						
TRAVEL EXPENSE			Amount		Meals & Incid	entals			
Airfare			\$ 2,768.85		Note: Please	use the meal	allowance cal	culato	or
Baggage Fees					below to dete	rmine the exa	act number of		
Change Fees		200			meal allowand	ces and incide	ntals.		
VIA Rail									
Hotel Accommod	lations	V	\$ 1,196.35			Rate	# Meals	Т	otal
Mileage (\$.0558/	km)	68	\$ 37.94		Breakfast	\$19.45	0	\$	-
Parking		4.5-6	\$ 105.00		Lunches	\$19.20	1	\$	19.20
Taxis			\$ 83.44		Dinners	\$48.15	0	\$	-
Car Rental					Incidentals	\$17.30	3	\$	51.90
Gasoline							Total	\$	71.10
Private Accomod	ation (\$50/ng	t)			Total Travel E	xpenses			
Other									
	<b>Total Travel</b>	Expenses	\$ 4,191.58						
	Total Meal/I	ncidentals	\$ 71.10						
		TOTAL	\$ 4,262.68						
Meal allowance	and incidenta	l calculator							
Insert Date $\rightarrow$		688		20-Aug	21-Aug	22-Aug			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Т	otal
Breakfast									0
Lunch				1					1
Dinner									0
Incidentals				1	1	1			3
Per Diem Calcula	tor								
Insert Date →								_	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Т	otal 0
	-1	D	111						U
Claimant Signatu	re: \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	na Ta	ch. L.		Date: Aus a	13,2019			

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

### **Booking Confirmation**





Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

**IMPORTANT:** Your official Itinerary/Receipt is attached to this email. 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.

### **Passengers**





Business Class (lowest)

Tuesday 20 Aug, 2019

09:20

Vancouver

Vancouver Int. (YVR), Terminal M



16:56

Ottawa

Ottawa Int. (YOW), Ontario



4hr36 Business P Operated by: Air Canada | 319

Meal

s.19(1)



### Return

Business Class (lowest)

Thursday 22 Aug, 2019

17:50 Ottawa

Ottawa Int. (YOW). Ontario



20:00

Vancouver

Vancouver Int. (YVR), Terminal M

5hr10 Business P

Operated by: Air Canada | 319 Meal

### Purchase summary



XXXX-XXXX-XXXX Amount paid: \$2768.85

Full details can be found in your attached Itinerary/Receipt

Tax information

GST no. 10009-2287 RT0001 \$130.61

GST/HST no. 10009-2287 RT0001 \$2.99

Air Transportation Charges

Taxes, fees and charges

190.85

**GRAND TOTAL** (Canadian dollars)

\$276885

1 adult

2578.00

### 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.

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

**Royal Canadian Mint** Mrs Fiona Macdonald Room/Chambre

Folio#

Invoice #

Cashier/Cassier # 226475

Page #

1 of 1

: 0478

s.19(1)

Reference No.

Arrival/Arrivée

: 08-20-19

Departure/Départ © 08-22-19

Date	Description		Addition	al Information/Supplémentaire	Charges	Credits
08-20-19						
08-20-19						
08-20-19	the ten of the	_äi	·		549.00	
08-20-19	Municipal Accon	nmodati	on Tax (		21.96	
08-20-19	Room HST (13%	6)			74.22	
08-21-19	Room Charge				469.00	
08-21-19	Municipal Accon	nmodati	on Tax (		18.76	
08-21-19	Room HST (13%	6)			63.41	
			-	Total	1,214.43	0.00
				Balance Due/Solde	1,214.43	
GST S	ummary / Sommaire		HST Summary /	Sommaire	- 18.88	
	Chambre	0.00	Room/Chambre	137.63	1196.35	
	stauration	0.00	F&B/Restauration	0.00	-1 -	
Other/A	utres	0.00	Other/Autres Total	2.08 139.71		

Thank you for choosing Fairmont Hotels & Resorts.

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

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

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

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414 Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1800 441 1414

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

Je me porte personnellement responsable du réglement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le paiement ou som represement designe et n'euserait e paleiterit. Les complès en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la sivraison du journal The Globe and Mail. Si J'avais refusé, J'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2 00\$ le Samedi. (Dans les hôtels participants.)

s.19(1)

Total: CA\$47.44 Thu, Aug 22, 2019

# Thanks for tipping, Fiona

Here's your updated Thursday afternoon ride receipt.

trip from hotel to You included 4 directors: - Sandip Lalli - Cybele Negrii - Bary Rivelii - Fina Mardonall

**Total** 

CA\$47.44

Trip Fare CA\$30.26

Subtotal CA\$30.26

HST CA\$4.75

Tolls, Surcharges, and Fees CA\$6.25

Tip CA\$6.18

Amount Charged



CA\$41.26

CA\$6.18

s.19(1)

You rode with

4.97 Rating

is known for:

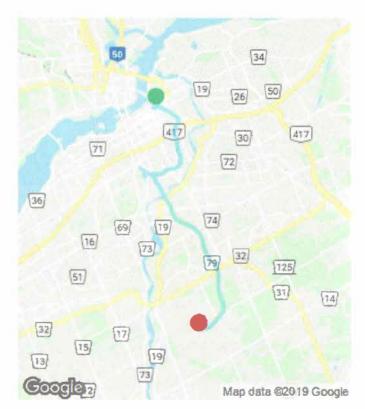
**Excellent Service** 

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

UberXL 16.39 km | 21 min

02:19pm 1 Rideau St, Ottawa, ON K1N 8S7, Canada

02:41pm 1000 Airport Parkway Private, Ottawa, ON K1V, Canada



Invite your friends and family.

Get \$5 off your next ride when you refer a friend to try Uber. Share code

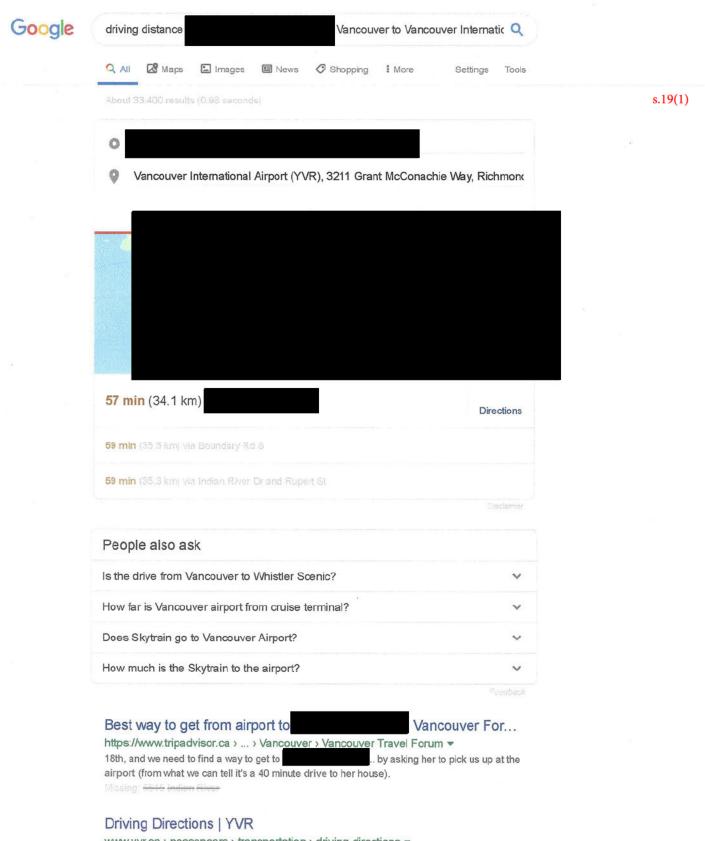
REPORT LOST ITEM >

CONTACT SUPPORT >

MY TRIPS >

FAQ

Uber B.V. Mr. Treublaan 7



www.yvr.ca → passengers → transportation → driving-directions ▼ YVR address: 3211 Grant McConachie Way, Richmond, BC, Canada.

Missing: 5516 Indian River

s.19(1)



Vancouver Airport Receipt No: 7021/0610/00610

08/22/19 GST R127267383

Pay parking ticket 105.00 \$ 08/20/19 07:16 - 08/23/19 07:16 Length Of Stay: 3 Days, 00:00 Epan:02995157015011069232261610?? Unit ID:106

Total Amount 105.00 \$ 80.65 \$ Net Amount: 19.35 \$ Parking Sales Tax 5.00 \$ GST+ 105.00 \$

TYPE: PURCHASE

ACCT:

105.00

CARD NUMBER: DATE/TIME:

\*\*\*\*\*\* 22/08/2019 08:04:04 PM

REFERENCE #: AUTH #:

662511790012263120 C

021396

A0000000031010 0080008000F800 **VERIFIED BY PIN** 

01 APPROVED ~ THANK YOU 027

-- IMPORTANT --

Retain this copy for your records CUSTOMER COPY

From: FIONA MACDONALD Simons, Deborah To: Cc: List, Christine

Fiona Macdonald"s expenses Aug 20-22 Friday, August 23, 2019 2:45:34 PM scan0019.pdf Subject: Date:

Attachments:

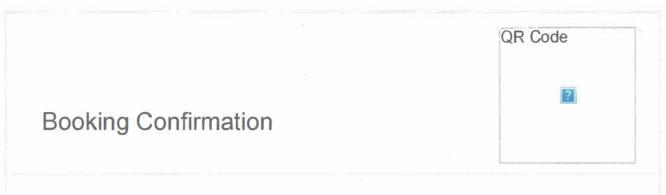
Please find attached my expenses for this week's meetings. Fiona

# TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Fiona Macdo	onald	Dep	parture Date	Aug 20 2019		Return Date:	Aug	22 2019
Location:	YVR - Ottaw	a				77			
Purpose:	Board and C	ommittee Me	etings	- Company and a second as					
TRAVEL EXPENSE			Amount		Meals & Incid	entals			
Airfare			\$ 2,768.85		Note: Please	use the meal	allowance cal	culato	or
Baggage Fees					below to dete	rmine the exa	ct number of		
Change Fees		23.57			meal allowand	ces and incide	ntals.		
VIA Rail									
Hotel Accommod	lations		\$ 1,196.35			Rate	# Meals	ı	otal
Mileage (\$.0558/	km)	68	\$ 37.94		Breakfast	\$19.45	0	\$	-
Parking		A <del>banania</del>	\$ 105.00		Lunches	\$19.20	1	\$	19.20
Taxis			\$ 83.44		Dinners	\$48.15	0	\$	_
Car Rental					Incidentals	\$17.30	3	\$	51.90
Gasoline							Total	\$	71.10
Private Accomod	ation (\$50/ng	(t)			Total Travel E	xpenses			
Other									
	<b>Total Travel</b>	Expenses	\$ 4,191.58						
	Total Meal/	Incidentals	\$ 71.10						
		TOTA	L \$ 4,262.68						
Meal allowance	and incidenta	l calculator							
Insert Date $\rightarrow$				20-Aug	21-Aug	22-Aug			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Т	Total
Breakfast									0
Lunch				1					1
Dinner									0
Incidentals				1	1	1			3
Per Diem Calcula	tor								
Insert Date $\rightarrow$									
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Т	Total
			///						0
Claimant Signatu	re: Viō	na Ma	whit!		Date: Aus à	13,2019			

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

s.19(1)

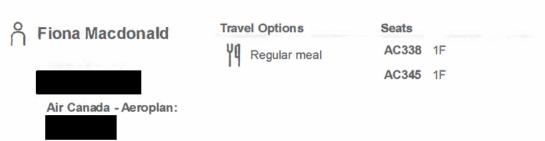




Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

**IMPORTANT:** Your official Itinerary/Receipt is attached to this email. 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.

### **Passengers**





Business Class (lowest)

Tuesday 20 Aug, 2019

09:20

Vancouver

Vancouver Int. (YVR), Terminal M



16:56 **Ottawa** 

Ottawa Int. (YOW),

Ontario



4hr36
Business P
Operated by:Air Canada | 319
Meal

s.19(1)



Business Class (lowest) Thursday 17:50 22 Aug, 2019 20:00 Ottawa Vancouver Ottawa Int. Vancouver Int. (YVR), (YOW). Terminal M Ontario 5hr10 Business P Operated by: Air Canada | 319 Meal

### Purchase summary



GRAND TOTAL (Canadian dollars)	\$2768 <sup>85</sup>
Taxes, fees and charges	190.85
Air Transportation Charges	2578.00
	1 adult

### Baggage allowance

#### Carry-on Baggage

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

**Royal Canadian Mint** Mrs Fiona Macdonald

: 0478 Room/Chambre

Folio#

Invoice #

Cashier/Cassier # 226475

Page #

1 of 1

Reference No.

Arrival/Arrivée

: 08-20-19

Departure/Départ © 08-22-19

Date	Description	Addition	al Information/Supplémentaire	Charges	Credits
08-20-19		24521			
08-20-19					
08-20-19	Room Charge			549.00	
08-20-19	Municipal Accommoda	tion Tax (		21.96	
08-20-19	Room HST (13%)			74.22	
08-21-19	Room Charge			469.00	
08-21-19	Municipal Accommoda	tion Tax (		18.76	
08-21-19	Room HST (13%)			63.41	
			Total	1,214.43	0.00
			Balance Due/Solde	1,214.43	
GST Sur	mmary / Sommaire	HST Summary /	Sommaire	- 18.08	
Room/Ch	0.00	Room/Chambre	137.63	1196.35	
F&B/Rest	0.00	F&B/Restauration		11 1-	
Other/Au Total	otres 0.00	Other/Autres Total	2.08 139.71		

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

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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 téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1800 441 1414

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

Je me porte personnellement responsable du réglement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le paiement ou som represement designe et n'euserait e paleiterit. Les complès en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la sivraison du journal The Globe and Mail. Si J'avais refusé, J'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2 00\$ le Samedi. (Dans les hôtels participants.)

s.19(1)

Total: CA\$47.44 Thu, Aug 22, 2019

# Thanks for tipping, Fiona

Here's your updated Thursday afternoon ride receipt.

included 4 directors:

- Sandip Lalli

- Cobele Negini

- Barry Rivelii

- Fisia Mardonali

**Total** 

CA\$47.44

Trip Fare CA\$30.26

Subtotal CA\$30.26

HST CA\$4.75

Tolls, Surcharges, and Fees CA\$6.25

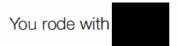
Tip CA\$6.18

Amount Charged

•••• CA\$41.26

•• CA\$6.18

s19(1)



4.97 Rating



**Excellent Service** 

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

UberXL 16.39 km | 21 min

02:19pm

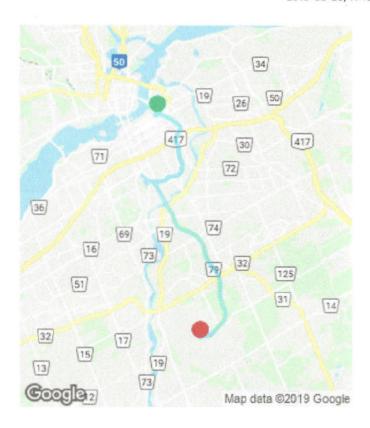
1 Rideau St, Ottawa, ON K1N

8S7, Canada

02:41pm

1000 Airport Parkway Private,

Ottawa, ON K1V, Canada



s.19(1)

Invite your friends and family.

Get \$5 off your next ride when you refer a friend to try

Uber. Share code:

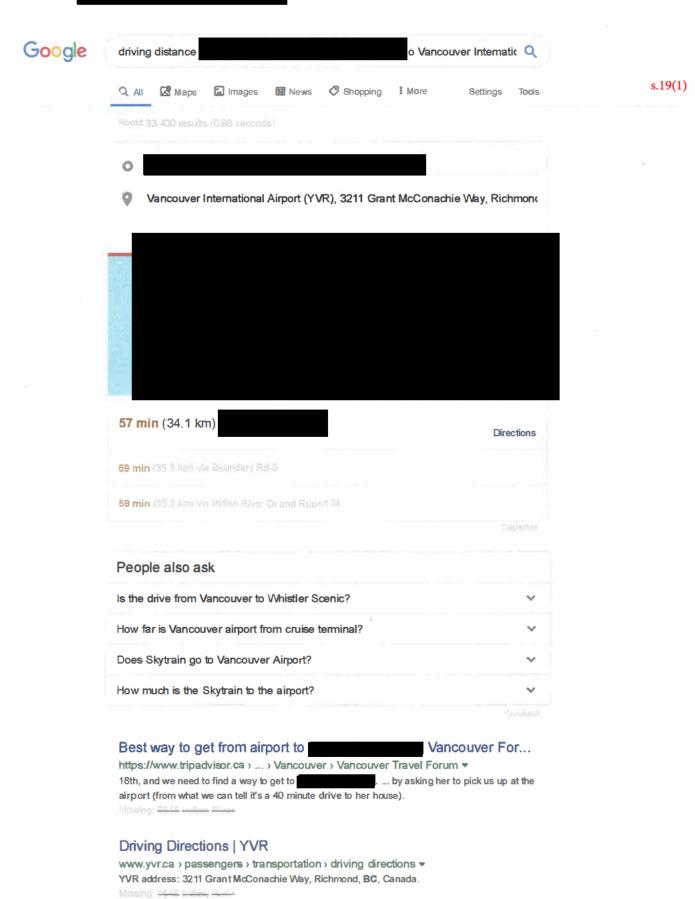
REPORT LOST ITEM >

CONTACT SUPPORT >

MY TRIPS >

FAQ

Uber B.V. Mr. Treublaan 7





Vancouver Airport Receipt No: 7021/0610/00610 08/22/19 GST R127267383

Pay parking ticket 105.00 \$ 08/20/19 07:16 - 08/23/19 07:16 Length Of Stay: 3 Days, 00:00 Epan:02995157015011069232261610?? Unit ID:106

Total Amount 105.00 \$ 80.65 \$ Net Amount: 19.35 \$ Parking Sales Tax 5.00 \$ GST+ 105.00 \$

TYPE: PURCHASE ACCT:

105.00

CARD NUMBER: DATE/TIME:

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

REFERENCE #:

22/08/2019 08:04:04 PM 662511790012263120 C

AUTH #: 021396

A0000000031010 0080008000F800 **VERIFIED BY PIN** 

01 APPROVED ~ THANK YOU 027

-- IMPORTANT --

Retain this copy for your records CUSTOMER COPY



#### Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

### **ELECTRONIC FUNDS TRANSFER**

FIONA MACDONALD

Telephone
Fax
Date
Vendor account

613-993-3500

Date of payment Reference No. 05/09/2019 06/09/2019 PV147678

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82553 B19-032	30/08/2019	CAD CAD	4,244.41	0.00	4,244.41 4,244.41	THEMIS # 3012 EAHCE12272 OTTAWA BLANKET TA

### Simons, Deborah

From:

Simons, Deborah

Sent:

Tuesday, September 03, 2019 10:13 AM

To:

Davies, Catrin

Subject:

Amended travel expense claim - Fiona Macdonald

Attachments:

S330-KM-WES19090309560.pdf; Travel Expense Claim - Fiona.xlsx

Hi,

#### Attached are:

- 1) Revised travel expense claim (summary page, meal allowance page and expens e page all adjusted);
- 2) Updated Travel Expense Report.

Cheers.

Debby

From: Davies, Catrin

Sent: Tuesday, September 03, 2019 9:25 AM To: Simons, Deborah <simons@mint.ca>

Subject: RE: Fiona & Cybele

I will need the front and expense pages re-done as it won't look good that I'm paying less than the form. I can work with the hand changes for now – just when you have a moment please ©

Thanks, Cat A/P 343-999-5691

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

Sent: September 3, 2019 9:05 AM
To: Davies, Catrin < daviesc@mint.ca>

Subject: RE: Fiona & Cybele

Hi,

I just compared the two itineraries and it seems like Fiona's claim contains an error. The meal that was provided on the flight would have been lunch, so no need to claim lunch on the day that she travelled. Do you need anything from me or is this e-mail sufficient?

Debby

From: Davies, Catrin

Sent: Tuesday, September 03, 2019 8:58 AM To: Simons, Deborah <<u>simons@mint.ca</u>>

Subject: Fiona & Cybele

Hi Debby,

Fiona and Cybele both flew from Vancouver on a 9.20am flight but on different days. You have claimed lunch per diem for Fiona stating that breakfast was severed on the flight and nothing for Cybele stating that lunch was provided on the flight, then lunch the following day on the 20<sup>th</sup> – but no lunch on the 20<sup>th</sup> for anyone else. Is there a reason for these differences?

# Thanks, Catrin Davies Accounts Payable





320 SUSSEX DRIVE | 320, PROM. SUSSEX OTTAWA ON K1A 0G8 343-999-5691

daviesc@mint.ca mint.ca | monnaie.ca

### Simons, Deborah

From:

Phyllis Clark <

Sent:

Thursday, August 29, 2019 10:59 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - 5 Travel Expense Claims

#### Approved

Sent from my iPad

On Aug 29, 2019, at 4:05 PM, Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached are 5 travel expense claims for approval. These claims represent expenses related to last week's attendance at our Board of Directors meetings, and have all been reviewed and approved by the Acting CFO (Bob Zintel). None of the claims contain any exceptions:

### TABCC82553 - Fiona Macdonald (Vancouver/Ottawa/Vancouver)

TABCC82973 - Pina Melchionna (Toronto/Ottawa/Toronto)

TABCC82552 - Sandip Lalli (Calgary/Ottawa/Calgary)

TABCC82554 - Cybele Negris (Vancouver/Ottawa/Vancouver)

TABCC82972 - Barry Rivelis (Vancouver/Ottawa/Vancouver)

If you approve via e-mail, I will add a notation to your signature lines, and will attach a copy of your e-mail to each 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

- <B19-032 Macdonald Ottawa August 20-22, 2019.pdf>
- <B19-031 Melchionna Ottawa August 19-22, 2019.pdf>
- <B19-029 Lalli EXP Ottawa August 20-22, 2019.pdf>
- <B19-034 Negris Ottawa August 19-22, 2019.pdf>
- <B19-033 Rivelis Ottawa August 19-22, 2019.pdf>



**Travel Location and Reason** 

### **Travel Expense Form 2019**

OTJ#: TA #: TABCC82553 EAHCE# EAHCE12272

Claimant **Cost Centre** 

iona Macdonald	
21 Legal Services (Board)	 v

Cost estimate provided on TA \$8,100.00 Hospitality estimate provided on TA

**Departure Date** 

20-Aug-19 22-Aug-19 Return Date

> CAD CAD CAD

(attach supporting documents): THEMIS # (VP and Board claims only) 3012 B19-032 Currency Conversion Table To attend Board of Directors meetings and business dinners. 1 Unit of is Worth of USD CAD Vancouver/Ottawa/Vancouver CAD

Total Travel Expen	ses (inclusive of far	es)	-		4,244,41
Prepaid Fares (Paid	l using Amex Corpo	rate Billing Account	<b>:)</b>		0.00
Airfare Previously	Claimed by Travelle	er (Paid using Trave	ller's Amex Card)		0.00
Airfare previously	claimed by Travelle	r under this TA# (E	NTER AS POSITIVE \$ AMO	UNT)	
Cash Advanced / Re	eturned (ENTER A	S POSITIVE \$ AM	OUNT)		
Сиггелсу	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00
Amount Owing to:		Employee	4,244.41	RCM	0.00

Expense Coding			
Account	Cost Center ( Select One from	drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT00	01		289.49
740200 - Meals (domestic)	121 Legal Services (Board)	9	0.00
741200 - Meals (foreign)			0.00
740100 - Hospitality (domestic)			0.00
741100 - Hospitality (foreign)		-	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	▼	2,635.25
741010 - Airfare (foreign)		-	0.00
740020 - Rail fare (domestic)		<b>V</b>	0.00
741020 - Rail fare (foreign)		₩	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	▼	74.50
741500 - Taxi fare (foreign)		*	0.00
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	₩1	37.02
741700 - Personal car mileage (foreign)		₩ ′	0.00
740030 - Car rental (domestic)			0.00
741030 - Car rental (foreign)		▼.	0.00
740800 - Parking (domestic)	121 Legal Services (Board)	▼ 1	100.00
741099 - Other transportation (foreign)		-	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	▼	1,058.72
741400 - Accommodations (foreign)		<b>.</b> ▼ '	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	. ▼.	49.43
741900 - Incidentals (foreign)		▼.	0.00
740000 - Baggage & Travel (domestic)		₹ .	0.00
741000 - Baggage & Travel (foreign)		▼	0.00
0.00		▼	0.00
0.00		▼	0.00
		.▼	0.00
		*	0.00
154200 - Prepaid Fares			0.00
Out of Balance - Discrepancy in Expen	ses Coded		0.00
FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA	versus actual expense clai	im (\$3,855.59)
		Variance '	
(Favo	able)/Unfavorable Variance: Estimate on Hospitality	versus actual expense clai	im \$0.00
		Hospitality Variance	% #DIV/01

Upd 000068 Form updated January 2018

rald 🔾		Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Except Alaska)				
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CA		
		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivaler		
RCM Paid Fares (Air-	Domestic)									
RCM Paid Fares (Rail-	Domestic)									
RCM Paid Fares (Air-l	Foreign)									
RCM Paid Fares (Rail-	Foreign)									
Employee Paid Fares (	Air - Domestic)	2,768.85	133.60							
Employee Paid Fares (	Air- Foreign)									
Employee Paid Fares (	Rail- Domestic)									
Employee Paid Fares (	Rail - Foreign)									
Hotel Accommodations	s (Domestic)	1,196.35	137.63							
Hotel Accommodation:	s (Foreign)									
Taxis (Domestic)		83.44	8.94					_		
Taxis (Foreign)							1			
Mileage (\$0.57km)	68.2	38.87		1.85						
Business Telephone										
Parking		105.00	5.00							
Car Rental (Domestic)										
Car Rental/Gas (Foreig	gn)									
Personal Accommodati	ions									
Hospitality					-		<u> </u>			
Baggage (Domestic)										
Baggage (Foreign)								-		
Others (code manually	)									
							T T			
Others (total)										
Total Expenses		4,192.51	285.17	1.85				<u> </u>		
Per Diem Country				Canada				USA		
		No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD		
Meal allowance rates	;	allowances	allowance	GST/HST		allowances	allowance	Equivalent		
Breakfasts	\$20.50				\$20.50					
Lunches	\$20.10				\$20.10					
Dinners	\$50.65				\$50.65					
Total Meals										
Incidentals	\$17.30	3	51.90	2.47	\$17.30					
Total Expenses			51.90	2.47						
Note - Please use the	meal allowance o	alculator tab to	determine (	the exact No.	of meal all	owances and in	cidentals			
Grand Total CAD Exp	enses		i	4,244.41		Grand Total US	D Evnances			
Grand Total HST/GST				289.49			- Trhemata			
			i	202112						
Notes for Expen  1) Cab from the hotel to	the Ottawa airport of	on 22 August - Sano	lip Lalli, Cyb	ele Negris and	Barry Rivelis	also rode with Fig	ona (cab fare paid by Fio	na); 2)		
						20.4		· · ·		
Breakfast on 21 & 22 Au	igust was included	with the accommod	ations; 3) KC	M provided lun	ich on 21 & 2	22 August, and di	mer on 20 & 21 August.			

#### 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	ог	CAN	ADA			MON	TH:	Aug-1	9		
Numbers only				2	0 21		22					T		II A	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast			4-21/6										10.5		
Lunch						1									
Dinner															i c
Incidentals					1		1								
							100	1							
MANAGEMENT CONTROL			_1 .	<u> </u>		d									
igyn 20en Carrill 1990 see	Enter	your tra	vel date	s here f	or the	US		<u> </u>	- <del> </del>	MON	TH:	4367	8		
L.	Enter	your tra	vel date		or the		22			MON	ITH:	4367	8		Total
le 13-atra 15-atra 15-	Enter Sat	your tra	wel date				22 Fri	Sat	Sun	MON Mon	Tue	4367 Wed	8 Thu	Fri	Total allowances
L.				2	0 21			Sat	Sun	4				Fri	
Breakfast				2	0 21			Sat	Sun	4				Fri	
Breakfast Lunch Dinner				2	0 21			Sat	Sun	4				Fri	allowances 0

Claimant:	Fiona Macdo	nald	Dep	arture Date:	20-Aug	1	Return Date:	22-Aug
Location:	Ottawa							
Dumena								
Purpose:	Board and C	nomittae Ma	ootings					
	Board and Co	ommittee Me	eetings.					
TRAVEL EXPENS	SE .		Amount	ı	Meals & Incid	dentals		
Airfare			\$ 2,768.85		Note: Please	use the mea	il allowance o	calculator
Baggage Fees					below to dete	ermine th <b>e</b> e	xact number	of
Change Fees					meal allowar	ces and incid	lentals.	
VIA Rail								
Hotel Accommo	dations		\$ 1,196.35			Rate	# Meals	Total
Mileage (\$.057/	km)	68.2	\$ 38.87		Breakfast	\$20.50	. 0	\$ -
Parking	'		\$ 105.00		Lunches	\$20.10	0	\$ -
Taxis			\$ 83.44		Dinners	\$50.65	0	\$ -
Car Rental					Incidentals	\$17.30	3	\$ 51.90
Gasoline								\$ 51.90
Private Accomo	dation (\$50/n	gt)			Total Travel E	xpenses	1	,
Other	,, ,	<i>O</i> ,				•		
	Total Travel	Expenses	\$ 4,192.51					
	Total Meal/I	_	\$ 51.90					
	•		\$ 4,244.41					
Meal allowance	and incident	al calculator						
Insert Date $\rightarrow$				20 Aug	21 Aug	22 Aug.		
	Şat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch					1			0
Dinner	:							0
Incidentals				1	1	1		3
Per Diem Calcul	ator							
Insert Date →	atol			20 Aug.	21 Aug.	22 Aug.		
	Sat	Sun	Mon	Tue	Wed	Thu	Frí	Total
				1	1	1		3
Alabara a Ar	() also	by D.	14 04. 11 (	100	Date: A	- 1		
Claimant Signat	/X -	1100	nan	RUC	Date:	3/091	19	
Travel expense rep	orts must comp	ly with the RCN	A's Corporate Tr	avel, Hospitalit			and the second	



Claimant

**Cost Centre** 

### Travel Expense Form 2019

OTJ #: TA #: TABCC82553

Fiona Macdonald

121 Legal Services (Board)

EAHCE # EAHCE12272
Cost estimate provided on TA \$8,100.00
Hospitality estimate provided on TA

Departure Date 20-Aug-19

#### Travel Location and Reason

(attach supporting documents):

Return Date 22-Aug-19
THEMIS # (V P and Board claim's only) 3012

B19-032	Currency Conv	ersion Table	
To attend Board of Directors meetings and business dinners.	1 Unit of	is Worth	of
	USD		CAD
Vancouver/Ottawa/Vancouver			CAD
·			CAD
			CAD
			CAD

Total Travel Expenses (inclusive of fares) 4,264.51 Prepaid Fares (Paid using Amex Corporate Billing Account) 0.00Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card) 0.00Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AM OUNT) Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT) Returned Outstanding Currency Advanced FX to CAD **CAD** Equivalent 0.00 1.00000 0.00Amount Owing to: 4,264.51 Employee **RCM** 0.00

Expense Coding	ccount	Cost Center ( Select One	from drop down box)	In Canadian \$
HST - Registration # 1		Cose Comer ( Donote One	nom drop do war box)	
740200 - Meals (domes		121 Legal Services (Board)		290.45
741200 - Meals (foreign		121 Legal Scivices (books)	_	19.14
740100 - Means (foreign			•	0.00
741100 - Hospitality (fo				0.00
740010 - Airfare (dome		121 Legal Services (Board)		0.00
741010 - Airfare (donie		IZZI LEGAI Services (bosiu)	•	2,635.25
740020 - Rail fare (dom			7	0.00
741020 - Rail fare (fore		<del>- </del>	-	0.00
740500 - Taxi fare (don		121 Legal Services (Board)	-	0.00
741500 - Taxi fare (fore		121 Legal Services (BUSIN)		74.50
740700 - Personal car m	<del></del>	121 Legal Services (Board)		0.00
741700 - Personal car n	<del></del>	121 Legal Services (Bosto)		37.02
740030 - Car rental (do			-	0.00
741030 - Car rental (doi				0.00
740800 - Parking (dome		121 Legal Services (Board)	V	0.00
741099 - Other transpor		121 Legal Services (Board)		100.00
740400 - Accommodati	· · ·	131 Lavel Candens (Decemb		0.00
741400 - Accommodati		121 Legal Services (Board)		1,058.72
741400 - Accommodati 740900 - Incidentals (de	<del></del>			0.00
741900 - Incidentals (do		121 Legal Services (Board)		49.43
				0.00
740000 - Baggage & Tr			<u> </u>	0.00
741000 - Baggage & Tr	avei (foreign)	- 11 =		0.00
0.00			¥	0.00
0.00				0.00
			<u> </u>	0.00
154200 Provid France		*.*	-	0.00
154200 - Prepaid Fares				0.00
	epancy in Expenses Co			0.00
FOR FINANCE USE	ONLY (Fav	orable)/Unfavorable Variance: Estimate	-	(\$3,835.49)
	_		Variance %	-47%
	(Favorable)	/Unfavorable Variance: Estimate on Hos	- 1	\$0.00
			Hospitality Variance %	0000#DIV/0

rald 🔾		Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Ex cept	Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
		(incl. HST/GST)	HST/GST	HST/GST		Expens 🕞 🤋	CAD Exp.	Equivalent
RCM Paid Fares (Air-	Domestic)					1 1		
RCM Paid Fares (Rai	l-Domestic)							
RCM Paid Fares (Air-	-Foreign)							
RCM Paid Fares (Rail	l-Foreign)							
Employee Paid Fares	(Air - Domestic)	2,768.85	133.60					
Employee Paid Fares	(Air- Foreign)							
Employee Paid Fares	(Rail- Domestic)							
Employee Paid Fares	(Rail - Foreign)							
Hotel Accommodation	ıs (Domestic)	1,196.35	137.63					-
Hotel Accommodation	ıs (Foreign)							
Taxis (Domestic)		83.44	8.94					
Taxis (Foreign)								
Mileage (\$0.57km)	68.2	38.87		1.85				
Business Telephone								
Parking		105.00	5.00					
Car Rental (Domestic)	)							
Car Rental/Gas (Fore	ign)							
Personal Accommodat	tions							
Hospitality								<u> </u>
Baggage (Domestic)								
Baggage (Foreign)								
Others (code manually	y)							
Others (total)								
Total Expenses		4,192.51	285.17	1.85				
Per Diem Country				Canada				USA
		No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rate		allowances	allowance	GST/HST		allowances	aliowance	Equivalent
Breakfasts	\$20.50				\$20.50			
Lunches	\$20.10	1	20.10	0.96	\$20.10			
Dinners	\$50,65				\$50.65			
Total Meals			20.10	0.96				
Incidentals	\$17.30	3	51.90	2.47	\$17.30			
Total Expenses			72.00	3.43				
Note - Please use the	e meal allowance o	calculator tab to	determine t	the exact No	. of meal all	owances and in	cidentals	
Grand Total CAD Ex	penses			4,264.51		Grand Total US	D Expenses	
Grand Total HST/GS	T			290.45			_	
Notes for Exper	ises							
1) Cab from the hotel to	the Ottawa airport of	on 22 August - San	dip Lalli, Cyb	ele Negris and	Barry Rivelia	s also rode with Fig	na (cab fare paid by Fio	na); 2)
Breakfast on 21 & 22 A	august was included	with the accommod	lations; 3) RC	M provided h	inch on 21 &	22 August, and din	ner on 20 & 21 August.	



### Travel Expense Form 2019

TA#	TABCC82553
~	174100002333

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

As the Traveller, please indicate If this claim contains any exceptions requiring approval per the Corporate Travel, Hospital # 17.4, Conference & Event Policy #51. Yes 📋 No 📜 If you indicated "Yes", please check which exception(s) were not pre-approved and require approval: CEO APPROVAL REQUIRED: (Please initial) ☐ Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 28) CFO or CEO APPROVAL REQUIRED: (Please Initial) ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 28) Hospitality - No pre-approval obtained for the following: Hospitality - External or Internal hospitality exceeding Maximum Cost Per Person (Annex 28) Hospitality - External or Internal hospitality costs exceeding \$5,000 (Annex 28 and 44.1) Hospitality - Alcoholic beverages provided (Policy Section 44.1) Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1) Hospitality - Entertainment provided (Policy Section 44.1) Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event partic i pant (Policy Section 44.1) Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board mæmber or other private residence (Policy Sections 44.1 and 46.4) Hospitality - Special forms of hospitality (Annex 2B) Hospitality – No pre-approval prior to expenditure (Section 44.7) VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Piease 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 ellowance in excess of the equivalent lowest practical commercial captrier fare (Policy Section 22.1) Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3) Travel - Car travel - Leased Vehicles (Policy Section 23.1) Travel - Expense received over 30 days (Policy Section 33.1) Hospitality - External or Internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 28) Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1) TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial) Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6) Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no a cicitional cost to RCM (Policy section Travel - Car rental - upgrade to a larger vehicle than the intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3) Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2) Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2) Missing original fremized receipts. Explanation provided (Policy section 25.2) Other exceptions (traveller has listed and explained on a separate document) Hospitality - External or Internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 28) By signing below, the Troveller confirms that this expense cloim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies. 3.Approved by Traveller's Director with signing authority (PRINT NAME) Signature of Traveller's Director The Traveller's Manager confirms that she/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appear

rable, 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 CED 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 delms; dains	6.Approved by CEO & President/Chair of BOD/Chair of
(PRINT NAME)	for review prior to CEO approval; other as required)	Audit Committee (as required)
	BOD ZINTTEL	Clive Alles Is Attached
Signature of VP	Signature of CFO ACTIVE FOR	Signature of CEO/Chair of Board/Chair of Audit
		Committee
,		D-Mail Bransval Grow
Date	Date	Deta.
	04/28/2019.	My 140 (Park 29/08/19
7.Reviewed by Finance (PRINT NAME)	00/10/	Date OLLUL
		000072

## 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 finked - 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.

Tue We	d Thu	Fri Sa	t Sun	Mon Tue	Wed Thu	Fri	Total allowances
							1-11011011000
	11 (11)						0
1							
							0
3	1	1					
	1 1	1 1	1 1 1	1 1 1	1 1 1	1 1 1	1 1 1

	Circle	Enter your travel dates here for the								1410141111 40010					
				20	0 21	2	22								Total
	Sat Sun	Sat Sun Mon	Tue Wed Thu	Thu	hu Fri Sat	Sun	Sun Mon	Tue Wed	Thu	Thu Fri	allowances				
Breakfast				1							11/2				0
Lunch														النبارا ا	0
Dinner												1 -			0
Incidentals															0

## Simons, Deborah

From:

Brown, Sarah

Sent:

Thursday, August 22, 2019 2:30 PM

To:

**Delegation of Authority** 

Subject:

Delegation Notice - Jennifer Camelon - Avis de délégation Cie pouvoirs

## VERSION FRANÇAISE CI-APRÈS.

## Delegation Notice - Jennifer Camelon

Please be advised that Jennifer Camelon will be absent from the Mint from August 26 - 30, 2019 inclusively. During that time, **Bob Zintel** will be Acting Chief Financial Officer and will have full authority to act on her behalf.

## Avis de délégation de pouvoirs - Jennifer Camelon

La présente est pour vous aviser que Jennifer Camelon sera absente de la Monnaie du 23 au 30 août 2019, inclusivement. Pendant cette période, **Bob Zintel** sera chef de la direction financi ère par intérim et, à ce titre, aura toùt pouvoir d'agir en son nom.

## Original signed by/Original signé par

Marie Lemay President & CEO/Présidente

# TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Fiona Macdo	nald	Dep	parture Date	Aug 20 2019		Return Date	Aug 22 2019			
Location:	YVR - Ottawa										
Purpose:	Board and Co	mmittee Mee	tings								
TRAVEL EXPENSI	<u> </u>		Amount		Meals & Incid	lental 🕿					
Airfare			\$ 2,768.85		Note: Please	use the e meal	allowance ca	lculator			
Baggage Fees					below to dete	rmine the exa	act number o	f			
Change Fees					meal allowand	ces an d incide	ntals.				
VIA Rail				_							
Hotel Accommod	lations		\$ 1,196.35	de la	W)	Rate	# Meals	Total			
Mileage (\$.0558)	km)	-68	\$ _37.94	38.87	Breakfast 20.	50 <del>\$19.45</del>	0	\$ -			
Parking C	1.5-1	68.7	\$ 105.00		Lunches 🔊 .	/0 \$19.20	1	\$ -19.20			
Taxis		do	\$ 83.44		Dinners 50.4	\$48.15	0	\$ -			
Car Rental	-	V			Incidentals	\$17.30	3	\$ 51.90			
Gasoline							Total	\$ 71.10			
Private Accomod	ation (\$50/ngt	) .			Total Travel E	xpenses		72.00			
Other								10001			
	Total Travel E	xpenses	\$ 4,191.58	41925	100						
	Total Meal/Ir	ncidentals	\$ 71.10 72.00 ds								
		TOTAL	\$_4,262.68	420	04.51 ds	).					
Meal allowance	and incidental	calculator									
Insert Date $\rightarrow$				20-Aug	21-Aug	22-Aug		]			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total			
Breakfast								0			
Lunch		·		1				1			
Dinner				,				0			
Incidentals				1	1	1		3			
Per Diem Calcula	tor										
Insert Date	Cont	Crea	Mon	Tue	Wed		-				
	Sat	Sun	Mon	ine	1460	Thu	Fri	Total			
Claimant Signatu	ire: Jin	a Ha	L. H.	W	Date: Aug	23,2019		do			

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

## **Booking Confirmation**



**Booking Reference** 

Date of issue: 09 Jul, 2019



Select Seats



Check in



Manage my booking



Sign up for flight not iffications

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. 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.

## **Passengers**



A Fiona Macdonald

**Travel Options** 

Seats



**Ticket Number:** 

Regular meal

AC338

AC345 1F





Business Class (lowest)

Tuesday 20 Aug, 2018

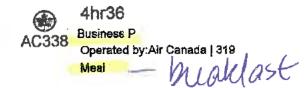
09:20

Vancouver

16:56 Ottawa

Ottawa Int. (YOW), Ontario

Vancouver Int. (YVR), Terminal M





Business Class (lowest)

Thursday 22 Aug, 2019

17:50

Ottawa

Ottawa Int. (YOW), Ontario

20:00

Vancouver

Vancouver Int. (YVR), Terminat M



5hr10 Business P

Operated by: Air Canada | 319

## Purchase summary

XXXX-XXXX-XXXX Amount paid: \$2768.85 Full details can be found in your attached Itinerary/Receipt Tax information GST no. 10009-2287 RT0001 \$130.61 GST/HST no. 10009-2287 RT0001 \$2.99 \$ 133.60

Air Transportation Charges

2578.00

1 adult

I Taxes, fees and charges

190.85

**GRAND TOTAL** (Canadian dollars)

\$2768<sup>85</sup>

## 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.



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

Royal Canadian Mint Mrs Flona Macdonald Room/Chambre

: 0478

Folio#

Invoice #

Cashier/Cassier # : 22647 5

Page #

: 1 of 1

Reference No.

Arrival/Arrivée

: 08-20 -19

Departure/Départ : 08-22-19

Date	Description		Additional Information/Supplementaire	Charges	Credits
08-20-19 08-20-19				X	Personul
08-20-19	Room Charge Municipal Accomm		,	549.00 21.96	
08-20-19 08-20-19	Room HST (13%)		•	74.22	
08-21-19 08-21-19	Room Charge Municipal Accomm	nodation Ta	(	469.00 18.76	
08-21-19	Room HST (13%)			63.41	
			Total	1,214.43	0.00
GST S	ummary / Sommaire	нѕт	Balance Due/Solde Summary / Sommaire	1,214.43 - 18.68	
	stauration utres	0.00 F&B/	### Chambre	1196.35	

Thank you for choosing Fairmont Hotels & Resorts.

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

Merci d'avoir choisi les Hôtels Fairmont.

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

RCV = # 1196-35 (+au \$137.63)

For information or reservations, visit us at

www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414

Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de:

États-Unis ou Canada 1 800 441 1414

legree that my sublity for this bill is not walved and it agree to be held paracraity liable in the event that the indicated parace, company or essectation fails to pay for any part of or the full amount of twee charges. Overstookens subject to a surcharge at the rate of 1.5% per mores after one morelly. (10.0% per annum.)
I have accepted delivery of The Globe and Mell. Held it and the rate of the rate of 1.5% per morelly after a scale for a 2.0 Mon-Fig.

Je me poste personnellement responsable du réglement total de catie note au oss ou le compagnis, hassociation ou son représentant désigné en refuseriil le palement, Les comples en soutiffance sont sujest a un intérêt de 1,5% par rocks sprés un mois. (18,00% per années) 3/21 scoopté le Brivalon de journal The Globe end Mai, 6i Jeweis refusé, jeurais pu obtenir un ordett é mon compte de la contra le la contra le compte de la contra le compte de la contra le compte de la contra la contra la contra la cont de 1.00\$ per jou: (du Lundi au Vendradi) et de 2.00\$ ia Semedi. (Dans les hôleis perfoipents.)

Total: CA\$47.44 Thu, Aug 22, 2019

# Thanks for tipping, Fiona

Here's your updated Thursday afternoon ride receipt.

Total

Trip Fare

CA\$30.26

Cab from hotel to Ottown airport Subtotal

CA\$30.26

**HST** 

CA\$4.75

Tolls, Surcharges, and Fees

CA\$6.25

Tip

CA\$6.18

Amount Charged



CA\$41.26

CA\$6.18

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

s.19(1)



4.97 Rating



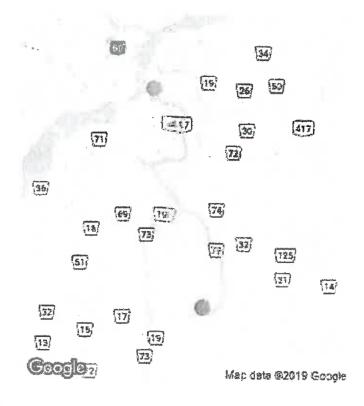
Every rideshare trip in Ottawa is insured for a covered auto accident by Intact. Learn more.

Uber 16.39 km | 21 min

02:19pm 1 Rideau St, Ottawa, ON K1N 8S7, Canada

02:41pm 1000 Airport Parkway Private, Ottawa, ON K1V, Canada

2019-08-23, 11:19 AM



Invite your friends and family.

Get \$5 off your next ride when you refer a friend to try Uber. Share code:

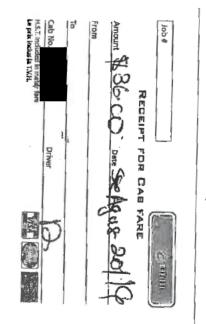
REPORT LOST (TEM >

CONTACT SUPPORT >

MY TRIPS >

FAQ

Uber B.V. Mr. Treublaan 7



Vancouver Airport Receipt No: 7021/0610/00610 08/22/19 GST R127267383

Pay parking ticket 105.00 \$ 08/20/19 07:16 - 08/23/19 07:16 Length Of Stay: 3 Days, 00:00 Epan:02995157015011069232261610?? Unit ID:106

Total Amount 105.00 \$ Met Amount: 80,55 \$ Parking Sales Tax 19.35 \$ 5.00 \$ GST+ 105,00 \$

TYPE: PURCHASE ACCI:

CARD NUMBER: DATE/TIME:

105.00 \*\*\*\*\*\*\* 22/08/2019 08:04:04 PM

REFERENCE 0: AUTH #:

662511790012263120 C

021396

CREDIT A00000000031010 0080008600F800 **VERSIFIED BY PIN** 

01 APPROVED - THANK YOU 027 -- IMPORTANT --Retain this copy for your records

CUSTOMER COPY

#### CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec

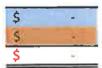
\$ 83.44

\$ 83.44
\$ 8.94
\$ 74.50

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

\$	83.44
\$	9.54
S	74.50

driving distance	to Vancouver International Airport - Google Search	2019-08-23, 11:02 AM
Google	driving distance to Vancouver Internatic Q  Q All  Maps  Images  News  Shopping  More Settings Tools	s.19(1)
	*Line TO TO A	
ı	Vancouver International Airport (YVR), 3211 Grant McConachie Way, Richmon	Ĩ
		Residence do
0		Residence do Vancouser aisport 4 setun
	57 min (34.1 km)	34.1 Km x2
	55 min	= 68.2 km
	65 min	= 68.2 Km
	People also ask	
	Is the drive from Vancouver to Whistler Scenic?	
	How far is Vancouver airport from cruise terminal?	
	Does Skytrain go to Vancouver Airport?	
	How much is the Skytrain to the airport?	

Best way to get from airport to Vancouver For...

https://www.tripadvisor.ca > ... > Vancouver > Vancouver Travel Forum > 18th, and we need to find a way to get to account to by asking her to pick us up at the airport (from what we can tell it's a 40 minute drive to her house).

#### Driving Directions | YVR

www.yvr.ca > passengers > transportation > driving-directions > YVR address: 3211 Grant McConachie Way, Richmond, BC, Canada.

Date: Reimbursement Subject: **EIONA MACDONALD** :oT Simons, Deborah From:

mint.ca | monnaie.ca

**DEBBY SIMONS** 

Dear Fiona,

Best,

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

simons@mint.ca | simons@monnaie.ca

350 SUSSEX DRIVE | 320, PROM. SUSSEX

pqį.200<u>9psmi</u> <u>1bq.</u>+ <u>88889</u>+80

A copy of the electronic funds transfer notification is attached.

lunch on 20 August was removed since the flight itinerary indicated that lunch was provided.

and Committee meetings in Ottawa. I should mention that our Finance team made one adjustment – amount of \$4,244,41 as a reimbursement of your travel expenses to attend the August 2019 Board I am pleased to advise that you will receive an electronic transfer of funds on September 6th, in the

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ COORDINATOR, CORPORAȚE SECRETARIAT

Attachments: Thursday, September 5, 2019 2:48:00 PM

(1)91.8



#### Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

## **ELECTRONIC FUNDS TRANSFER**

FIONA MACDONALD

Telephone 613-993-3500 Fax

Date 05/09/2019
Vendor account
Date of payment 06/09/2019
Reference No. PV147678

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82553 B19-032	30/08/2019	CAD	4,244.41	0.00	4,244.41	THEMIS # 3012 EAHCE12272 OTTAWA BLANKET TA
		CAD			4,244.41	BE WILL IN

From: FIONA MACDONALD

Sent: Thursday, August 15, 2019 2:14 PM

To: Muller, Kim

Cc: List, Christine; Simons, Deborah Subject: Re: Hotel Confirmation

Kim, welcome to the team! I contacted the hotel directly to change it to two nights from three (20-22), and have a confirmation from them. Thanks, Fiona Sent from my iPhone

On Aug 15, 2019, at 10:34 AM, Muller, Kim <mullerk@mint.ca> wrote:

Dear Ms. Macdonald,

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

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

- \* Date of arrival: August 20, 2019
- \* Date of departure: August 23, 2019
- \* Confirmation number:
- \* Rates:
- o Aug. 20 \$795
- o Aug. 21 \$469
- o Aug. 22- \$435
- \* Check In: 3:00 p.m.
- \* Check Out: 12:00 p.m.

Kind regards,

KIM MÜLLER

ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ 320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8 Tel/Tél.: 613-355-6458

mullerk@mint.ca | mullerk@monnaie.ca

mint.ca | monnaie.ca

From: Simons, Deborah

Sent: Monday, August 26, 2019 3:19 PM

To: FIONA MACDONALD

Subject: RE: Fiona Macdonald's expenses Aug 20-22

Attachments: S330-KM-WES19082615030.pdf; Board Travel Report-Rapport de dépenses

Conseil - updated 6 May 2019.xlsx

Thank you, Fiona

Your travel expense claim has been completed and is now awaiting the required approvals. I noticed that the travel expense report template you have is out of date (the meal allowances have increased). Attached is the updated template for future use. I have also attached your amended report for August, total amount to be reimbursed increased slightly from \$4,262.68 to \$4,264.51.

Best,

Debby

From: FIONA MACDONALD

Sent: Friday, August 23, 2019 2:45 PM

To: Simons, Deborah Cc: List, Christine

Subject: Fiona Macdonald's expenses Aug 20-22

Please find attached my expenses for this week's meetings. Fiona

## TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

KCIVI BC	AKD OF DIKEC	IOKS								
Claimant:	Fiona Macde	onald	De	parture Dat	e: Aug 20 2019		Return Date	Aug 22 2019		
Location:	YVR - Ottaw	3								
Purpose:										
,	Board and C	ommittee Me	etings							
TRAVEL EXPENS	SE		Amount	_	Meals & Inci	dentals				
Airfare			\$ 2,768.85		Note: Please	use the meal	allowance ca	dculator		
Baggage Fees	i					ermine the exa				
Change Fees						ices and incide		•		
VIA Rail				1			•			
Hotel Accommo	- 4/1		\$ 1,196.35	do-	d.	Rate	# Meals	Total		
Mileage (\$.05 <b>5</b> 8	3/km)	68	\$ _37.94	38.87	Breakfast 20	<u>\$0</u> \$19.45	0	\$ -		
Parking (	0.5 1	68.7	\$ 105.00			/0 \$19.20	1	\$ -19.20		
Taxis			\$ 83,44			\$48.15	0	\$ -		
Car Rental	,	*			Incidentals	\$17.30	3	\$ 51.90		
Gasoline						,	Total	\$ 71.10		
Private Accomo	dation (\$50/ng	t)			Total Travel E	xpenses		72.00		
Other								10.00		
	Total Travel	Expenses	\$ <b>4,19</b> 1.58	4192.5	100					
	Total Meal/I	ncidentals	\$ 71.10	\$ -71.10 - 72.00 ds						
		TOTAL	\$_4,262.68	420	04.51 d	7.				
Meal allowance	and incidental									
nsert Date →				20-Aug	21-Aug	22-Aug				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total		
Breakfast	e men jaket panaka bata bata jakat ja	merge by the State of the adulation, in the						0		
.unch				1			TT THE W P NOW I AND REAL PROPERTY.	1		
Dinner								0		
ncidentals				1	1	1		3		
er Diem Calcula	ator									
nsert Date										
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total		
		1	1					-0-3		
Claimant Signatu	are: 1/10.	a Sa	ch. Al	as	Date: Aug	13,2019		0		

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

Claimant:			Dep	arture Date:		Return Date:			
Location:									
Purpose:									
TRAVEL EXPENS	Ε		Amount		Meals & Incid	lentals			
Airfare					Note: Please	use the mea	l allowance o	alculator	
Baggage Fees					below to dete	ermine the ex	xact number	of	
Change Fees					meal allowan	ces and incid	lentals.		
VIA Rail						_			
Hotel Accommo	dations					Rate	# Meals	Total	
Mileage (\$.057/	km)		\$ -		Breakfast	\$20.50	0	\$ -	
Parking					Lunches	\$20.10	0	\$ -	
Taxis					Dinners	\$50.65	0	\$ -	
Car Rental					Incidentals	\$17.30	0	\$ -	
Gasoline						•		\$ -	
Private Accomodation (\$50/ngt)  Total Travel Expenses									
Other									
	Total Travel	Expenses	\$ -	•					
	Total Meal/	Incidentals	\$ -						
		TOTAL	\$ -	· !					
Meal allowance	and incident	al calculator							
Insert Date $\rightarrow$									
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
Breakfast								0	
Lunch								0	
Dinner								0	
Incidentals								0	
Per Diem Calcul	ator								
Insert Date $\rightarrow$									
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
								0	
Claimant Signat	ure:				Date:				

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

## Simons, Deborah

From:

Phyllis Clark

Sent:

Thursday, November 28, 2019 7:21 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABCC82553 - Fiona Macdonald - B19-045

#### Approved



#### CONFIDENTIALITY WARNING

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

On Thu, Nov 28, 2019 at 2:42 PM Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents Fiona's expenses related to her attendance at last week's Board of Directors meetings in Ottawa. The claim has been reviewed and approved by the CFO, and contains 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



320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8



## Travel Expense Form 2019

OTJ#: TABCC82553
EAHCE# EAHCE12358

Claimant Cost Centre Fiona Macdonald

121 Legal Services (Board)

Cost estimate provided on TA \$8,100.00

Hospitality estimate provided on TA

THEMIS # (VP and Board claims only)

Departure Date Return Date 17-Nov-19 22-Nov-19

3051

Travel Location and Reason (attach supporting documents):

B19-045

To attend Board of Directors meetings and business dinners; also attended a Canada School of Public Service training session while

 Currency Conversion Table

 1 Unit of
 is Worth
 of

 USD
 1.35252
 CAD

 CAD
 CAD

San Francisco/Ottawa/San Francisco

Total Travel Expenses (inclusive of fares)

in Ottawa (training was held at RCM).

7,735.19

CAD CAD

Prepaid Fares (Paid using Amex Corporate Billing Account)

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

0.00

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

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

Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00
Amount Owing to:		Employee	7,735,19	RCM	0.00

	Account	Cost Center ( Select One fr	om drop down box )	In Canadian S
HST - Registration #	10793 5058 RT0001		and the state of t	
740200 - Meals (dom	estic)	121 Legal Services (Board)	-	267.7
741200 - Meals (forei	gn)			115.9
740100 - Hospitality (	domestic)	Annual (12, 10 to Section of the Control of the Con	<b>*</b>	0.0
741100 - Hospitality (			<b>V</b>	0.0
740010 - Airfare (don			-	0.0
741010 - Airfare (fore	ign)	121 Legal Services (Board)	▼	0.0
740020 - Rail fare (do	mestic)			5,194.13
741020 - Rail fare (for	reign)			0.00
740500 - Taxi fare (do	mestic)	121 Legal Services (Board)		0.00
741500 - Taxi fare (for		Table Services (Sould)	_	76.79
740700 - Personal car		121 Legal Services (Board)		0.00
741700 - Personal car		122 tegal services (board)	¥:	145.49
740030 - Car rental (de				0.00
741030 - Car rental (fo				0.00
740800 - Parking (dom				0.00
741099 - Other transpo			▼	0.00
740400 - Accommodat		121 Local Carriage (Danes)	▼	0.00
741400 - Accommodat		121 Legal Services (Board)		1,829.36
740900 - Incidentals (d			lexe	0.00
741900 - Incidentals (fo		121 Legal Services (Board)		82.38
740000 - Baggage & Tr		121 Legal Services (Board)		23.40
741000 - Baggage & Tr				0.00
0.00	avei (foreign)	_		0.00
0.00		_	~	0.00
00	L			0.00
		_	.▼	0.00
54200 Pressid Free			<b>▼</b>	0.00
54200 - Prepaid Fares				0.00
	epancy in Expenses Cod			(0.00)
OR FINANCE USE	ONLY (Favo	rable)/Unfavorable Variance: Estimate on T	TA versus actual expense claim	(\$364.81)
			Variance %	-5%
	(Favorable)/L	nfavorable Variance: Estimate on Hospital	lity versus actual expense claim	\$0.00
			Hospitality Variance %	#DIV/0!

Updated 18/03/000092 Form updated January 2018

RCM Paid Fares (Air-Domestic) RCM Paid Fares (Rail-Domestic) RCM Paid Fares (Rail-Domestic) RCM Paid Fares (Air-Foreign) RCM Paid Fares (Rail-Foreign) Employee Paid Fares (Air-Foreign) Employee Paid Fares (Air-Foreign) Employee Paid Fares (Rail-Domestic) Employee Paid Fares (Rail-Domestic) Employee Paid Fares (Rail-Foreign) Hotel Accommodations (Domestic) Hotel Accommodations (Foreign) Taxis (Domestic) Taxis (Foreign) Mileage (\$0.57km) 268.0 Business Telephone Parking Car Rental (Domestic) Car Rental/Gas (Foreign) Personal Accommodations Hospitality Baggage (Domestic) Baggage (Foreign) Others (code manually)	5,197.64 2,067.18 86.01	3.51 237.82 9.22	Calc HST/GST		USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
RCM Paid Fares (Air-Domestic) RCM Paid Fares (Rail-Domestic) RCM Paid Fares (Air-Foreign) RCM Paid Fares (Air-Foreign) RCM Paid Fares (Rail-Foreign) Employee Paid Fares (Air-Foreign) 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 (\$0.57km) 268.0 Business Telephone Parking Car Rental (Domestic) Car Rental/Gas (Foreign) Personal Accommodations Hospitality Baggage (Domestic) Baggage (Foreign) Others (code manually)	5,197.64 2,067.18 86.01	3.51			Expenses	CAD Exp.	Equivalent
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 (\$0.57km) 268.0 Business Telephone Parking Car Rental (Domestic) Car Rental/Gas (Foreign) Personal Accommodations Hospitality Baggage (Domestic) Baggage (Foreign) Others (code manually)	2,067.18	237.82	7.27				
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Employee Paid Fares (Rail- Domestic) Employee Paid Fares (Rail - Foreign) Hotel Accommodations (Domestic) Hotel Accommodations (Foreign) Taxis (Domestic) Taxis (Foreign) Mileage (\$0.57km) 268.0 Business Telephone Parking Car Rental (Domestic) Car Rental/Gas (Foreign) Personal Accommodations Hospitality Baggage (Domestic) Baggage (Foreign) Others (code manually)	2,067.18	237.82	7.27				
Employee Paid Fares (Rail - Foreign)  Hotel Accommodations (Domestic)  Hotel Accommodations (Foreign)  Taxis (Domestic)  Taxis (Foreign)  Mileage (\$0.57km) 268.0  Business Telephone  Parking  Car Rental (Domestic)  Car Rental/Gas (Foreign)  Personal Accommodations  Hospitality  Baggage (Domestic)  Baggage (Foreign)  Others (code manually)	86.01		7.27				
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Taxis (Domestic)  Taxis (Foreign)  Mileage (\$0.57km) 268.0  Business Telephone  Parking  Car Rental (Domestic)  Car Rental/Gas (Foreign)  Personal Accommodations  Hospitality  Baggage (Domestic)  Baggage (Foreign)  Others (code manually)		9.22	7.27				
Taxis (Foreign)  Mileage (\$0.57km) 268.0  Business Telephone  Parking  Car Rental (Domestic)  Car Rental/Gas (Foreign)  Personal Accommodations  Hospitality  Baggage (Domestic)  Baggage (Foreign)  Others (code manually)		9.22	7.27				
Mileage (\$0.57km) 268.0  Business Telephone Parking Car Rental (Domestic) Car Rental/Gas (Foreign) Personal Accommodations Hospitality Baggage (Domestic) Baggage (Foreign) Others (code manually)	152.76		7.27				
Business Telephone Parking Car Rental (Domestic) Car Rental/Gas (Foreign) Personal Accommodations Hospitality Baggage (Domestic) Baggage (Foreign) Others (code manually)	152.76		7.27				
Parking Car Rental (Domestic) Car Rental/Gas (Foreign) Personal Accommodations Hospitality Baggage (Domestic) Baggage (Foreign) Others (code manually)							
Car Rental (Domestic) Car Rental/Gas (Foreign) Personal Accommodations Hospitality Baggage (Domestic) Baggage (Foreign) Others (code manually)							
Car Rental/Gas (Foreign) Personal Accommodations Hospitality Baggage (Domestic) Baggage (Foreign) Others (code manually)				-			
Personal Accommodations Hospitality Baggage (Domestic) Baggage (Foreign) Others (code manually)				1			
Hospitality Baggage (Domestic) Baggage (Foreign) Others (code manually)							
Baggage (Domestic) Baggage (Foreign) Others (code manually)							
Baggage (Foreign) Others (code manually)							
Others (code manually)							
N= 2							
21 - 4 - 12							
24 (4.48)							
24 (1)							
Others (total)				[			
Total Expenses	7,503.59	250.55	7.27	[			
Per Diem Country			Canada				USA
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance	GST/HST	-	allowances	allowance	Equivalent
Breakfasts \$20.35			1107 100 1001	\$20.35			
unches \$20.60	1	20.60	0.98	\$20.60			
Dinners \$50.55	2	101.10	4.81	\$50.55			
Total Meals		121.70	5.80	[			
ncidentals \$17.30	5	86.50	4.12	\$17.30	1	17.30	23.40
Total Expenses		208.20	9.91			17.30	23.40
Note - Please use the meal allowance cale	culator tab to	determine t	he exact No.	of meal allo	wances and in	cidentals	
Grand Total CAD Expenses		I	7,711.79		Grand Total US	_	23.40
Grand Total CAD Expenses		-	267.74		Granu Total US	D Expenses	23.41

1) Meals provided with flights; 2) Breakfast on 19 to 22 Nov. was included with accommodations; 3) RCM provided dinner on 18 & 19 Nov., & lunch on 19 to 21 Nov.; 4) Fiona changed her return date to attend the CSPS training session held at RCM on 21 Nov., (EAHCE12415) hence a change fee of \$131.00; 5) Cab to 19 Nov. BOD/Mgmt dinner went to wrong venue, a new cab was called - Fiona paid the original cab, Deborah Trudeau paid the new cab; 6) Fiona only paid 3 cab fares - for all other trips between RCM/hotel/dinners she either walked or rode with someone else; 8) Fiona's travel began 17 Nov. but she in Toronto on that date. Less expensive to book a new flight for Toronto/OTT than to change the original ticket again; the paid Toronto cabs, hotel & Toronto/OTT flight. This is why original itinerary indicates arrival in OTT on 17 Nov.; Fiona is not asking to be paid for 17 Nov., only claiming incidentals.



## Travel Expense Form 2019

TA # TABCC82553

\*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 Author	rity to Travel and Advance form.	
As the Traveller, please ind Yes  No  ff you ind	licate if this claim contains any exceptions requiring approval pe icated "Yes", please check which exception(s) were not pre-approve	er the Corporate Travel, Hospitality, Conference & Event Policy #51. ed and require approval:
CEO APPROVAL REQUIRED: (  Travel – Exc	Please initial) eptions to Corporate Travel, Hospitality, Conference & Event Policy	#51 (Annex 2B)
CFO or CEO APPROVAL REQU	JIRED: (Please initial)	
	- Exceptions to Hospitality Policy #51 (Annex 2B)	
	No pre-approval obtained for the following:	
<u> </u>	lospitality – External or Internal hospitality exceeding Maximum Co.	st Per Person (Annex 2B)
_ H	lospitality - External or Internal hospitality costs exceeding \$5,000 (	(Annex 2B and 44.1)
	lospitality – Alcoholic beverages provided (Policy Section 44.1) lospitality – Food & beverage cost exceeded Maximum Cost Per Per	Ton /Bolins Footlan 44.13
п н	ospitality – Entertainment provided (Policy Section 44.1)	son (Policy Section 44.1)
	ospitality – Hospitality or entertainment provided to spouse or pers	Son accompanying an event participant (Policy Section 44.1)
□ н	ospitality - Hospitality paid by the RCM taking place at the residence	te of an RCM employee, Board member or other private residence
(F	Policy Sections 44.1and 46.4)	- Fride residence
	ospitality – Special forms of hospitality (Annex 2B)	
□ н	ospitality – No pre-approval prior to expenditure (Section 44.7)	
VP APPROVAL REQUIRED (CE	O APPROVAL IF TRAVELLER IS A VP): (Please initial)	
☐ Travel - Com	bining personal and business travel (Policy Section 14.3)	
☐ Travel - Airfa	are – Higher level than permitted by policy (Policy Section 20.6)	
☐ Travel - Priva ☐ Travel - Hote	tely owned vehicles - Kilometer allowance in excess of the equivale	ent lowest practical commercial carrier fare (Policy Section 22.1)
☐ Travel - Car to	el – Rate in excess of specified or published City Rate Limits (Policy : ravel – Leased Vehicles (Policy Section 23.1)	Section 25.2 and 25.3)
	nse received over 30 days (Policy Section 33.1)	
☐ Hospitality - €	External or internal hospitality up to \$1,500 but less than \$5,000 an	d within Maximum Cost Per Person (Annex 28)
☐ Hospitality - F	Food & beverage cost not exceeding Maximum Cost Per Person (Pol	licy Section 44.1)
TRAVELLER'S DIRECTOR APPRO	DVAL REQUIRED: (Please initial)	
☐ Travel – Airfa	re – upgrade to a fare class higher than the Standard Allowable A	irfare Class permitted by policy, at no additional cost to RCM (Policy
section 20.6)		
☐ Travel – Car n	ental - 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 re	ental – upgrade to a larger vehicle than the Intermediate/Standard	siza ta assaulta a a sana da a
☐ Travel – Missi	ng original itemized receipts. Explanation provided (Policy section:	size to accommodate 3 or more employees (Policy section 23.3)
□ Travel – Hotel	- upgrade to a level higher than the Standard Guest Room permitt	ted by policy, at no additional cost to RCM (Policy section 25.1)
☐ Iravel – Hotel	<ul><li>rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200)</li></ul>	0), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Lac Vogas
(\$145), or put	dished City Rate Limit. VP pre-approval not obtained. Justification	provided (Policy section 25.2)
0 0	al itemized receipts. Explanation provided (Policy section 26.2) ons (traveller has listed and explained on a separate document)	
	xternal or internal hospitality up to \$1,500 and within Standard Cos	st Per Person (Annex 28)
ly signing below, the Traveller	confirms that this expense claim contains only eligible allowances of	and legitimate and actual expenses incurred in accordance with the
orporate Fravel, Hospitality, (	Conference & Event Policy #51 (as applicable), that all required supp	porting documentation is contained in this expense claim, that the
bove noted exceptions are con	mplete and accurate, and that the claim has been completed in acc	ordance with these policies.
1. Traveller Name PRINT NA	VIEW // / 2.Expense claim prepared by	3.Approved by Traveller's Director with signing authority
John Pull	(PRINTINAME), VEVILY / ////	(PRINT NAME)
Inha Vinnon	a lippin Vinon	
my saliven	1 LOUIT SE MANY	
Signature of traveller	Signature	Signature of Traveller's Director
RIONA MILL	losered holilla	The Court of the C
Date Of I	service service	
Aptill	O Date	Date
ne Traveller's Manager confirm	no that sho /ha has souline date and a line at the same at the sam	
secondle exceptions as nator	ns that she/he has reviewed this expense claim including all the sup	porting documentation, that the expenses claimed appear
Event Police #51 for applicable	labove are approved (as required), and the claim has been completed	ted in accordance with the Corporate Travel, Hospitality, Conference
nning helow, the VP or CEO co	ng:rriedse note, ij exceptions have been pre-approved prior to trave enfirms that she/he has reviewed the exceptions as noted above req	t, the Travel's Director can proceed in signing the expense claim. By
in the view of ceout	ignins that she/he has reviewed the exceptions as noted above req	fulring her/his approval and hereby grants it.
	1 . C. C. a alasa	
	Jennier antelon	
Approved by VP (as required	5. Reviewed by CFO (CEO claims; Board claims; dal	ing   6 Approved by CEO S Provide (S)
PRINT NAME)	for review prior to CEO approval; other as require	1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
	To review process ceo approvar, other as require	d) Audit Committee (as required)
	1 ander	VIIIO All Do M Attractacil
ilgnature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit
		Committee
	111111111111111111111111111111111111111	B A A
	V NOV ZY 1201	1 1 - Mar Grownia V Com
Date	Date	Dates Dates
***************************************		The alice of the
		rug was lucale
Reviewed by Finance (PRINT	NAME)	Date

## 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		17	18	3 19	20	21	22		1000	MON		Novem	1	O PAUL STATE	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast				To the second			THE SERVICE AND ADDRESS OF THE PARTY OF THE						THE SECOND		allowarices
unch	12.5		1		200	E HONE								-	
Dinner	RESERVE AND ADDRESS OF THE PERSON NAMED IN COLUMN 1				4										
		-			1	District 1									
Incidentals			1	1	1	1	1								

	Enter	your trav	el dates	here fo	r the	US				MON	TH:	Novem	nber		
		17	18	19	20	21	22				T		T	T	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast	<b>BEER</b>					E PER PER PER PER PER PER PER PER PER PE	BE SEED								allowallocs
Lunch															<u> </u>
Dinner															0
BOOK SHIPS OF MINER															0
Incidentals		1													1

096

## TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

KCM BC	DARD OF DIRE	CTORS								
Claimant:	Fiona Maco	donald	De	eparture Date	17-Nov	]	Return Date	22-Nov	7	
Location:	Ottawa								7	
Purpose:									7	
· a. pood	Board Mee	tings and Crow	vn Corp Trainin	ø						
TRAVEL EXPENS	A				Maria O tool	d			١	
Airfare	-		\$ 5,066.64	11/	Meals & Inci	De Colon State Colonia				
Baggage Fees	,		3 3,000.04		Note: Please use the meal allowance calculator					
Change Fees			\$ 131.00	/	below to determine the exact number of meal allowances and incidentals.					
VIA Rail			3 131.00	1	meal allowar	ices and incide	entals.			
Hotel Accommo	odations		\$ 2,067.18	Va.		D		T	٦	
Mileage (\$.057/		238	\$ 130.90	152.76	Prophfort (	Rate \$20.50	# Meals	Total	-	
Parking	,	2008	7 .250.50	1 100 12	00			\$ -	-10	
Taxis	OD	) 000	\$ 86.01	1/	Lunches 20.		1	\$ 20.10		
Car Rental			7 00.01		Dinners 50.			\$ -101.30	"	
Gasoline					1	\$17.30 udu	6)	\$ 103.80	70	
Private Accomo	dation (\$50/ng	rt)			Total Travel E			\$ 225.20		
Other	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,-,				•	1-	208.30		
	Total Travel	Expenses	\$ 7.481.73	7503.59	Inciden	itals il	1 +	2010		
	Total Meal/		\$ 225.20	2316	Incident USA	MOV.10	7)	03.40		
		TOTAL	\$ 7,706.93	2006	10 10		1	7-21/2		
				17:35.	1900		0	171.60		
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Insert Date →		17-Nov	18-Nov	19-Nov	20-Nov	21-Nov	22-Nov			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total		
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nsert Date →		17-Nov	18-Nov	19-Nov	20-Nov	21-Nov	22-Nov	1		
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	D		1	1	1	1	1	6	V	
Claimant Signatu		V. Cara			Date: Nou .			SAN		
ravel expense repo	rts must comply	with the RCM's	Corporate Travel,	Hospitality, Co	onference and Eve	ent Policy (Policy	#51).			
100	Ua.	MUNE	spent	er an	em 4	01/7	1 Low	ombe		
11/1	le V	ohn s	pent	punt	My I	rue 0	Xuy_	_		



## **Currency Converter**



#### Terms and Conditions

All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full <u>Terms and Conditions</u> for details.

Conversions are based on Bank of Canada exchange rates, which are published each business day by 16:30 ET.

## US dollar → Canadian dollar

#### **Exchange rate summary**

Low	2019-11-18	1.3214
Average	2019-11-15 — 2019-11-22	1.3260
High	2019-11-20	1.3304

## Results

Date	Value of 1.00 USD in CAD	$\text{USD} \to \text{CAD}$	$\text{CAD} \to \text{USD}$
2019-11-15	1.32 CAD	1.3231	0.7558
2019-11-18	1.32 CAD	1.3214	0.7568
2019-11-19	1.32 CAD	1.3237	0.7555
2019-11-20	1.33 CAD	1.3304	0.7517
2019-11-21	1.33 CAD	1.3285	0.7527
2019-11-22	1.33 CAD	1.3287	0.7526

1.3260 × 1.02 = 1.35252

# Diginal ticket



## Itinerary / Receipt

s.19(1)

Your booking is confirmed. Thank you for choosing Air Canada. Please bring your itinerary-receipt to the airport.

#### Main Contact Information

Booking reference:

Name: Ms Fiona Macdonald E-mall: Payment: XXXXXXXXXXXX

**Customer Care** Air Canada Reservations 1-888-247-2262

Air Canada Flight Information 1-888-422-7533

International Reservations

Alert me of flight changes Flight notification

## Flight Itinerary

Flight	From	То	Aircraft	Cabin (Booking class)	Status
AC756	San Francisco (SFO)	Toronto Pearson (YYZ)	789	Business Class (lowest) (P)	Confirmed
	Sun 17-Nov 2019	Sun 17-Nov 2019			
	11:55 - TERMINAL IN-INTL	19:45 - TERMINAL T1			
Seat number(s) requ	ested: 2K				
AC468	Toronto Pearson (YYZ)	Ottawa (YOW)	E90	Business Class (lowest) (P)	Confirmed
	Sun 17-Nov 2019	Sun 17-Nov 2019			
	21:10 - TERMINAL T1	22:11			
Seat number(s) reque	ested: 1A				
AC8980	Ottawa (YOW)	Montreal Trudeau (YUL)	CR9	Business Class (lowest) (P)	Confirmed
Operated by:	Wed 20-Nov 2019	Wed 20-Nov 2019			
Air Canada Express- Jazz	15:00	15:48			
Seat number(s) reque	ested: 1A				



Flight From To Aircraft Cabin Status (Booking class) AC781 Montreal Trudeau (YUL) San Francisco (SFO) 320 **Business Class** Confirmed (lowest) (P) Wed 20-Nov 2019 Wed 20-Nov 2019 20:47 - TERMINAL IN-INTL 17:20 s.19(1)Seat number(s) requested: 2A

**Passenger Information** 

Passenger: 1

Ms Fiona Macdonald

Ticket number:

Date of issue

PIST FORM PERCENTION

Frequent Flyer Pgm:

Air Canada Aeroplan

Program number:

AC

**Purchase Summary** 

Passenger: 1 Ticket number

i manage and a sit i secondary state and

09-Oct 2019

Fare Amount in US dollars:

3,709.00

(including navigational & other charges)

Taxes, Fees & Charges

Air Travellers Security Charge (CA)
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) (RC)

Combined Taxes \*see fare calculation below (XT)

12.71 3.51

112.42

Total Fare in Canadian dollars:

5,066.64

Ticket particularities:

AC ONLY/NONREF/CHGFEE -BG:AC

\*Fare calculation:

17NOV19SFO AC X/YTO Q315.00AC YOW R1697.00AC X/YMQ AC SFO R1697.00USD3709.00 END R0E1.00 XT27.00SQ5.27XA9.32XY7.84YC 49.54US7.46AY XF5.99SF04.50

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

#### **Fare Rules Summary**

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

# Revised ticket / Change Lee

Itinerary / Receipt

s.19(1)

Your booking is confirmed. Thank you for choosing Air Canada. Please bring your itinsrary-receipt to the airport.

## **Main Contact Information**

Booking reference:

Name:

Ms Fiona Macdonald

COCCOCCCC

E-mall:

Payment:

The Frederical

**Customer Care** 

Air Canada Reservations 1-888-247-2262

Air Canada Flight Information 1-888-422-7533

International Reservations

Alert me of flight changes Flight notification

#### Flight Itinerary

Flight	From	То	Aircraft	Cabin (Booking class)	Status
AC756	San Francisco (SFO)	Toronto Pearson (YYZ)	789	Business Class (lowest) (P)	Confirmed
	Sun 17-Nov 2019	Sun 17-Nov 2019			
	11:55 - TERMINAL IN-INTL	19:45 - TERMINAL T1			
Seat number(s)	requested: 2K				
AC468	Toronto Pearson (YYZ)	Ottawa (YOW)	E90	Business Class (lowest) (P)	Confirmed
	Sun 17-Nov 2019	Sun 17-Nov 2019			
	21:10 - TERMINAL T1	22:11			
Seat number(s) r	requested: 1A				
AC351	Ottawa (YOW)	Calgary (YYC)	319	Business Class (lowest) (P)	Confirmed
	Fri 22-Nov 2019	Fri 22-Nov 2019			
	111 55 1101 5012	111 75-180 A 5012			

# AIR CANADA

Flight

From

To

Aircraft

Cabin

(lowest) (P)

Status

AC8579

Calgary (YYC)

San Francisco (SFO)

(Booking class) CR9 **Business Class** 

Confirmed

Operated by:

Fri 22-Nov 2019

Fri 22-Nov 2019

Air Canada Express-

10:30

12:26

s.19(1)

Jazz

Seat number(s) requested:

4F

Passenger Information

Passenger: 1

Ms Fiona Macdonald

Ticket number:

Air Canada Aeroplan

Program number:

**Purchase Summary** 

Frequent Flyer Pgm:

Passenger: 1 Ticket number

Date of issue

26-Oct 2019

Fare Amount in US dollars:

3,709.00

(including navigational & other charges)

Taxes, Fees & Charges

Total Fare in:

No Additional collection

Thursday Nov 21/19

**Options** 

Change fee in Canadian dollars

Ticket particularities:

CAD4520.00 NONREF-BG:AC

\*Fare calculation:

17NOV19SFO AC X/YTO Q315.00AC YOW R1697.00AC X/YYC AC SFO R1697.00USD3709.00 END ROE1.00 PD12.71CA3.51RC27.00SQ48.64US 9.15XY7.70YC7.32AY5.18XA PDXF5.99SF04.50

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

131.00



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

Mrs Fiona Macdonald

Room/Chambre : 0387

Follo #

invoice #

Cashler/Cassler # : 836

Page #

: 1 of 2

Reference No.

**Arrival/Arrivée** 

: 11-18-19

Departure/Départ : 11-22-19

Date	Description	Additional Information/Supplementaire	Charges	Credits
11-18-19	Room Charge		400.00	The same of the same of the
11-18-19	Municipal Accommodation Tax		16.00	
11-18-19	Room HST (13%)	·	54.08	
11-19-19		Revsona	1 -	
11-19-19		VEYSONIA		
11-19-19	Room Charge		400.00	
11-19-19	Municipal Accommodation Tax (		16.00	
11-19-19	Room HST (13%)	8	54.08	
11-20-19				
1-20-19				
1-20-19				
1-20-19				
1-20-19	Room Charge		400.00	
1-20-19	Municipal Accommodation Tax (		16.00	
1-20-19	Room HST (13%)		54.08	
1-21-19			·	
1-21-19				
1-21-19	Room Charge		559.00	-
1-21-19	Municipal Accommodation Tax (		22.36	
1-21-19	Room HST (13%)		75.58	
1-22-19		XXXX		2,175.66
				-103.48
				2067.1

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

I agree that my liability for this bill is not waived and I agree to be hold personally flable 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 rater one month. (Its.00% per annum.)
I have accepted delivery of The Globe and Mast. Had I refused, I would have been eligible for a \$1.00 (Acht-Fi) and \$2.00 (Set.) credit to my occount. (At perticipating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas ou le compagnie, l'association ou son représentant désigné en retureurait le painment. Les comptes en couffance sont usqués à un intétet de 1,5% par mote après un mote. (18,0% par année) 37 lai occepté la Svrisson du journet The Globe and Mail. Si Javois refusé, Jaurais pu obtent un crédit à mon compte de 1,005 par jour feut Lenda su Vendreui) et de 2,005 le Semedi. (Dars les hôtels participants.)



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

: 0387

Folio #

invoice #

Cashier/Cassler # : 836

Page #

: 2 of 2

Reference No.

Arrival/Arrivée

: 11-18-19

Departure/Départ : 11-22-19

Mrs Fiona Macdonald

Date	Description		Addition	al Information/Supplémentaire	Charges	Credits
				Total	2,175.66	2,175.66
				Balance Due/Solde	0.00	
GST S	ummary / Sommaire		HST Summary / S	Sommaire		
Room/0	Chambre	0.00	Room/Chambre	237.82		
F&B/Re	estauration	0.00	F&B/Restauration	0.00		
Other/A	utres	0.00	Other/Autres	12.48		
Total		0.00	Total	250.30		

Thank you for choosing Fairmont Hotels & Resorts.

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

Merci d'avoir choisi les Hôtels Fairmont.

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

Reisonal \$108-48 (tax \$12.48) Run \$2067.18 (tax \$237.82)

\$2175.66

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

I agree that my liebility for this bill is not waived and I agree to be haid personally liable in the event that the indicated person, company or essendation fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month, (18.0% per annum.)
I have accepted delivery of The Globe and Mail. Hot I refused, I would have been eliable for a \$1.00 Mon.Fig. on eligible for a \$1.00 (M and \$2.00 (Sat.) credit to my account. (At participant

Je was perre personneument recoperative da registement lotal de cette note au cas ou la compegnie, l'association ou son représentant désigné en reluverait le patement. Les comptes en soutfrance sont signé e un inférêt de 1.5% par mote après un mote. (18.00% par année) 31s accepté la livraison du journel The Globe and Mail. Si jevais refusé, j'aurais pu obtenir un crédit à mon compte de 1.005 par jour (du Lundi au Vendradi) et de 2.00\$ le Semedi. (Dans les hôtels participants.)

Amount \$26 - Date) \$00.090 Capter Cab from Notel to Pound premayerent  To 260 - Capter Capter Capter Cab  Birthelided in moder fore  Driver  HST included in moder fore  To the Board Members to wrong Lenue Delarah  Trud-ear paid the  Jake Lan a New Cab	Amount 37 Date 18 11-19  From To Cab No. Drivet	Cas grown Ottaux airport to hokel (cas driver whole whong date - Showld have been 17 New 19)
to the correct addless.)	Amount \$20 - Date Countier  To 49 - Cap & Countier  Cab No. 29 - Driver	Cab gram hoke to Board prunagement  ainner (cab)  activered Fiona +  I other Board members  to wrong tenue Deborah  Trudeau paid the  Jake Lin a new cab  hom the wrong tenue

s.19(1)

Cab from hotel.

Uber to Ottawn airport

Total: CA\$29.01 Fri, Nov 22, 2019

# Thanks for riding, Fiona

We hope you enjoyed your ride this morning.



Total

CA\$29.01

Base Fare

CA\$2.25

Time

CA\$3.63

Distance

CA\$12.64

Subtotal

CA\$18.52

Booking Fee 0

Ottawa Airport Dropoff Surcharge

CA\$3.25

CA\$3.90

HST

CA\$3.34

**Amount Charged** 



CA\$29.01

#### CRA Calculated Taxi Tax 2019

Taxis for Ontario &

\$

Quebec

86.01

86.01 9.22 76.79

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** 

\$ 86.01 \$ 76.79

to San Francisco International A. irport (SF... Page 1 of 2

YOUR TRIP TO:

1 MR 61 MM 1 134 KM 😝

Trip time funed on tutific conditions as at Still All on Denominar 4, 2016. Surrent Traillet Light

mapapes?

Print a full health report of your car with HUM vehicle diagnostics (See) 900-2504

268 KM

Live of screenisms and suppa is existent to our <u>Tation of Man</u>. We don't preparate accuracy, soon scratitions or sandtlip. You account all skill of coo.

Simons, Deborah From: FIONA MACDONALD Sent: Tuesday, November 26, 2019 12:08 PM Simons, Deborah To: Subject: Fwd: Air Canada - 18 Nov: Toronto -Ottawa (Booking Reference: Attachments: Air\_Canada\_Booking\_Confirmation\_ odf Debby, here is the flight. Will forward the Toronto hotel receipt as well. Thanks for helping me sort this out. From: "Air Canada" < confirmation@aircanada.ca> To: "Fiona Macdonald" Sent: Tuesday, November 12, 2019 1:32:45 PM s.19(1)Subject: Air Canada - 18 Nov: Toronto - Ottawa (Booking Reference: × **Booking Confirmation Booking Reference** Date of issue: 12 Nov. 2019 Select Seats eUpgrade Check in Manage my booking Sign up for flight notifications Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip. IMPORTANT: Your official Itinerary/Receipt is attached to this email. 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. Passengers Seats Fiona Macdonald AC456 12D Ticket Number:



# Monday 18 Nov, 2019 15:10 Toronto Toronto-Pearson Int. (YYZ), Terminal 1 16:11 Ottawa Ottawa Ottawa Int. (YOW), Ontario 1hr01 Economy Q Operated by:Air Canada | 763

# Purchase summary

XXXX-XXXX-XXXX			1 adult
Amount paid: \$373.04	4	Air Transportation Charges	278.00
Full details can be found in your attached Itinerary/Receipt	,		
Tax information	100	Seat selection	20.00
GST/HST no. 10009-2287 RT0001 \$42.92	5	Taxes, fees and charges	75.04
	GRA	ND TOTAL (Canadian dollars)	\$37304

# 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:  $23 \times 40 \times 55$  cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size:  $16 \times 33 \times 43$  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.

Toronto (YYZ) > Ottawa (YOW)





Max. weight per bag: 23.0 kg (50.0 lb)

Including taxes

Max. dimensions per bag: 158.0 cm (62.0 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	Premium	Business
	Class	Economy	Class
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	<b>3 bags</b>	<b>3 bags</b>	<b>3 bags</b>
	32 kg (70 lb)	32kg (70lb)	32kg (70lb)
Altitude Prestige 25k	<b>2 bags</b>	<b>2 bags</b>	<b>2 bags</b>
	23 kg (50 lb)	23 kg (50 lb)	32 kg (70 lb)
Star Alliance Gold	1 extra bag	1 extra bag	1 extra bag
	23 kg (50 lb)	23 kg (50 lb)	32 kg (70 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.

### Air Passenger Protection Regulations Notice:

If you are denied boarding 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.

<sup>\*</sup> 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.







To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email. Please do not reply to this email as this inbox is not monitored. If you have questions, please visit aircanada.com.

Your privacy is important to us. To learn how Air Canada collects, uses and protects the personal information you provide, please view our Privacy Policy.

Air Canada, P.O. Box 64239, RPO Thomcliffe, Calgary Alberta, T2K 6J7

Hotel paid

## Simons, Deborah

From:

FIONA MACDONALD

Sent:

Tuesday, November 26, 2019 12:15 PM

To:

Simons, Deborah

Subject:

Fwd: Reservation Confirmation: 17-Nov-2019

s.19(1)

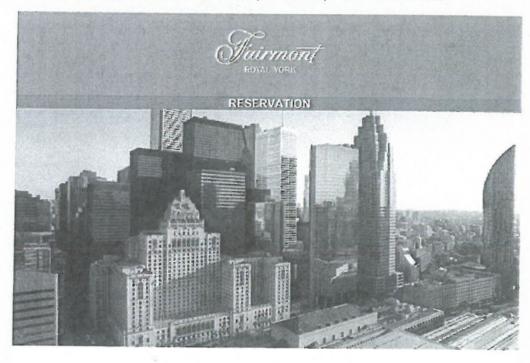
Debby, I can't find an electronic copy of my receipt (I gave the paper copy to submission. Here is the reservation for that night with all the details, does that work? If not, I will ask the hotel to email me another copy. Thanks, Fiona

From: "Fairmont Guest Services" <noreply@fairmont.com>

To: "Fiona Macdonald"

Sent: Tuesday, November 12, 2019 1:06:05 PM Subject: Reservation Confirmation: 17-Nov-2019

Please do not respond to this email. Inquiries should be directed to the specific hotel or please call 1 800 257 7544



Dear Mrs Fiona Macdonald

Thank you for booking online, your reservation was completed successfully.

Your reservation number is:

Please refer to the reservation details below and visit our hotel links for more information to plan your visit.

Below are your reservation details. If you have any questions please call 1 866 540 4489.

Arriving on 17-Nov-2019 Departing on 18-Nov-2019

Number of Guests: 2 Adults, 0 Children

Total Nights: 1

Promotional Code: None Famous Agent: None

Member Number:

resplus: None IATA Code: None

Room Type: Fairmont Gold King NS

Room Description: High Floor, Newly Renovated, Modern Residential Design, Exclusive Lounge Access. 49" HDTV, HSIA included. 258 sf/24

sm

Rate Description: Fairmont Gold Experience

Room Rate: \$540.55 CAD

Totals:

Room: \$635.25 CAD

Extras: None

Extras Total \$0 CAD

Total: \$635.25 CAD

5% MEMBER DISCOUNT APPLIED

Includes HST - Rooms Municipal Accommodation Tax - 4 PCT

Deposit Policy: NO DPST IS REQUIRED Cancel Policy: CXL BY 11/16/19 4PM Cancel By: CXL BY 11/16/19 4PM

The Fairmont Royal York

100 Front Street W Toronto Ontario Canada

Tel 1 416 368 2511

Fax 416 368 9040

E-mail ryh.reservations@fairmont.com

For more information on The Fairmont Royal York click here

NOT RELEVANT

NOT RELEVANT

NOT RELEVANT

From: Simons, Deborah
To: FIONA MACDONALD
Subject: Reimbursement

**Date:** Thursday, December 12, 2019 9:13:00 AM

**Attachments:** 08632982 4.pdf

image002.jpg

### Dear Fiona,

I am pleased to advise that you will receive an electronic transfer of funds on December 13<sup>th</sup>, in the amount of \$7,735.19 as a reimbursement of your travel expenses to attend the November 2019 Board and Committee meetings in Ottawa. A copy of the electronic funds transfer notification is attached.

Best,

### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

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

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca





320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

# **ELECTRONIC FUNDS TRANSFER**

FIONA MACDONALD

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

12/12/2019 13/12/2019 PV150598

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82553 B19-045	03/12/2019	CAD CAD	7,735.19	0.00	7,735.19 7,735.19	THEMIS # 3051 EAHCE12358 OTTAWA

# **Travel Expense Form 2019**

**TABCC82553** 

B19-010

EAHCE #

EAHCE12134 \$8,100.00

Cost estimate provided on TA **Departure Date Return Date** 

4-Mar-19 7-Mar 19

### Travel Location and Reason (attach any supporting documents):

THEMIS # (VP and Board claims only)	2949
Currency Conversion Table	

B19-010	Currency Conversion Table			
	1 Unit of	is Worth	of	
Attend Board and Committee meetings, and Board business	USD	1.25000	CAD	
dinners.	Acceptance of the control of the con		CAD	
			CAD	
Vancouver/Ottawa/Vancouver			CAD	
			CAD	
			CAD	
	- 00 - 10		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)

4,842.16 0.00 0.00

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

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

CAD Equivalent	FX to CAD	Outstanding	Returned	Advanced	Currency
0.00	1.00000	0.00	1/2 // =		7.00
		/			

4.842.16 RCM Amount Owing to: Employee

Account	Cost Center ( Select One from	n drop down box )	In Canadian \$
HST - Registration # 10793 5058 RT0001			17632
740200 - Meals (domestic)	121 Legal Services (Board)	V 100	47.62
741200 - Meals (foreign)		<b>Y</b>	0.00
740100 - Hospitality (domestic)		▼	0.00
741100 - Hospitality (foreign)		•	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)		3,050.25
741010 - Airfare (foreign)		♥	0.00
740020 - Rail fare (domestic)			0.00
741020 - Rail fare (foreign)		<b>V</b>	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	7	86,00
741500 Taxi fare (foreign)		<b>-</b>	0.00
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	•	38.54
741700 - Personal car mileage (foreign)		<b>V</b> 1	0.00
740030 - Car rental (domestic)		<b>*</b>	0.00
/41030 - Car rental (foreign)		Y.,	0.00
740800 - Parking (domestic)	121 Legal Services (Board)	•	129.52
741099 - Other transportation (foreign)		¥	0.00
40400 - Accommodations (domestic)	121 Legal Services (Board)	<b>▼</b>	1,248.00
741400 - Accommodations (foreign)	<u></u>	T	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	₹	65.90
741900 - Incidentals (foreign)	and White the second	5▼	0.00
740000 - Travel (domestic)	ENTERED	▼	0.00
741000 - Travel (foreign)	TO STATE OF THE PROPERTY OF TH	~	0.00
	MAR 2 8 2019	<b>T</b>	
Cur. VIII	14FIX Z B 2013	▼	0.00
154200 - Prepaid Fares	14 HOJ866		0.00

FOR FINANCE USE ONLY

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

(\$3,257.84) Variance %

185.54

and and	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		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-Domestic)	(	,,				Cita Eap.	Equivalent
RCM Paid Fares (Rail-Domestic)							
RCM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)	<u> </u>						_
Employee Paid Fares (Air - Domesti	3,050.25	/	<u> </u>				
Employee Paid Fares (Air-Foreign)	3,030.23					<del> </del> '	
Employee Paid Fares (Rail- Domestic	, <del>                                    </del>					<del>-</del> -	
Employee Paid Fares (Rail - Foreign		l					
Hotel Accommodations (Domestic)	1,410.24	/ 162.24				<del>-</del> -	
Hotel Accommodations (Foreign)	1,410,24	102,24				-	
Taxis (Domestic)	86.00	9-21			<u> </u>	<del>                                     </del>	
	80.00	1.01			<del></del>		
Taxis (Foreign)	. 10.17		1.00		<u> </u>		
Mileage (\$0.57km) 71.0	40.47	/	1.93				
Business Telephone	V/)				ļ		
Parking	136.00	/	6.48				
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality							
Others (code manually)							
							_
Others (total)							
Total Expenses	4,722.96	162.24	8.40				
Per Diem Country			Canada				USA
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts \$20	).25			\$20.25			
Lunches \$19	0.85			\$19.85			
Dinners \$50	).00 /1	50.00	2.38	\$50.00			
Total Meals		50.00	2.38			0,	
Incidentals \$1	7.30 4	69.20	3.30	\$17.30			
Total Expenses		119.20	5.68			<del>-</del> -	
Note - Please use the meal allowa	ace calculator tab to	determine (	the exact No	. of meal all	owances and in	cidentals	
Grand Total CAD Expenses			4,842.16		Grand Total US	D Expenses	
Grand Total HST/GST			176.32	10			
Notes		1		182.54	· rounding	<b>3</b> .	
While in Ottawa, Fiona rode with other				claiming four	cab fares that wen	e at her own expense; br	
included with the accommodations; Box	ard business dinners we	re provided or					
TO THE SPECIAL NOTE ATTACHE	D REGARDING AIRF	ARE.					

Updated 07/01/18



## Travel Expense Form 2018

**TABCC82553** 

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

authorized using the Authority to Travel and Advance form. As the Traveller, please Indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes D No M 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 28) Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 28 and 44.1) Hospitality - Alcoholic beverages provided (Policy Section 44.1) Hospitality -- Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1) Hospitality -- Entertainment provided (Policy Section 44.1) Hospitality -- Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1) Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4) Hospitality - Special forms of hospitality (Annex 28) Hospitality - No pre-approval prior to expenditure (Section 44.7) VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial) Travel - Combining personal and business travel (Policy Section 14.3) Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6) Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1) Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3) Travel - Car travel - Leased Vehicles (Policy Section 23.1) Travel - Expense received over 30 days (Policy Section 33.1) Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 2B) Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1) TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please Initial) Travel – Airfare – upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.5) Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3) Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3) Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2) Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Taronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Veges (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2) Missing original itemized receipts. Explanation provided (Policy section 26.2) Other exceptions (traveller has listed and explained on a separate document) Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 2B) By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #\$1 (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. (PRINT NAME) The Truveller'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 nate, 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 CFG (CEO claims; Board claims; claims 6 Approved by CEO & President/Chair of BOD/Chair of (PRINT NAME) for review prior to CEO approval; other as required) Audit Committee (as required) Signature of VP of CFO Signature of CEO/Chair of Board/Chair of Audit Committee

7. Reviewed by Finance (PRINT NAME) el'es

Date

000121

Form updated January 2018

### Simons, Deborah

From:

Phyllis Clark

Sent:

Monday, March 25, 2019 2:07 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - TABCC82553 - Fiona Macdonald - B19-010

### Approved



### 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 Mon, Mar 25, 2019 at 9:10 AM Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents Fiona'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



320 SUSSEX DRIVE 320, PROM. SUSSEX

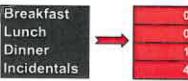
OTTAWA ON K1A 0G8

### Meal allowance and incidental calculator

	Enter	inter your travel dates here													
				95 Mar.		7 Mar.19			il Live					T	Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	and wances
Breakfast							1	1							0
Lunch										-	+		+		
Dinner			1	-	1			<del> </del>			+			-	- Y
Incidentals					1 1	1	1	-		-					
Manufacture and the second															4

						1									Total meal allowance
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast			70												0
unch											_	+	+	_	Ŏ
Dinner											-		+		
ncidentals								<del> </del>			+	_	<del> </del>		Ŏ

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

### Special note for travel claim - Fiona Macdonald (TABCC82553 - B19-010)

Original airfare (San Francisco/Toronto/San Francisco – 17 & 18 September 2018) was booked for the same and t

Using the credit resulted in a change fee of \$1,008.92. Using the full credit also required three legs which were booked at the same time at a cost higher than the credit (\$4,399.00), again under booking reference

- 1) YVR-YOW-YVR return (Vancouver/Ottawa/Vancouver) RCM Board meetings (\$1,523.00 Vancouver/Ottawa + \$1,528.25 Ottawa/Vancouver);
- 2) YVR-YYZ one way (Vancouver/Toronto) for business not related to RCM (\$1,739.08)

Please refer to the fare calculation shown on ticket # between YVR, YTO and YOW.

Since <u>Air Canada is not prepared to provide additional paperwork</u>, Fiona priced the cost of Vancouver/Ottawa/Vancouver from the Air Canada website at the time of booking (\$1,523.00 + \$1,528.25), pricing which was consistent with previous RCM expense claims.

Note: The change fee incurred is not being allocated to RCM.

Original ticket: \$3,780.41 Change fee: \$1,008.92 New ticket: \$4,399.00 Total cost: \$9,188.33

LESS credit: <u>-\$3,780.41</u> Actual cost: \$5,407.92

Amount being claimed from RCM as per Air Canada website on the date the three legs were booked: \$3,050.25.

# AIR CANAD

### Passenger Information

08-Feb 2019

4,399.00

1.54

222.66

1,008.92A

11 Seb 28 YUR - 442.

40.00

Passenger: 1

Ms Fiona Macdonald

Ticket number:

Date of issue

s.19(1)

Frequent Flyer Pgm:

Air Canada Aeroplan

Program number:

### Purchase Summary

### Passenger: 1 Ticket number

Fare Amount in Canadian dollars:

(including navigational & other charges) Taxes, Fees & Charges

Air Travellers Security Charge (CA)

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)

Airport Improvement Fee - Canada (SQ)

Total Fare in Canadian dollars:

Options

Change fee in Canadian dollars

Ticket particularities: CAD4399.00 NONREF - AC ONLY

-BG:AC

\*Fare calculation:

26FEB19YVR AC YTO Q23,00R1530,00/-YVR AC YOW Q23,00R1400,00AC

YVR Q23.00R1400.00CAD4399.00 END ROE1.00 PD12.71CA2.99RC

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

### Fare Rules Summary

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.

Tickets are non transferable.

Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Hight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.

Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional terms and conditions related to seat selection

Please read important information and notices regarding Air Canada's general conditions of carriage.



# Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada. Please bring your itinerary-receipt to the airport.

nit

### **Main Contact Information**

Booking reference:

Name:

Ms Fiona Macdonald

E-mall:

TTO THE PRODUCTION

Payment:

0000000000

Customer Care Air Canada Reservations 1-888-247-2262

Air Canada Flight Information 1-888-422-7533 International Reservations

Alert me of flight changes Flight notification

### **Flight Itinerary**

	Flight ·	From	То	Aircraft	Cabin (Booking class)	Status
-	AC104	Vancouver (YVR)	Toronto Pearson (YYZ)	321	Business Class (lowest) (P)	.Confirmed
		Tue 26-Feb 2019	Tue 26-Feb 2019			
		08:00 - TERMINAL M -MAIN	15:27 - TERMINAL T1			
	Seat number(s)	requested: 3F				
152	AC338	Vancouver (YVR)	Ottawa (YOW)	321	Business Class (lowest) (P)	Confirmed
		Mon 04-Mar 2019	Mon 04-Mar 2019			
		08:55 - TERMINAL M -MAIN	16:32			
	Seat number(s)	requested: 1F				
7.;}  S=8	AC343	Ottawa (YOW)	Vancouver (YVR)	321	Business Class (lowest) (P)	Confirmed
	-25	Thu 07-Mar 2019	Thu 07-Mar 2019			
3050		17:35	20:15 - TERMINAL M -MAIN			

Seat number(s) requested:

1F



## **Booking Confirmation**



Booking Reference:

Date of issue: 07 Sep, 2018

Data Protection Notice: Your personal data will be processed in accountance with the applicable confer's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available if the IATA Travel Contre 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, decod, used, disclosed and transferred. We also Invite you to view Air Canada's Privacy Policy directly.



Element Element nowest

Monday 17 Sep. 2018

1200

San Francisco

San Francisco Int.(SFO), CA

20:00

Toronto

Toronto-Pearson Int. (YYZ),

5hr00

Premium Economy N Operated by: Air Canada | 787-9 Meat

Return

18.45

Toronto

Toronto-Pearson Int. (YYZ),

ON

San Francisco

San Francisco Int. (SFO), CA Int. Terminal

AC739

5hr22 Business Z

Operated by: Air Canada | 787-9 Meal

Passengers

ρ Fioπa Louise Macdonald

**Ticket Number** 

Ar Canada Aerop

Travel Options

Regular meal

Seats

AC738 13K

AC739 1K

# Purchase summary

Amount paid: \$3750.41	no el Transportano o Cristino	1 adult
Tax information GST/HST no. 10209-2287 RT0001	Base Fare - Depart - Premium Economy (lowest)	961.01
\$3.25	Base Fare - Return - Business Class (lowest)	2279.26
	Surcharges	416.73
	Passenger Security Fee - United States	7.38
	Immigration Fee - United States	9.23
	Animal and Plant Health Inspection Service (APHIS) User Fee - United States	5.22
*	Harmonized Seles Tax - Canada (GST/HST #10009-2287 RT8001)	3.25
	Customs Fee - United States	7.45
	Air Travellers Security Charge - Cenada	1271
	Altport improvement Fee - Canada	25.00
	Passenger Facility Charge - United States	5.93
	Transportation Tax - United States	48.24
	Total aintere and taxes before options	\$378041
	GRAND TOTAL (Canadian dollars)	\$379041

# Check-in and boarding gate deadlines

Within Canada	To/From the U.S.		
90 calnutes	120	Recommended check-in time You should check in no interthan the tithee indicated at left. This will ensure you have plenty of time to check in, drop of your checked begs and pass-through security.	,
45 minutes <sup>1</sup>	60 mhures	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 mercies	15 minutes	Boarding gate deadline You must be present at the boarding yels bofore it doses.	

From Toronto City Airport (YTZ) - Oheck-in and baggage drop-off deadline; 20 minutes



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 : 0479
Follo # :
Invoice # : 836
Cashler/Cassier # : 836
Page # : 1 of 2

Reference No.

Mrs Fiona Macdonald Canada Arrival/Arrivée : 03-04-19 Departure/Départ : 03-07-19

Date	Description	Additional Information/Supplementaire	Chargos	Credits
03-04-19	Room Charge		400.00	
03-04-19	Municipal Accommodation Tax (		16.00	
03-04-19	Room <u>HST (13%)</u>	20 <u>0</u>	54.08	
03-05-19				Ressona
03-05-19			7	1-4170116
03-05-19	Room Charge		400.00	
03-05-19	Municipal Accommodation Tax (		16.00	
03-05-19	Room HST (13%)	2.0	54.08	
03-06-19				
03-06-19				
03-06-19				0
03-06-19				Rersona i
03-06-19				
03-06-19				
03-06-19	Room Charge		400.00	
03-06-19	Municipal Accommodation Tax (		16.00	
03-06-19	Room HST (13%)		54.08	
03-07-19	×	XX/XX		1,473.52
		And the second second		- 63.28
				<b></b>
				1410. a4

For Information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414 Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414 I agree that my liability for this bill is not waived and i agree to be had pursonally liable in the avent that the indicated person, company or association falls to pay for any part of or the full amount of these sharpes. Overdue believe antipiect to a surcharge at the rate of 1.5% par month after one month. (18.00% par annum.) There accepted delivery of The Globe and Mail. Hed J refused, I would have been eligible for a \$1.00 (Mon-Frg and \$2.00 (Set.) ered to my secount. (At participating hotels.)

Je me porte personnellement responsable du règioment lotal de cetta note au cas ou la compagnio, frascollation ot son représentant désigné en refuserait le paiement. Les comples en souffrance sont aujets à un intérêt de 1,5% per mole agnès un reols. (16,0% per aqueta). Jui accapit à la tivation du journal Tirs Globe and feltal. Jui accapit à la tivation du journal Tirs Globe and feltal. J'evala refusé, j'assais pu obtenir un oréstit à mon compte de 1,005 per jour (au Lund au Vendrotal) et de 2,003 le Samed. (Danie les hélais participants.)



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

0.00

Total

Room/Chambre : 0479 Folio#

Invoice #

Cashier/Cassier # : 836

Page # :2 of 2

Reference No.

Arrival/Arrivée

: 03-04-19

Departure/Départ : 03-07-19

Mrs	Fiona	Macdonald
Can	aďa	

Total

Date	Description		Addition	al Information/Supplémentaire	Charges	Credits
				Total	1,473.52	1,473.52
	127		Balance Due/Solde		0.00	
GST S	Summary / Sommaire		HST Summary /	Sommaire		
Room	/Chambre	0.00	Room/Chambre	162.24		
F&B/R	lestauration	0.00	F&B/Restauration	0.00	1	
Other/	Autres	0.00	Other/Autres	7.28 — K-E130	nal	

Thank you for choosing Fairmont Hotels & Resorts.

169.52

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,

Rensonal = \$63.28 (+ax 7.28)

Rim = \$1410.24 (+ax 162.24)/

\$1473.52 \$169.52

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

I agree that my hability for this bit is not waived and I agree to be hald personally liable in the event that the indicated person, company or association falls to pay for my part of or the fluit amount of these changes. Overdue believe subject to a surplange at the rate of 1.5% per north after one month. (18.00% per annum.) I have sceeped delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Man-Frt) and \$2.00 (Set.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du réglement John to porte personnisament responsable ou regigerent lobal de ceita price au case ou la compagné, l'emandaible ou son réprésentant désigné en reluseral le patement. Les comples en soutiments sont sujots à un briénit de 1,5% par mois après un mois. (18,01% par année) Jal accepté à levraison du journet The 610s and Meil. Si j'evals relusé, j'eurais pu obtenir un crédit à mon comple de 1,003 par jour de Lurail au Vendracii) et de 2,008 is Samodi. (Danté les hôtels participants.)

Job # 2128
BLUELINE RECEIPT FOR GAB FARE
From AB Inc.  To Q. D. Driver  M.S.T. included in mater fure  S. A. T. D. Driver
Cab chrom hotel to
Ottawa airport
REGAL 819 777-5231 CROWN 819 777-1645
TIME PAGE 2 DATE 1/3//9
ADRESSE ADDRESS
CHARGÉ À CHARGE TO
VOYAGE DE CHATNEAU
to Fernant Hotel, 077
A TO
NOTRE NO LOCAL PAR CHARGE
CCB from Board drings to hotel (5 March)
BLUELINE RECEIPT FOR CAB FARE
Amount 36 Date Dack
From an port bladel.
Cab No. Driver
H.S.T. included in meter fars
(a) krom Ottawa
airport to hotel

Vancouver Airport Receipt No: 8710/0614/00614 03/07/19 GST R127267383

Pay parking ticket 136.00 \$ 03/04/19 07:12 - 03/08/19 07:12 Length Of Stay: 4 Days, 00:00 Epan:02995/57015011069063259570??

Cale Systems Inc

TYPE: PURCHASE
ACCT:

CARD NUMBER: Date/time: Reference 4:

AUTH #:

105

01 APPROVED - THANK YOU 027
-- IMPORTANT -Retain this copy for your records
CUSTONER COPY

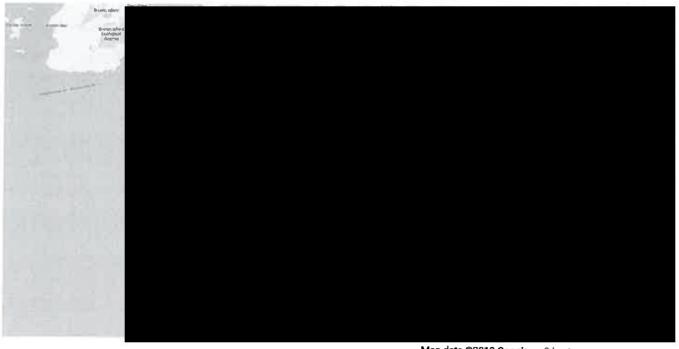
Parking at Vancarda

s.19(1)

Google Maps

to Vancouver International Airport

Drive 35.5 km, 53 min



Map data ©2019 Google

2 km ⊾

53 min

Fastest route, lighter traffic than usual

35.5 km

57 min

Lighter traffic than usual

35.3 km

Mileage Grom residence to Vancouver airport + return 35.51cm x2 = 71 km.

# TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Fiona Macdo	naid	Departure Date: March 4 2019 Return Date: March 7 2019						
Location:	Vancouver-C	ttawa-Vancou	ver						
Purpose: Strategy, Committee and Board Meetings									
TRAVEL EXPENSE	=		Amount		Meals & Incid	entals			
Airfare			\$ 3,050.25		Note: Please	use the meal a	allowance cal	lculator	
Baggage Fees					below to dete	rmine the exa	ct number of	f	
Change Fees		•	a mpaniphania i Jamai Program del Biblio (19		meal allowand	es and incide	ntals.		
VIA Rail									ı
Hotel Accommod	ations		\$ 1,410.24			Rate	# Meals	Total	Į
Mileage (\$.0558)	/km)	71 72	\$ 40.18	40.47	Breakfast	\$19.45	0	\$ -	į
Parking 0.5	7/Km	M-	\$ 136.00	an a	Lunches	\$19.20	0	\$ -	do
Taxis	do		\$ 86.00		Dinners 50.	OO \$48.15	1	\$ 48 <del>.15</del>	50.00
Car Rental					Incidentals 🕖	1 \$17.30	4	\$ 69.20	
Gasoline		40					Total	\$ 117.35	
Private Accomod	ation (\$50/ng	t)		Total Travel Expenses 49. 20 0					
Other									
	Total Travel	Expenses	\$ 4,722.67	4700.9	1609-				
	Total Meal/		\$ 117.35	119.00	do.				
		TOTAL	\$ 4,840.02	4846	2.16 ds				
Meal allowance	and incidenta	l calculator						_	
Insert Date $\rightarrow$			4-Mar	5-Mar	6-Mar	7-Mar			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
Breakfast		- T.						0	
Lunch	and the Later communities of the State of th						# ## ## ## ## ## ## ## ## ## ## ## ## #	0	
Dinner					1	one named diled the best both LARSE		1	
Incidentals			1	1	1	1		4	
Per Diem Calcula	ator								
Insert Date →									
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	1
			0 11		1		1 4	0	
Claimant Signati	ure: O	Tack	and!		Date: IN	18,2019	7		

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

### Simons, Deborah

From:

Phyllis Clark

Sent:

Monday, May 27, 2019 1:33 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - Travel expense claims X 4

Approved

Phyllis Clark Phone:	Email:	

### CONFIDENTIALITY WARNING

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

On Mon, May 27, 2019 at 8:23 AM Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached are the following travel expense claims for approval – these claims are related to travel to Winnipeg to attend our recent Board of Directors meetings, and have all been reviewed by Bob Zintel, Acting CFO:

TABCC82729 - Bill Ross (B19-020) - no exceptions

TABCC82732 - Fiona Macdonald (B19-022) - no exceptions

TABCC82733 - Cybele Negris (B19-023) - no exceptions

TABCC82734 - Gilles Patry (B19-021) - no exceptions

If you approve via e-mail, I will add notations to your signature lines and will attach a copy of your e-mail to each claim.

Best,

**DEBBY SIMONS** 

COORDINATOR, CORPORATE SECRETARIAT



**Travel Location and Reason** 

(attach supporting documents):

# **Travel Expense Form 2019**

OTJ#: TABCC82732 B19-032 TA #: **EAHCE12189** EAHCE #

Claimant **Cost Centre**  Fiona Macdonald 121 Legal Services (Board)

Cost estimate provided on TA \$5,493.35 Hospitality estimate provided on TA

**Departure Date** 

13-May-19 16-May-19 **Return Date** 

(attach supporting documents):	THEM	IS # (VP and Board claims only)	2977
B19-022	Currency	Conversion Table	
	1 Unit of	is Worth	of
To attend Board of Directors meetings and business dinners.	USD	1.37230	CAD
<i>5</i>			CAD
San Francisco/Winnipeg/San Francisco			CAD
			CAD
I .			CAD

Total Travel Expenses (inclusive of fares)

2,934.25

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
		5-79	0.00	1.00000	0.00
Amount Owing to:		Employee	2,934.25	RCM	0.00

Expense Coding			
Account	Cost Center ( Select One from	In Canadian \$	
HST - Registration # 10793 5058 RT0001			56:09
740200 - Meals (domestic)	121 Legal Services (Board)	▼	48.24
741200 - Meals (foreign)			0.00
740100 - Hospitality (domestic)		▼	0.00
741100 - Hospitality (foreign)			0.00
740010 - Airfare (domestic)		<b>▼</b>	0.00
741010 - Airfare (foreign)	121 Legal Services (Board)		1,642.03
740020 - Rail fare (domestic)		▼	0.00
741020 - Rail fare (foreign)		▼	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	<b>▼</b>	50.00
741500 - Taxi fare (foreign)		▼	0.00
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	•	140.38
741700 - Personal car mileage (foreign)			0.00
40030 - Car rental (domestic)			0.00
41030 - Car rental (foreign)			0.00
740800 - Parking (domestic)			0.00
741099 - Other transportation (foreign)		▼	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	▼	924.34
741400 - Accommodations (foreign)		•	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	▼:	49.43
41900 - Incidentals (foreign)	121 Legal Services (Board)	•	23.74
40000 - Baggage & Travel (domestic)	CAITEDES	•	0.00
41000 - Baggage & Travel (foreign)	ENTERED	•	0.00
		▼	0.00
	MAY 3 0 2019	•	0.00
		•	0.00
	AP 438666	▼	0.00
54200 - Prepaid Fares			0.00
Out of Balance - Discrepancy in Expenses Co	ded		0.00
OR FINANCE USE ONLY (Fav	orable)/Unfavorable Variance: Estimate on TA	versus actual expense claim	(\$2,559.10)
		Variance %	-47%
MAY 2 8 2019 (Favorable)/	Unfavorable Variance: Estimate on Hospitality		\$0.00
7 V Z013		Hospitality Variance %	#DIV/0

Update 000135

in C raid	Canada - (Exce	ent NWT. N	VT. Vukon)	USA - (Except Alaska)				
Page 2		Total Amount	Actual	Calc	İ	USD	Actual Credit Card	TO A TANK
z age z		(incl. HST/GST)	HST/GST	HST/GST		Expenses		Total CAD
RCM Paid Fares (Air-	-Domestic)	(MCL 11317051)	11317331	1131/031	1	Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Rail	•		<del>                                     </del>	_	1	<del></del>		
RCM Paid Fares (Air-					1	<del></del>	<del></del>	
RCM Paid Fares (Rail		-		-	1	<del></del>		
Employee Paid Fares	9 /				1			
Employee Paid Fares	•	1,643.28	1.25		1		-	
Employee Paid Fares		2,01555	11.25		-		<del>                                     </del>	
Employee Paid Fares	•						<del>                                     </del>	
Hotel Accommodation		967.28	<b>y</b> 42.94.	/	1		<del>                                     </del>	
Hotel Accommodation	-	20,20	12.51				<del>   </del>	
Taxis (Domestic)		50.00	10.96				<del>   </del>	
Taxis (Foreign)		V /	<u> </u>				<del>                                     </del>	
Mileage (\$0.55km)	268.0	147.40	/	7.02	,		<del>                                     </del>	
Business Telephone				,				
Parking							<del>                                     </del>	
Car Rental (Domestic)	)						<del></del>	
Car Rental/Gas (Forei	gn)						<del></del>	
Personal Accommodat	· .						<del>                                     </del>	
Hospitality							<del></del>	
Baggage (Domestic)								
Baggage (Foreign)								
Others (code manually	7)							
					İ		<del>                                     </del>	
Others (total)							-	-
Total Expenses		2,807.96	44.19	7.02			-	-
Per Diem Country				Canada	'		·	USA
	1	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	3	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts	\$20.50				\$20.50			-1
Lunches	\$20.10				\$20.10			
Dinners	\$50.65	-1	J / 50.65	2.41	\$50.65			
Total Meals	Ī		50.65	2.41				
Incidentals	\$17.30	3	51.90	2.47	\$17.30	1	17.30	23.74
Total Expenses			102.55	4.88			17.30	23.74
Note - Please use the	meal allowance c	alculator tab to	determine t	he exact No.	of meal all	owances and in		

Notes for Expenses

**Grand Total CAD Expenses** 

Grand Total HST/GST

1) The Fairmont Hotel waived the room charge for the night of 13 May due to excessive noise in the hotel; 2) 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); 3) Board of Directors dinners were provided on 13 & 14 May; 4) Board of Directors lunches were provided on 14 & 15 May; 5) Cab receipt for travel from Winnipeg airport to hotel on 13 May is lost, Fiona is therefore claiming the same cost for the cab from hotel to Winnipeg airport on 16 May for which she does have a receipt - same distance, same cost.

2,910.51

56.09

**Grand Total USD Expenses** 

23.74



# **Travel Expense Form 2019**

TA # TABCC82732

"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 preauth orized using the Authority to Travel and Advance form.

ancu oused right the wholesh to stakes a	nd Advance form.	
	aim contains any exceptions requiring approval per the C lease check which exception(s) were not pre-approved and r	orporate Travel, Hospitality, Conference & Event Policy N51. equire approval:
CEO APPROVAL REQUIRED: (Please initial)  Travel – Exceptions to Con	orate Travel, Hospitality, Conference & Event Policy #51 (Ar	nex 28)
Hospitality - No pre-appro Hospitality - Ex Hospitality - Ex Hospitality - Ex Hospitality - Fo Hospitality - Fo Hospitality - Ho	Hospitality Policy #51 (Annex 2B) val obtained for the following: ternal or internal hospitality exceeding Maximum Cost Per P ternal or internal hospitality costs exceeding \$5,000 (Annex: oholic beverages provided (Policy Section 44.1) od & beverage cost exceeded Maximum Cost Per Person (Pot tertainment 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 an	28 and 44.1)  Alicy Section 44.1)  Companying an event participant (Policy Section 44.1)
☐ Travel - Airfare — Higher le ☐ Travel - Privately owned ve ☐ Travel - Hotel — Rate in ext ☐ Travel - Car travel — Leased ☐ Travel — Expense received ☐ Hospitality - External or int	FTRAVELLER IS A VP): (Please initial) all and business travel (Policy Section 14.3) well than permitted by policy (Policy Section 20.6). hicles - Kilometer allowance in excess of the equivalent low- iess of specified or published City Rate Limits (Policy Section Vehicles (Policy Section 23.1) wer 30 days (Policy Section 33.1) ernal hospitality up to \$1,500 but less then \$5,000 and withinge cost not exceeding Maximum Cost Per Person (Policy Sec	n Maximum Cost Per Person (Annex 28)
section 20.6)  Travel – Car rental - upgrated and a section 20.6)  Travel – Car rental - upgrated and a section 20.3.3)  Travel – Hotel – upgrade to travel – Hotel – upgrade to travel – Hotel – rate in exceptions (traveller of the exceptions (traveller of the exceptions (traveller of the exceptions (traveller of the exceptions (traveller of the exceptions of the exceptions of the exceptions of the exceptions of the exceptions of the exceptions of the exceptions of the exceptions of the exceptions of the exceptions of the exceptions of the exceptions of the exceptions of the exceptions of the exceptions of the exceptions of the exceptions of the exceptions of the exceptions of the exception of t	to a fare class higher than the Standard Allowable Airfare in the allowable Airfare in the allowable Airfare in the allowable standard size points are the allowable standard size to invite the allowable standard size to invite deposits. Explanation provided (Policy section 33.2) as level higher than the Standard Guest Room permitted by less of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Morte Limit. VP pre-approval not obtained. Justification provided (Policy section 26.2) has listed and explained on a separate document) ernal hospitality up to \$1,500 and within Standard Cost Perior and the second section 26.2.	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 additional contained in this expense claim, that the
Travellar Nation (PRINT MANNE) (A My Simons Signature of travellar Lion a Macdonul	2 Experse claim propaged by Simons (PRINT NAME) LIMY SIMONS Signature 200105119	3.Approved by Traveller's Director with signing authority (PRINT NAME)  Signature of Traveller's Director
reasonable, exceptions as noted above are of the second se	te, if exceptions have been pre-approved prior to travel, the she/he has reviewed the exceptions as noted above requiring	accardance with the Corporate Travel, Hospitality, Conference Travel's Director can proceed in signing the expense claim. By I her/his opproval and hereby grants it.
4 Approved by VP (as required) (PRINT NAME) Signsture of VP	5. Reviewed by CFO (CEO chalms; Board chaims, chaims for review prior to CEO approval, other as required)  Living ft: Ometa  Signature of CRO	6-Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)  Signature of CEO/Chair of Board/Chair of Audit
	8.2	committee that we water to

Calaires

7 Reviewed by Finance (PRINT NAME)

Hay 30/19.

m undated January 2018

### Simons, Deborah

From:

Smith, Cindy

Sent:

Thursday, May 16, 2019 3:08 PM

To:

Delegation of Authority

Subject:

Delegation Notice - Jennifer Camelon - Avis de délégation de pouvoirs

# VERSION FRANÇAISE CI-APRÈS.

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

Please be advised that Jennifer Camelon will be absent from the Mint from May 20-24, 2019 inclusively. During that time, **Bob Zintel** will be Acting Chief Financial Officer and will have full authority to act on her behalf.

# Avis de délégation de pouvoirs - Jennifer Camelon

La présente est pour vous aviser que Jennifer Camelon sera absente de la Monnaie du 20 au 24 mai 2019, inclusivement. Pendant cette période, **Bob Zintel** sera chef de la direction financière par intérim et, à ce titre, aura tout pouvoir d'agir en son nom.

# Original signed by/Original signé par

Marie Lemay President & CEO/Présidente

### **Davies, Catrin**

From:

Simons, Deborah

Sent:

May 30, 2019 12:20 PM

To:

Davies, Catrin

Subject:

FW: Seeking approval - travel exception - Fiona Macdonald - TABCC82732

Hi there,

Forwarding the Chair's approval for Fiona Macdonald's exception.

Cheers.

Debby

From: Phyllis Clark

Sent: Thursday, May 30, 2019 12:13 PM To: Simons, Deborah <simons@mint.ca>

Subject: Re: Seeking approval - travel exception - Fiona Macdonald - TABCC82732

Thank you for drawing this to my attention. I approve.

Sent from my iPad

On May 30, 2019, at 10:03 AM, Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

The travel expense claim sent to you for approval earlier this week contained an exception that requires its own approval. The cab receipt for travel from the Winnipeg airport to the hotel on 13 May was lost. Fiona is therefore claiming the same amount as the cab fare from the hotel back to the Winnipeg airport on 16 May, for which she does have a receipt (\$25.00 each trip). I apologize — I should have mentioned this when seeking approval earlier in the week.

Best,

Debby

From: Simons, Deborah

Sent: Monday, May 27, 2019 10:23 AM

To: Phyllis Clark -

Subject: Seeking approval - Travel expense claims X 4

Dear Phyilis,

Attached are the following travel expense claims for approval – these claims are related to travel to Winnipeg to attend our recent Board of Directors meetings, and have all been reviewed by Bob Zintel, Acting CFO:

TABCC82729 - Bill Ross (B19-020) - no exceptions

TABCC82732 – Fiona Macdonald (B19-022) – no exceptions TABCC82733 – Cybele Negris (B19-023) – no exceptions TABCC82734 – Gilles Patry (B19-021) – no exceptions

If you approve via e-mail, I will add notations to your signature lines and will attach a copy of your e-mail to each 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/Tel.: 613-716-4439

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

<B19-022 - Macdonald - Winnipeg May 13-16, 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 fo	r	CANA	ADA			MON	TH:	May-1	9		
Numbers only			1:	3 14	1	5	16						7		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast					1									1	0
Lunch						1							1		0
Dinner						1							1		1
Incidentals				1	1	1	1						1	-	3

	Enter your travel dates here for the US MONTH: 43586														
			13		15		16					1		J. L.	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast					1000							1			0
Lunch	i													+	0
Dinner	-														0
Incidentals			1												1

# **Booking Confirmation**



Booking Reference

Date of issue 05 Apr., 2019

This is your official literary/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 us it contains the general conditions of carriage and applicable tartifes that apply to the tickets, beddings and air services detailed below, as well as beggage, 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 swellable at the IATA Travel Centra website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, now your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.



Monday 13 Mey, 2019

08:20

San Francisco

San Francisco Int.(SFO), CA

10:42

Vancouver Vancouver Int. (YVR), BC

Terminal M

AC8839

2hr22 Business P

Operated by: Air Canada Express -

Jazz | CRJ900 | m Wi-FI

Meal

Layover in Vancouver

3hr08

Monday 13 Mey, 2019

13:50

Vancouver

Varicouver Int. (YVR), BC Terminal M

18:30

Winnipeg (YWG), MB

AC292

2hr40

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

∌W-Fi

Meal

Total duration

8hr10



Thursday 16 May, 2019

10:50

Winnipeg (YWG), MB

11:49

Vancouver Vancouver Int. (YVR), BC

AC297

Business P Operated by: Air Canada [ A320-200 ]

**№ Wi-F** 

Meal

Leyover in Vancouver

1hr41

Thursday 16 May, 2019

13:30

Vancouver

Vancouver Int. (YVR), BC

16:00

San Francisco

San Francisco Int. (SFO), CA

AC566 2hr30

Business P

Operated by: Air Canada | A319-100 |

& Wi-Fi

Mesi

Total duration

7hr10

### ↑ Fiona Louise Macdonald

Ticket Number

Air Canada - Aeroplan

Travel Options

Seats AC8839 1A AC292 1F AC297 2A AC566 1F

# Purchase summary

1 adult HE Alir Transpontal in Charges Amount paid: \$1643.28 Tax Information 759.50 Base Fare - Depart - Business Class (lowest) GST no. 10009-2287 RT0001 \$1.25 759.50 Base Fare - Return - Business Class (lowest) Taxes, fees and charges. 7.46 Passenger Civil Aviation Security Service Fee - U.S. Goods and Services Tax - Canada no. 100092287 RT0001 9.33 Immigration User Fee - United States 5.28 Animal and Plant Health Inspection Service (APHIS) User Fee - United States 7.69 Customs User Fee - United States Air Travellers Security Charge - Canada 12.71 25,00 Airport Improvement Fee - Canada 6.00Passenger Facility Charge - United States 49,56 Transportation Tax - United States \$1643<sup>28</sup> Total airfare and taxes before options \$1643<sup>28</sup> GRAND TOTAL (Canadian dollars)

# Check-in and boarding gate deadlines

Within Canada	To/From the U.S.	
90 miradea	120 minutas	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 entructoe <sup>1</sup>	60 minutes	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 annums	15 minutes	Boarding gate deadline You must be present at the boarding gate before it closes.

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

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 Mrs Fiona Macdonald Room

1811

:

Folio # Cashier #

1073

Page #

1 of 2

Arrival

05-13-19

Departure

05-16-19

Date	Description	Articipional information		Charges	Credits:
05-14-19			Ressaral		do not
05-14-19			reisarai		Go Voi
05-14-19	Room Charge			409.00	101.70
05-14-19	Room PST			32.72	101.40
05-14-19	Room GST			20.45	
05-14-19	Accommodation Tax			20.45	
05-14-19	Accommodation Tax - GST			1.02	
05-15-19					
05-15-19			Ressonal		
05-15-19			PEIDONAI		
05-15-19					
05-15-19	Room Charge	,-		409.00	
05-15-19	Room PST			32.72	
05-15-19	Room GST			20.45	
05-15-19	Accommodation Tax			20.45	-
05-15-19	Accommodation Tax - GST			1.02	
05-15-19					1,128.69
					-101.70
					1026.99
					- 59.71
					967.28

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 感象ervations visitez notre web au www.fairmont.com ou t影的phoner au H系tels Fairmont de: 编结s-Unis ou Canada 1 800 441 1414

Lagree that my fability for this bill is not waived and I agree to be held personally fabile in the event that the indicated person, company or association falls to per yet new part of or the full amount of these changes. Overdue belance subject to a surcharge at the rate of 1.5% per month after one month. (18.0%) per amount.

Je me porte personnellement responsable du (Agloment total de cert en note au cas ou le compagnie, hassociation ou son reprillement désignée en retuerait le palement. Les complus an souffiance sont sujets A un intérêt à d

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

Royal Canadian Mint Mrs Fiona Macdonald Room

1811

Folio# Cashier #

1073

Page #

2 of 2

Arrival

05-13-19

Departure

05-16-19

ate	Description	Additional Information		Charges	Credits
			Total	1,128.69	1,128.69
			Balance Due	0.00	
GS	T Summary				
Room		40.90			
F&B		2.35			
Other		6.54			
Total		49.79			

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.

the hotel waited the room thange for the right set 13 May due to excessite noise in the hotel. Reisonal # 161-41

\$ 967.28 (tax \$42.94)

\$ 1128.69

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 meservations visitez notre web au www.fairmont.com ou toll@phoner au HAtels Fairmont de: Stats-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 lable in the event that the indicated person, company or essociation feals to pay for any part of or the full emount of these charges. Overdue belience subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)

Bound Canapin Stint return trip botel to an port of

B May - Cab from Winnipeg air part to hotel (receipt Missins - see notes yearn Riona) \$ 25.00 16 May - Cab from hotel to Winnipeg airport (See receipt \$ 25.00)

Total cabs \$50.00

## Simons, Deborah

From:

Murka, Anne-Marie

Sent:

Wednesday, May 22, 2019 8:23 AM

To: Subject: Simons, Deborah FW: Fiona's expenses

Attachments:

scan0012.pdf

From: FIONA MACDONALD

Sent: Tuesday, May 21, 2019 7:11 PM
To: Murka, Anne-Marie <murka@mint.ca>

Subject: Fiona's expenses

Anne-Marie, nice to see you last week in Winnipeg. Please find attached my expenses. Once again, despite my best efforts, I have lost my taxi receipt for the trip in from the airport to the hotel, so I have included that note and submitted a matching amount as for the return trip from the hotel to the airport, of \$25. Hopefully that is acceptable. I am usually very organized, so I will try even harder next time to hang on to all the pieces of paper! Fiona

YOUR TRIP TO:

San Francisco International Airport (SFO)

mapapasi

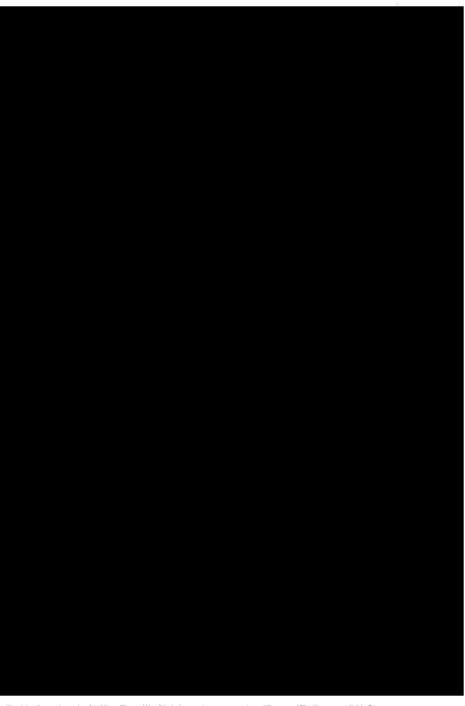
1 HR 41 MIN | 134 KM 🖨

Est, fuel costs \$8.17

Trip time based on traffic conditions as of 9:26 AM on December 4, 2016. Guirent Traffic: Light



Print a full health report of your car with HUM vehicle diagnostics (800) g06-2501



268 KM

Use of disentions and maps is subject to our Terms of Use. We don't guarantee accuracy, route populations or usebility. You assume all ties of use.



## Daily Exchange Rates Lookup

### **Terms and Conditions**

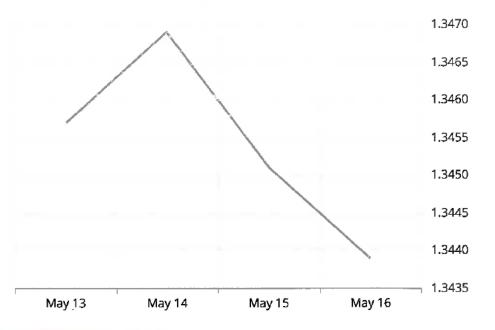
All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full **Terms and Conditions** for details.

## US dollar (USD)

## US dollar (USD)

Low [High]	2019-05-16	1.3439 CAD [0.7441 USD]
Average	2019-05-13 — 2019-05-16	1.3454 CAD [0.7433 USD]
High [Low]	2019-05-14	1.3469 CAD [0.7424 USD]

### US dollar → Canadian dollar



1.3454 × 1.02 = 1.3723

# TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Fiona L Mac	donald	De	eparture Date	: May 13 2019	]	Return Date	May 16 2019
Location:	Winnipeg							
Purpose:	Board and C	ommittee me	etings					
TRAVEL EXPE	NSE		Amount		Meals & Incid	dentals		
Airfare			\$ 1,643.28	V	Note: Please	use the meal	allowance ca	culator
Baggage Fed	es					ermine the exa		
Change Fee	s			1		ces and incide		40
VIA Rail			5.5.5.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4					
Hotel Accomm	nodations		\$ 967.28		h	Rate	# Meals	Total
Mileage (\$.055	58/km) () -55	268	\$ 149.54	-147.40	Breakfast	\$19.45	0	\$ -
Parking				,	Lunches	\$19.20	0	\$ -
Taxis			\$ 50.00	<b>V</b>	Dinners 50.	\$48.15	1	\$ 48.15
Car Rental					Incidentals	\$17.30	43	\$ 69.20
Gasoline					Ä	+1un	Total	\$ 117.35
Private Accom	odation (\$50/ngt	t)			Total Travel E	xpenses USA	23.74	
Other							do.	126-6
	Total Travel	Expenses	\$ 2,810.10	2807.9	6 8.		U ·	N
	Total Meal/I		\$ -117.35	126-29	0//			<i>D</i> .
		TOTAL	\$ 2,927.45	- 2934	25 1			
Meal allowance	e and incidental							
Insert Date →	The district of the state of th	Calculator	13-May	14-May	15-May	16-May		l
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast			1-10.11	100	WCG.	11162	FII	Total
								0
Lunch			1					0
Lunch Dinner	were well fries to be defined a sep, on an as fined	1848 John Control of the Control of			1 1			g
	Manus anny grows proper of a growing wall are seen to a grow of the seen of th	President and and an angular and a significant a	1	1	1	1	erspes mi skupan pp. k	1
Dinner Incidentals			1	.1	1	1	*** #**	1
Dinner Incidentals Per Diem Calcu	llator		1	.1		1		
Dinner Incidentals	llator	Sun			1		Eri	4
Dinner Incidentals Per Diem Calcu		Sun	1 Mon	1 Tue		1 Thu	Frì	

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

## Simons, Deborah

From:

Phyllis Clark <

Sent:

Thursday, August 29, 2019 10:59 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - 5 Travel Expense Claims

#### Approved

Sent from my iPad

On Aug 29, 2019, at 4:05 PM, Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached are 5 travel expense claims for approval. These claims represent expenses related to last week's attendance at our Board of Directors meetings, and have all been reviewed and approved by the Acting CFO (Bob Zintel). None of the claims contain any exceptions:

TABCC82553 - Fiona Macdonald (Vancouver/Ottawa/Vancouver)

TABCC82973 – Pina Melchionna (Toronto/Ottawa/Toronto)

TABCC82552 - Sandip Lalli (Calgary/Ottawa/Calgary)

TABCC82554 - Cybele Negris (Vancouver/Ottawa/Vancouver)

TABCC82972 - Barry Rivelis (Vancouver/Ottawa/Vancouver)

If you approve via e-mail, I will add a notation to your signature lines, and will attach a copy of your e-mail to each 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

<B19-032 - Macdonald - Ottawa August 20-22, 2019.pdf>

<B19-031 - Melchionna - Ottawa August 19-22, 2019.pdf>

<B19-029 - Lalli - EXP - Ottawa August 20-22, 2019.pdf>

<B19-034 - Negris - Ottawa August 19-22, 2019.pdf>

<B19-033 - Rivelis - Ottawa August 19-22, 2019.pdf>



## **Travel Expense Form 2019**

TABCC82553 B19-034

EAHCE#

EAHCE12272

Claimant Cost Centre Fiona Macdonald

121 Legal Services (Board)

Cost estimate provided on TA \$8,100.00

Hospitality estimate provided on TA

Departure Date 20-Aug-19
Return Date 22-Aug-19

Travel Location and Reason

(attach supporting documents):

THEMIS # (VP and Board claims only) 3012

B19-032		Currency Co	onversion Table	
To attend Board of Directors meetings and business dinners.		1 Unit of	is Worth	of
	USD			CAD
Vancouver/Ottawa/Vancouver				CAD
				CAD
				CAD
				CAD

Total Travel Expenses (inclusive of fares)

4,244.41

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)
--------------------------	-------------------------------

Cash Auvanced / IN	cturited (Entrest As	LODILITE	JAMES CITT )		
Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
_			0.00	1.00000	0.00
Amount Owing to:		Employee	4,244.41	<b>√</b> RCM	0.00

Amount Owing to:	Employee 4,284.41 , RCI	1 0.00
Expense Coding		
Account	Cost Center ( Select One from drop down box )	In Canadian \$
HST - Registration # 10793 5058 RT0001		289.49
740200 - Meals (domestic)	121 Legal Services (Board)	0.00
741200 - Meals (foreign)	▼	0.00
740100 - Hospitality (domestic)	▼	0.00
741100 - Hospitality (foreign)	▼	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	2,635.25
741010 - Airfare (foreign)	▼	0.00
740020 - Rail fare (domestic)	•	0.00
741020 - Rail fare (foreign)	▼	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	74.50
741500 - Taxi fare (foreign)	•	0.00
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	37.02
741700 - Personal car mileage (foreign)	▼	0.00
40030 - Car rental (domestic)	▼	0.00
741030 - Car rental (foreign)	Ψ.	0.00
40800 - Parking (domestic)	121 Legal Services (Board)	100.00
41099 - Other transportation (foreign)	▼	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	1,058.72
741400 - Accommodations (foreign)	~	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	49.43
741900 - Incidentals (foreign)	▼	0.00
740000 - Baggage & Travel (domestic)	ENTERED	0.00
741000 - Baggage & Travel (foreign)		0.00
0.00	CED / DOM	0.00
00.00	SEP - 4 2019	0.00
	M. 21 222	0.00
	AP436370 -	0.00
54200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Co	ded	0,00
	orable)/Unfavorable Variance: Estimate on TA versus actual expense clai	m (\$3,855.59)
CARTURA	Variance '	<b>48%</b>
(Favorable)/	Unfavorable Variance: Estimate on Hospitality versus actual expense clai	
AUG 3 0 2019	Hospitality Variance	

Updated 18/03/19
Form updi0400452 2018

S C vald		Canada - (Exc	ept NWT. N	VT. Yukon)	]	USA - (Except	Alaska)	
Page 2		Total Amount	Actual	Calc	1	USD	Actual Credit Card	T-1-1-CAD
<b>0</b>		(incl. HST/GST		HST/GST		Expenses		Total CAD
RCM Paid Fares (Air-	Domestic)		1227,427	11017001	1	Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Rail	-Domestic)		<del>                                     </del>		1		<del>                                     </del>	_
RCM Paid Fares (Air-	Foreign)				1		<del>                                     </del>	
RCM Paid Fares (Rail	-Foreign)		<u> </u>	_	ł	<del>                                     </del>	<del>-</del>	
Employee Paid Fares	(Air - Domestic)	2,768.85	133.60		1		-	
Employee Paid Fares (	Air- Foreign)	t	v				<del></del>	
Employee Paid Fares (	Rail- Domestic)							
Employee Paid Fares (	Rail - Foreign)						<del>                                     </del>	
Hotel Accommodation	s (Domestic)	1,196.35	137.63				<del>-</del> -	
Hotel Accommodation	s (Foreign)		-				_	
Taxis (Domestic)		83.44	8.94					
Taxis (Foreign)		132	/ /					
Mileage (\$0.57km)	68,2	38.87		1.85				
Business Telephone		4		-				
Parking		105.00	5.00					
Car Rental (Domestic)			V					
Car Rental/Gas (Foreig	gn)							
Personal Accommodati	ons							
Hospitality								
Baggage (Domestic)								
Baggage (Foreign)								
Others (code manually)	)							
Others (total)								
Total Expenses		4,192.51	285.17	1.85				
Per Diem Country		<u></u>		Canada	1	-		YTO A
	[	No. of meal	Total CAD	Calculated	I	No. of meal	Total USD	USA Total CAD
Meal allowance rates		allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts	\$20.50				\$20.50			Equivalent
Lunches	\$20.10		/		\$20.10			
Dinners	\$50.65		V		\$50.65			
Total Meals								
Incidentals	\$17.30	3	√ 51.90	2.47	\$17.30			
Total Expenses			51.90	2.47				
Note - Please use the	meal allowance ca	alculator tab to	determine t	he exact No.	of meal allo	wances and inc	identals	
Grand Total CAD Expe	enses		Γ	4,244.41		Grand Total USE	Evnousee	
Grand Total HST/GST			1	289.49			Dapenses	
Notes for Even	10.5		Ĺ					
Notes for Expens  1) Cab from the hotel to the		122 August Cond	in I all: Cata	lo Norda 1	Down, 13	alaa mada mada wa	(-1.6	
Breakfast on 21 & 22 Aug	gust was included w	ith the accommoda	tions: 3) RCM	ac reegns and . M provided lun	ch on 21 & 2	aiso rode with Fior 2 August, and diss	na (cab fare paid by Fior	na); 2)
		F FIRMLIVIA		providenti	va on El O, L	~ congust, and unit	ici oli 20 & 21 August.	



## **Travel Expense Form 2019**

TA # TABCC82553

\*IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Event Policy #51, (as applicable) and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of signing. All travel plans must be preauthorized using the Authority to Travel and Advance form. As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes D 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 28) Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 28 and 44.1) Hospitality - Alcoholic beverages provided (Policy Section 44.1) Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1) Hospitality -- Entertainment provided (Policy Section 44.1) Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1) Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 45.4) Hospitality - Special forms of hospitality (Annex 28) Hospitality - No pre-approval prior to expenditure (Section 44.7) VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP); (Please initial) Travel - Combining personal and business travel (Policy Section 14.3) Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6) Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1) Travel - Hotel -- Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3) Travel - Car travel - Leased Vehicles (Policy Section 23.1) Travel – Expense received over 30 days (Policy Section 33.1) Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 28) Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1) TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial) Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6) Travel - Car rental - upgrade to a larger vehicle than the intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3) Travel - Car rental - upgrade to a larger vehicle than the intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3) Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2) Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2) Missing original itemized receipts. Explanation provided (Policy section 26.2) Other exceptions (traveller has listed and explained on a separate document) Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 28) By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies. 3 Approved by Traveller's Director with signing authority (PRINT NAME) (PRINT NAME) Signature of Traveller's Director nfirms 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 Truvel'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 Neviewed by CFO (CBO claims; Board claims; daims	6.Approved by CEO & President/Chair of BOD/Chair of
(PRINT NAME)	for review prior to CEO approval; other as required)	Audit Committee (as required)
	pop ZINTEL	Kleise when to attached
Signature of VP	Signature of CFO ACTIPE ATURE	Signature of CEO/Chair of Board/Chair of Audit
	and the same of th	Committee
		e-mail approval gram
Date	Date	Data
	08/28/2019.	Phyllin Clark 29/08/19
7 Reviewed by Finance (PRINT NAME)		Date
20		

Sept 4/19

## 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:	Aug-1	9		
Numbers only				20	21		22					1			Total
III SAN SAN SAN SAN SAN SAN SAN SAN SAN SAN	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															0
Lunch				19					-		-	-	+		
Dinner		· <del> </del>			-	-	-		-		-	-	-		
The second second				-				-							0
Incidentals				4	1 0	1	41			1		•			
Incidentals				1	1		1								3
Incidentals	Enter	vour tra	vel date	s bere fo	r the	IIS	1			MON	TU	4267			3
Incidentals	Enter	your tra	vel date	s here fo		US	22			MON	TH:	4367	8		3 Total
Incidentals	Enter :	your tra	wel date	s here fo			22 Fri	Sat	Sun	400000000000000000000000000000000000000	10			l Ed	Total
				20	21			Sat	Sun	MON	TH:	4367 Wed	8 Thu	Fri	Total allowances
Breakfast				20	21			Sat	Sun	400000000000000000000000000000000000000	10			Fri	
Breakfast Lunch				20	21			Sat	Sun	400000000000000000000000000000000000000	10			Fri	
Breakfast				20	21			Sat	Sun	400000000000000000000000000000000000000	10			Fri	

## Simons, Deborah

From:

Brown, Sarah

Sent:

Thursday, August 22, 2019 2:30 PM

To:

Delegation of Authority

Subject:

Delegation Notice - Jennifer Camelon - Avis de délégation de pouvoirs

## VERSION FRANÇAISE CI-APRÈS.

## **Delegation Notice - Jennifer Camelon**

Please be advised that Jennifer Camelon will be absent from the Mint from August 26 - 30, 2019 inclusively. During that time, **Bob Zintel** will be Acting Chief Financial Officer and will have full authority to act on her behalf.

## Avis de délégation de pouvoirs - Jennifer Camelon

La présente est pour vous aviser que Jennifer Camelon sera absente de la Monnaie du 23 au 30 août 2019, inclusivement. Pendant cette période, **Bob Zintel** sera chef de la direction financière par intérim et, à ce titre, aura tout pouvoir d'agir en son nom.

## Original signed by/Original signé par

Marie Lemay President & CEO/Présidente

s.19(1)



## **Booking Confirmation**

Manage my booking

Booking Reference

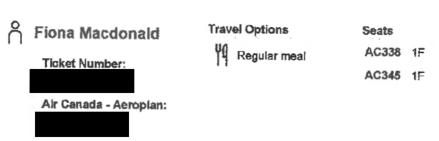
Date of issue: 09 Jul, 2019

Check in

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official itinerary/Receipt is attached to this email. 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.

## **Passengers**





Business Class (lowest)

Sign up for flight notifications

Tuesday 20 Aug, 2019

09:20

Vancouver

Vancouver Int. (YVR), Terminal M

16:56

Ottawa
Ottawa Int. (YOW),

Ontario



4hr36

Business P

Operated by:Air Canada | 319

Meal

Medicast



Business Class (lowest)

Thursday 22 Aug, 2019

17:50

Ottawa

Ottawa Int. (YOW), Ontario

20:00

Vancouver

Vancouver Int. (YVR),

Terminal M

5

Business P

AC345 Operated by:Air Canada | 319

Meal

- Dinner

## Purchase summary

XXXX-XXXX-XXXX

Amount paid: \$2768.85

Full details can be found in your attached

Itinerary/Receipt
Tax information

GST no. 10009-2287

RT0001 \$130.61

GST/HST no. 10009-2287

RT0001 \$2.98

1 :

Air Transportation Charges

Taxes, fees and charges

GRAND TOTAL (Canadian

dollars)

1 adult

2578.00

190.85

\$2768<sup>85</sup>

## 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:  $23 \times 40 \times 55$  cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size:  $16 \times 33 \times 43$  cm [ $6 \times 13 \times 17$  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.



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

Royal Canadian Mint Mrs Fiona Macdonald Room/Chambre

: 0478

Folio#

Invoice #

Cashier/Cassier # : 226475

Page #

: 1 of 1

Reference No.

Arrival/Arrivée

: 08-20-19

Departure/Départ : 08-22-19

î Date	Description	488	Additio	nal Information/Supplementaire	Charges	Credits
08-20-19			24521			
08-20-19						Resonul
08-20-19	Room Charge				549.00	
08-20-19	Municipal Accon	moda	tion Tax (		21.96	
08-20-19	Room HST (13%	<b>6</b> )			74.22	
08-21-19	Room Charge				469.00	
08-21-19	Municipal Accom	nmodat	tion Tax (		18.76	
08-21-19	Room HST (13%	<b>(</b> )			63.41	
				Total	1,214.43	0.00
				Balance Due/Solde	1,214.43	
	mmary / Sommaire		HST Summary /	Sommaire	- 18.88	
Room/CI		0.00	Room/Chambre	137. <del>6</del> 3	1196.35	
	tauration	0.00	F&B/Restauration	0.00	11 10	
Other/Au	IT#85	0.00	Other/Autres	2.08		
Total		0.00	Total	139.71		

Thank you for choosing Fairmont Hotels & Resorts.

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

Merci d'avoir choisi les Hôtels Fairmont.

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

For information or reservations, visit us at

www.fairmont.com or call Fairmont Hotels & Resorts from:

United States or Canada 1 800 441 1414

Pour information et réservations visitez notre web au

www.fairmont.com ou téléphoner au Hôtels Fairmont de:

États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not walved and I agree to be hald parsonally liable in the event that the indicated parson, company or esacciation falls to pay for any part of or the full amount of these changes. Overtale beliancy subject to a survivage at the rate of 1.0% per mounts after one month. (18,00% per annum.) I have scoeped deferrer of the Globe and Mall. Heal refused, I vocatid have been eighte for a \$1.00 (Mon-Fri) and \$2.00 (Set.) credit to my account. (At participating hotels.)

Ja ma porte personnellement responsable du réglement total de catte note au cas ou le compagnie. Passociation ou son représentant désigné an refuserait le passociation ou son représentant désigné an refuserait le un intérêt de 1,5% per mote après ou motel. (16,0% per année) 3-la societé le lemino du journel The Globe and Mail. 31 juvais refuse, jeurais pu obtenir un ordait à mon compte de 1,005 per jour doit Lurait au Vendredi) et de 2,00\$ le Sernedi. (Cons les hôtels participents.)

Total: CA\$47.44 Thu, Aug 22, 2019

Thanks for tipping, Fiona

Here's your updated Thursday afternoon ride receipt.

included 4 directors:

- Sandip Lalli

- Cobole Negrii

- Barry Rivelii

- Fiore Mardanell

Total

CA\$47.44

Trip Fare

Cab from hotel to Ottown airport

CA\$30.26

Subtotal

CA\$30.26

HST

CA\$4,75

Tolls, Surcharges, and Fees

CA\$6.25

Tip

CA\$6.18

Amount Charged



CA\$41.26

CA\$6.18

s.19(1)

You rode with

4.97 Rating



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

UbeXL 16.39 km | 21 min

02:19pm 1 Rideau St, Ottawa, ON K1N 8S7, Canada

02:41pm 1000 Airport Parkway Private, Ottawa, ON K1V, Canada



Invite your friends and family.

Get \$5 off your next ride when you refer a friend to try Uber. Share code:

REPORT LOST ITEM >

CONTACT SUPPORT >

MY TRIPS >

FAQ

Uber B.V. Mr. Treublaan 7

about:blank

Page 3 of 4

Cab No H.S.T. Included in metal fairs Le prix included in TV.H.	Job #
metal faits	REGEIP.
Driver	RECEIPT FOR CAS FARE
P	Agus 20
80	100

Cityout to noter

Vancouver Airport Receipt No: 7021/0610/00610 08/22/19 GST R127267383

Pay parking ticket 105.00 \$ 08/20/19 07:16 - 08/23/19 07:16 Length Of Stay: 3 Days, 00:00 Epan:02995157015011069232261610?? Unit ID:106

Total Amount 105.00 \$
Net Amount: 80.65 \$
Parking Sales Tax 5.00 \$
105.00 \$

TYPE: PURCHASE

ACCT:

\$ 105.00

CARD HUMBER: DATE/TIME:

REFERENCE #: AUTH #: 662511790012263120 C

021396

A00000000031010

0080C08000F800 VERIFIED BY PIN

Of APPROVED - THANK YOU 027

-- IMPORTANT --

Retain this copy for your records CUSTOMER COPY

Lancourse aipent

## CRA Calculated Taxi Tax 2019

Taxis for

Ontario &

\$

83.44

Quebec

\$	83.44
\$	8.94
5	74.50

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



Taxis for BC & Saskatchewan & Alberta & Manitoba

S	- 1
S	- 41
\$	-

The figures you need

GRAND TOTAL TOTAL TAX SUMMARY Page total

\$	83.44
8	2.54
\$	74.50

Godalo			12
Google	driving distance to Vancou	ver internatic Q	0
	Q All  Maps  Images  News  O Shopping  ! More	Settings Tools	
	-100 30 AND 1981 10 De 191		s.19(1)
	0		
	Vancouver International Airport (YVR), 3211 Grant McConachie	Way, Richmono	
	Name and the second sec		
		Re	sidence to
		Van	sidence to
		*Dire	with asport
	57 min (34.1 km) via	4	cettur
		Directions	1 Km x2
	69 min	7-1	68.2 km
	59 min :		68.2 Km
	People also ask		
	Is the drive from Vancouver to Whistler Scenic?	~	
	How far is Vancouver airport from cruise terminal?	~	
	Does Skytrain go to Vancouver Airport?	~	
	How much is the Skytrain to the airport?	~	
	Best way to get from airport to  https://www.tripadvisor.ca > > Vancouver > Vancouver Travel Forum v  18th, and we need to find a way to get to airport (from what we can tell it's a 40 minute drive to her house).		
	Driving Directions   YVR		
	www.yvr.ca > passengers > transportation > driving-directions > YVR address: 3211 Grant McConachie Way, Richmond, BC, Canada.		

# TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Fiona Macdo	onald	De	eparture Date:	Aug 20 2019	]	Return Date	Aug 22 2019
Location:	YVR - Ottawa	3						
Purpose:	Board and Co	ommittee Mee	rtings					
TRAVEL EXPENS	SE .		Amount		Meals & Incid	dentals		
Airfare			\$ 2,768.85	1	Note: Please	use the meal	allowance ca	lculator
Baggage Fees						ermine the exa		
Change Fees						ces and incide		
VIA Rail								
Hotel Accommo	dations		\$ 1,196.35	1 =	N	Rate	# Meals	Total
Mileage (\$.0558	/km)	68	\$ 37.94	38.87	Breakfast 20	50 \$19.45	0	\$ -
Parking (	9.51	68.7	\$ 105.00		Lunches 2.		1	\$ -19.20
Taxis		an.	\$ 83.44		Dinners 50.4		0	\$ -
Car Rental					Incidentals	\$17.30	3	\$ 51.90
Gasoline							Total	\$ 71.10
Private Accomod	fation (\$50/ngt	:)	T-t-I TI T					
Other		i						72.00 0
	Total Travel I	Expenses	\$ 4,191.58	4192.57	do			
	Total Meal/II	ncidentals	\$ 71.10	- 72.00	do			
					4.51 d	),		
Meal allowance	and incidental				, -, -,			
Insert Date →				20-Aug	21-Aug	22-Aug		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch				1		or solutions	Abber group in a sea on the season of the se	1
Dinner								0
Incidentals				1	1	1		3
Per Diem Calcula	itor							
Insert Date →								l
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			,,,	1				-0-3
Claimant Signatu	ire: Tian	a Hai	f.f!	as	Date: Aug 2	13 2019		do

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

## Simons, Deborah

From:

Phyllis Clark <

Sent:

Thursday, November 28, 2019 7:21 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABCC82553 - Fiona Macdonald - B19-045

## Approved



#### CONFIDENTIALITY WARNING

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

On Thu, Nov 28, 2019 at 2:42 PM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents Fiona's expenses related to her attendance at last week's Board of Directors meetings in Ottawa. The claim has been reviewed and approved by the CFO, and contains 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



320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8



Travel Location and Reason

Travel Expense Form 2019

OTJ#:

Blanket TA#:

**TABCC82553** EAHCE # **EAHCE12358** 

Claimant Cost Centre

Fiona Macdonald 121 Legal Services (Board)

Cost estimate provided on TA \$8,100.00 Hospitality estimate provided on TA

Departure Date 17-Nov-19

**Return Date** 22-Nov-19

(attack amount of the state of	ACCULL D	
(attach supporting documents):	THEMIS # (VP and Board claims	only) 3051
B19-045	Currency Conversion Table	
To attend Board of Directors meetings and business dinners; also	1 Unit of is Wort	h of
attended a Canada School of Public Service training session while	USD 1.3525	2 CAD
in Ottawa (training was held at RCM).		CAD
San Francisco/Ottawa/San Francisco		CAD
San Francisco/Ottawa/San Francisco		CAD
		CAD

Total Travel Expenses (inclusive of fares)

7,735.19

Prepaid Fares (Paid using Amex Corporate Billing Account)

0.60

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 / R	eturned (ENTER AS	POSITIVE S	AMOUNT)			
Currency	Advanced	Returned	Outstanding	Outstanding		CAD Equivalent
	<u> </u>			0.00	1.00000	0.00
Amount Owing to:	<u> </u>	Employee		7,735.19	RCM	0.00

Expense Coding	¥	
Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		267.7
740200 - Meals (domestic)	121 Legal Services (Board)	115.90
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	_	
741010 - Airfare (foreign)	121 Legal Services (Board)	5,194,13
40020 - Rail fare (domestic)	-	5,194,13
741020 - Rail fare (foreign)	Ţ	0.00
40500 - Taxi fare (domestic)	121 Legal Services (Board)	76.7
41500 - Taxi fare (foreign)		0.00
40700 - Personal car mileage (domestic)	121 Legal Services (Board)	145.49
41700 - Personal car mileage (forcign)	V	0.00
40030 - Car rental (domestic)	▼	0.00
41030 - Car rental (foreign)	V	0.00
40800 - Parking (domestic)	<b>▼</b>	0.00
41099 - Other transportation (foreign)		0.00
40400 - Accommodations (domestic)	121 Legal Services (Board)	1,829.36
41400 - Accommodations (foreign)	<b>Y</b>	0.00
40900 - Incidentals (domestic)	121 Legal Services (Board)	82.38
41900 - Incidentals (foreign)	121 Legal Services (Board)	23,40
40000 - Baggage & Travel (domestic)	ENTERED	0.00
41000 - Baggage & Travel (foreign)	▼	0.00
00	DEC 0.0 2010	0.00
00	DEC 0 9 2019 3	0.00
	A A	0.00
	FTV443486V	0.00
34200 - Prepaid Fares		0.00
ut of Balance - Discrepancy in Expenses Code		(0.00)
OR FINANCE USE ONLY (Favor	able)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$364.81)
	Variance %	-5%
DEC 03 2019 (Favorable)/Un	nfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
525 0 0 2010	Hospitality Variance %	#DIV/0

ald O raid		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)				1			-
RCM Paid Fares (Rail	-Domestic)				1			
RCM Paid Fares (Air-	Foreign)				1			
RCM Paid Fares (Rail	-Foreign)		_					
Employee Paid Fares (	(Air - Domestic)		_					
Employee Paid Fares (	Air- Foreign)	5,197.64	3,51	/				
Employee Paid Fares (	Rail- Domestic)	- V	- V					
Employee Paid Fares (	Rail - Foreign)							
Hotel Accommodation	s (Domestic)	2,067.18	237.82	1		<del>-</del>		_
Hotel Accommodation			V					_
Taxis (Domestic)	·	86.01	9.22	/			+	_
Taxis (Foreign)	<b>*</b> 5	22/	/ 6				<del>                                     </del>	
Mileage (\$0.57km)	268.0	152.76	/	7.27			<del>                                     </del>	
Business Telephone		~ ~						
Parking								
Car Rental (Domestic)		· <del></del> -	-					
Car Rental/Gas (Forei								
  Personal Accommodate	_	_					-	<del></del> -
Hospitality								<del></del> i
Baggage (Domestic)								
Baggage (Foreign)			-					<del></del>
Others (code manually	)						<del></del>	
	,	_					-	
Others (total)								
Total Expenses		7,503.59	250.55	7.27				———
Per Diem Country		1,000.00	200.00	Canada	'			
,		No. of meal	Total CAD	Calculated	1	No. of meal	Total USD	USA Total CAD
Meal allowance rates		allowances	allowance	GST/HST		allowances	allowance	- 1
Breakfasts	\$20.35			COLVERNI	\$20,35		AUMYNUCE	Equivalent
Lunches -	\$20.60	1	20.60	0.98	\$20.60		<del></del>	
Dinners	\$50.55		101.10	4,81	\$50.55		<del></del>	
Total Meals	φι/σευω	- / <sup>-</sup>	121.70	5.80	930,33		<del>-</del> -	
Incidentals	\$17.30		¥ 86.50 <sub>2</sub>	4.12	\$17.30	1	17.20	02.40
Total Expenses	9.11.50		208.20	9.91	91/130	1	17.30	23.40
·				loa	.90		17.30	23.40
Note - Please use the	meal allow <b>an</b> ce c	alculator tab to	determine t	he exact No.	of meal all	owances and inc	identals	
Grand Total CAD Exp	enses		ı	7,711.79		Grand Total USI	) Evnenses	23.40
Grand Total HST/GST				267.74		C. E. M. T. O. M. C. O. J.	- Expenses	43.40
			ı	μ01.14				

**Notes for Expenses** 

1) Meals provided with flights; 2) Breakfast on 19 to 22 Nov. was included with accommodations; 3) RCM provided dinner on 18 & 19 Nov., & lunch on 19 to 21 Nov.; 4) Fiona changed her return date to attend the CSPS training session held at RCM on 21 Nov., (EAHCE12415) hence a change fee of \$131.00; 5) Cab to 19 Nov. BOD/Mgmt dinner went to wrong venue, a new cab was called - Fiona paid the original cab, Deborah Trudeau paid the new cab; 6) Fiona only paid 3 cab fares - for all other trips between RCM/hotel/dinners she either walked or rode with someone clse; 8) Fiona's travel began 17 Nov. but she in Toronto on that date. Less expensive to book a new flight for Toronto/OTT than to change the original ticket again; the paid Toronto cabs, hotel & Toronto/OTT flight. This is why original itinerary indicates arrival in OTT on 17 Nov.; Fiona is not asking to be paid for 17 Nov., only claiming incidentals.



## **Travel Expense Form 2019**

TABCC82553

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

approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of signing. All travel plans must be preauthorized using the Authority to Travel and Advance form. As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes D 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 28) Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 28 and 44.1) Hospitality - Alcoholic beverages provided (Policy Section 44.1) Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1) Hospitality - Entertainment provided (Policy Section 44.1) Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1) Hospitality – Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4) Rospitality - Special forms of hospitality (Annex 2B) Hospitality - No pre-approval prior to expenditure (Section 44.7) VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please Initial) Travel - Combining personal and business travel (Policy Section 14.3) Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6) Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1) Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3) Travel - Car travel - Leased Vehicles (Policy Section 23.1) Travel - Expense received over 30 days (Policy Section 33.1) Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 28) Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1) TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please Initial) Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6) Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.31 Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3) Travel -- Missing original itemized receipts. Explanation provided (Policy section 33.2) Travel – Hotel – upgrade to a level higher than the Standard Guest Room permitted by policy, et no additional cost to RCM (Policy section 25.3) Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2) Missing original itemized receipts. Explanation provided (Policy section 26.2) Other exceptions (traveller has listed and explained on a separate document) m Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 26) 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 nated 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 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 nate, 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 nated above requiring her/his approval and hereby grants it. 4 Approved by VP (as required) d by CFO (CEO claims; Board claims; claims 6.Approved by CEO & President/Chair of BOD/Chair of (PRINT NAME) to CEO approval; other as required) Signature of VP 7 Reviewed by Finance (PRINT NAME)

000170

Form updated January 2018

## Meal allowance and incidental calculator

Dinner Incidentals

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		your trav	1 18	3) 19		)) (	211	221		MON	1111	Noven	T		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
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Dinner							1			1				-	
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ncidentals			]	1	l į		3	71							
ncidentals	Enter	your trav				US	31	11		MON	TH:	Novem	nber		
ncidentals	Enter Sat	your trav					21 Fri	22    Sat	Sun	MON	TH:	Novem	nber	Fri	Total allowances

# Diginal ticket

## Itinerary / Receipt

s.19(1)

Your booking is confirmed. Thank you for choosing Air Canada. Please bring your itinerary-receipt to the airport.

#### **Main Contact Information**

Booking reference:

Name:

Ms Fiona Macdonald

E-mall:

Payment:

00000000000

**Customer Care** 

Air Canada Reservations 1-888-247-2262

Air Canada Flight Information 1-888-422-7533

International Reservations

Alert me of flight changes

Flight notification

## **Flight Itinerary**

Flight	From	То	Aircraft	Cabin (Booking class)	Status
AC756	San Francisco (SFO)	Toronto Pearson (YYZ)	789	Business Class (lowest) (P)	Confirmed
	Sun 17-Nov 2019	Sun 17-Nov 2019			
	11:55 - TERMINAL IN-INTL	19:45 - TERMINAL T1			
Seat number(s) requ	ested: 2K				
AC468	Toronto Pearson (YYZ)	Ottawa (YOW)	E90	Business Class (lowest) (P)	Confirmed
	Sun 17-Nov 2019	Sun 17-Nov 2019			
	21:10 - TERMINAL T1	22:11			
Seat number(s) reque	ested: 1A				
AC8980	Ottawa (YOW)	Montreal Trudeau (YUL)	CR9	Business Class (lowest) (P)	Confirmed
Operated by:	Wed 20-Nov 2019	Wed 20-Nov 2019			
Air Canada Express- Jazz	15:00	15:48			
Seat number(s) reque	ested: 1A				



Flight From To Aircraft Cabin Status (Booking class) **Business Class** AC781 Montreal Trudeau (YUL) San Francisco (SFO) 320 Confirmed (lowest) (P) Wed 20-Nov 2019 Wed 20-Nov 2019 17:20 20:47 - TERMINAL IN-INTL s.19(1)Seat number(s) requested: 2A

### **Passenger Information**

Passenger: 1

Ms Flona Macdonald

Ticket number:

Frequent Flyer Pgm:

Air Canada Aeropian

Program number:

AC

#### Purchase Summary

Passenger: 1 Ticket number

Date of issue 09-Oct 2019

Fare Amount in US dolfars: 3,709.00

(Including navigational & other charges)

Taxes, Fees & Charges

Air Travellers Security Charge (CA)
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) (RC)
Combined Taxes \*see fare calculation below (XT)

12.71 3.51 112.42

#### Total Fare in Canadian dollars:

5,066.64

Ticket particularities:

AC ONLY/NONREF/CHGFEE -BG:AC

\*Fare calculation:

17NOV19SFO AC X/YTO Q315.00AC YOW R1697.00AC X/YMQ AC SFO R1697.00USD3709.00 END ROE1.00 XT27.00SQ5.27XA9.32XY7.84YC 49.54US7.46AY XF5.99SFO4.50

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

#### **Fare Rules Summary**

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

# Relised ticket / Change Lee

Itinerary / Receipt

s.19(1)

Your booking is confirmed. Thank you for choosing Air Canada. Please bring your itinerary-receipt to the airport.

### **Main Contact Information**

**Booking reference** 

**Customer Care** 

Name:

Ms Fiona Macdonald

E-mail:

Payment:

COCOCOCOCO

**Air Canada Reservations** 1-888-247-2262

Air Canada Flight Information 1-888-422-7533

International Reservations

Alert me of flight changes

Flight notification

## Flight Itinerary

Flight	From	То	Aircraft	Cabin (Booking class)	Status
AC756	San Francisco (SFO)	Toronto Pearson (YYZ)	789	Business Class (lowest) (P)	Confirmed
	Sun 17-Nov 2019	Sun 17-Nov 2019			
	11:55 - TERMINAL IN-INTL	19:45 - TERMINAL T1			
Seat number(	s) requested: 2K				
AC468	Toronto Pearson (YYZ)	Ottawa (YOW)	E90	Business Class (lowest) (P)	Confirmed
	Sun 17-Nov 2019	Sun 17-Nov 2019			
	21:10 - TERMINAL T1	22:11			
Seat number(s	s) requested: 1A				
AC351	Ottawa (YOW)	Calgary (YYC)	319	Business Class (lowest) (P)	Confirmed
	Fri 22-Nov 2019	Fri 22-Nov 2019			
	06:30	09:08			

Seat number(s) requested:

1F



Flight From To Aircraft Cabin (Booking class)

ACB579 Calgary (YYC) San Francisco (SFO) CR9 Business Class Confirmed (lowest) (P)

Operated by:

Fri 22-Nov 2019

Fri 22-Nov 2019

Air Canada Express-

10:30

Jazz

Seat number(s) requested:

12:26

**Passenger Information** 

Passenger: 1

Ms Fiona Macdonald

4F

Ticket number:

Frequent Flyer Pgm:

Air Canada Aeropian

Program number:

AC

Purchase Summary

Passenger: 1 Ticket number

Date of issue

26-Oct 2019

Fare Amount in US dollars:

3,709.00

(including navigational & other charges)

Taxes, Fees & Charges

Total Fare in:

No Additional collection

Options

Change fee in Canadian dollars

Ticket particularities:

CAD4520.00 NONREF-BG:AC

\*Fare calculation:

17NOV19SFO AC X/YTO Q315.00AC YOW R1697.00AC X/YYC AC SFO R1697.00USD3709.00 END ROE1.00 PD12.71CA3.51RC27.00SQ48.64US

9.15XY7.70YC7.32AY5.18XA PDXF5.99SF04.50

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

7 131.00

affect training on Thursday, Nov 21/19



## Economy - Standard

Monday 18 Nov. 2019

15:10

**Toronto** 

Toronto-Pearson Int. (YYZ),

Terminal 1

16:11

**Ottawa** 

Ottawa Int. (YOW),

Ontario



1hr01

Economy Q

Operated by:Air Canada | 763

Not claiming but shows on horse landing on the shows on the shows on the shows on the show of the show

## Purchase summary

XXXX-XXXXX-XXXX

Amount paid: \$373.04

Full details can be found in your attached Itinerary/Receipt

Tax information

GST/HST no. 10009-2287

RT0001 \$42.92

4
U

Air Transportation Charges

278.00

Seat selection

20.00

1 adult

Taxes, fees and charges

75.04

**GRAND TOTAL** (Canadian dollars)

\$37304

## 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.

Toronto (YYZ) > Ottawa (YOW)



1 Rideau Street Ottawa, ON, Canada K1N 8\$7 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775 Room/Chambre : 0387

Folio#

Invoice #

Cashler/Cassier # : 836

Page #

: 1 of 2

Reference No.

Arrival/Arrivée

: 11-18-19

Departure/Départ : 11-22-19

Mrs Fiona Macdonald

Date	Description	Additional information/Supplementaire	Charges	Credits
11-18-19	Room Charge		400.00	
11-18-19	Municipal Accommodation Tax	(	16.00	
11-18-19	Room HST (13%)		54.08	
11-19-19		Revisona	1-	
11-19-19		Valvoria		
11-19-19	Room Charge		400.00	
11-19-19	Municipal Accommodation Tax	(	16.00	
11-19-19	Room HST (13%)		54.08	_
11-20-19				
11-20-19		Persona	11-	
11-20-19				
11-20-19				
11-20-19	Room Charge		400.00	
11-20-19	Municipal Accommodation Tax	(	16.00	
11-20-19	Room HST (13%)	***	54.08	
11-21-19		Ressor	W1-8	
11-21-19			2	
11-21-19	Room Charge	-	559.00	
11-21-19	Municipal Accommodation Tax	(	22.36	
11-21-19	Room HST (13%)		75.58	
11-22-19		XX/XX		2,175.66 -108.48 2067.18
				2067.18

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

I egree that my liability for this bill is not waived and I egree to be held personally liable in the event that the included person, conserver or esseciation fails to pay for any part of or the hild amount of these clearages. Overdue balance subject to a survivance at the rate of 1.5% per month after one month. (16.0% per anxima.) I have accepted delivery of The Globe and Matt. Had I natured. (16.0% per anxima.) A nature of the contraction of th

Je title porte personnelle ment responsable du règlement total de cotte note eu cas ou la compagnile, l'esseciation ou son représentent décigné en returerait le peterment. Les comptes en cassitance ent eglés à un intérêt de 1,5% par mete après un mete. (16,0% par entée) 1,3 par mete après un mete. (16,0% par entée) 1,3 raccepte la sivesson du journaît l'au Gébbe and Mail. S' journis relate, j'eurois par obtenir un crédit à mon compte de 1,05 par l'our (su Lund au Vendrech) et de 2,003 ie Gemedi. (Dans les hôtels participente.)



1 Rideau Street Ottawa, ON, Canada K1N 857 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775 Room/Chambre

: 0387

Folio #

Invoice #

Cashler/Cassier # : 836

Page #

2 of 2

Reference No.

Arrival/Arrivée

11-18-19

Departure/Départ 11-22-19

Mrs Fiona Macdonald

Da(e	Description		Additional Information/Supplementaire		Charges	Credits	
				Total		2,175.66	2,175.66
				Balance Due/	Solde	0.00	1.000
GST S	Summary / Sommaire		HST Summary /	Sommaire			
Room	Chambre	0.00	Room/Chambre	237.82			
F&G/R	eatauration	0.00	F&B/Restauration	0.00			
Other/	Autres	0.00	Other/Autres	12.48			
Total		00.0	Total	250.30			

Thank you for choosing Fairmont Hotels & Resorts.

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

Merci d'avoir choisi les Hôtels Fairmont.

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

Ressonal \$108-48 (tay \$12.48) Run \$2067.18 (tax \$237.82) \$2175.66

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

BLUELINE	Job# Reciept for Cab Fare
Amount 37 From	Date 18-11-19
To Cab No	Driver
HST included in meter face	( IVISA ( C

(ab Yhronn Ottaux airport to hokel (cab driver whote whong date - Showd have been 17 Now. 19)

BLUELINE	Job # Recliept for Calb Fare
Amount \$20- From C'West To 49- Cab No. 14- HST Included in motor fore	Date De Countier  Driver

Cab Gram hotel to Board Munagement dinner (cab delibered Fiona & I other Board Members to wrong tenue. Delporah Trudeau paid the Yake In a new cab hom the wrong Lenue to the covert addless.)

s.19(1)

Cab from hotel
Uber to Ottawn airport

Total: CA\$29.01 Fri, Nov 22, 2019

# Thanks for riding, Fiona

We hope you enjoyed your ride this morning.



Total

CA\$29.01

Base Fare CA\$2.25

Time CA\$3.63

Distance CA\$12.64

Subtotal CA\$18.52

Booking Fee 0 CA\$3.90

Ottawa Airport Dropoff Surcharge 3 CA\$3.25

**HST** CA\$3.34

**Amount Charged** 

CA\$29.01

### CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec

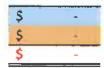
\$ 86.01

\$ 86.01 \$ 9.22 \$ 76.79 #37.00 ( au #30.00 ( ontario . #39.01 )

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

\$ 86.01
\$ 9.22
\$ 76.79

to San Francisco International A. irport (SF... Page 1 of 2

YOUR TRIP TO:

1 MR 41 MIN | 184 KM 😝



Print a full bealth report of your our with HUM vahicle diagnostics (800) get-2205

268 KM



## **Currency Converter**



#### **Terms and Conditions**

All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full **Terms and Conditions** for details.

Conversions are based on Bank of Canada exchange rates, which are published each business day by 16:30 ET.

## US dollar → Canadian dollar

## Exchange rate summary

Low	<mark>2019-11-18</mark>	1.3214	
Average	2019-11-15 — 2019-11-22	1.3260	
High	2019-11-20	1.3304	

## Results

Date	Value of 1.00 USD in CAD	$\textbf{USD} \to \textbf{CAD}$	$\text{CAD} \to \text{USD}$
2019-11-15	1.32 CAD	1.3231	0.7558
2019-11-18	1.32 CAD	1.3214	0.7568
2019-11-19	1.32 CAD	1.3237	0.7555
2019-11-20	1.33 CAD	1.3304	0.7517
2019-11-21	1.33 CAD	1.3285	0.7527
2019-11-22	1.33 CAD	1.3287	0.7526

1.3260 × 1.02 = 1.35252

## TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

RCM BOARD OF DIRECTORS									
Claimant:	Fiona Macdo	nald	De	parture Date:	17-Nov		Return Date:	22-Nov	Ì
Location:	Ottawa								]
Purpose:	Board Meetin	ngs and Crown	Corp Training	<b>.</b>					
TRAVEL EXPENS	E		Amount		Meals & Incid	entals			
Airfare			\$ 5,066.64	1	Note: Please	use the meal	allowance cal	culator	
Baggage Fees					below to dete	rmine the exa	ct number of	F	
Change Fees			\$ 131.00		meal allowand	ces and incide	ntals.	10	
VIA Rail					a				
Hotel Accommo	dations		\$ 2,067.18	V ds:	d	Rate	# Meals	Total	
Mileage (\$.057/	km)	238	\$ 130.90	152.76	Breakfast 3	35 \$20.50	0	\$ -	do
Parking	٨.٨	268			Lunches %. (			1	26.60
Taxis		- +0	\$ 86.01	V	Dinners 40	and the second s		\$ -101.30	0-
Car Rental					Incidentals	\$17.30		\$ 103.80	1 . '
Gasoline					Can	ulla I		\$ 225.20	027
Private Accomo	dation (\$50/ngt	t)	***************************************						,
Other					/ 1	11-	. +		
	Total Travel I	Expenses	\$ <del>-7,481.73</del>	7503.59	Incident USA	Hals il	7-	23.40	
	Total Meal/i	ncidentals	\$ 225.20	-231.6	USH C	LI MON 14	1) _		
		TOTAL	\$ 7,706.93	7725	10 11		6	731.60	
				1/23	700			do-	
Meal allowance	and incidental	1			20.11			1	
Insert Date		17-Nov	18-Nov	19-Nov	20-Nov	21-Nov	22-Nov		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	1
Breakfast	ļ							0	
Lunch			1			dis		1	1
Dinner	***************************************				1	1		2	1
Incidentals		1	1	1	1	1	1	6	IV
Per Diem Calculator									
Insert Date>		17-Nov	18-Nov	19-Nov	20-Nov	21-Nov	22-Nov	]	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	1./
			1	1	1	1	1		] V
Claimant Signature: Vine V. Carchiell Date: Nov 25, 2019									
	Travel expense reports must comply with the RCM's Corporate Travel, Hospitality, Conference and Event Policy (Policy # 51).								
1/10	t cla	iming	5 a f	Ler d	em 4	on 17	/lor	rombe	_
Sil	That claiming a fer drem you 17 November 5ince Tiona Exent part of that day								

sotion than Simons, Deborah FIONA MACDONALD From: Tuesday, November 26, 2019 12:08 PM Sent: Simons, Deborah To: Subject: Fwd: Air Canada - 18 Nov: Toronto - Ottawa (Booking Reference: Air\_Canada\_Booking Confirmation Attachments: s.19(1)Debby, here is the flight. Will forward the Toronto hotel receipt as well. Thanks for helping me sort this out. From: "Air Canada" < confirmation@aircanada.ca> To: "Fiona Macdonald" Sent: Tuesday, November 12, 2019 1:32:45 PM Subject: Air Canada - 18 Nov: Toronto - Ottawa (Booking Reference: × **Booking Confirmation** Booking Reference: Date of issue 12 Nov, 2019 Select Seats eUpgrade Check in Manage my booking Sign up for flight notifications Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip. IMPORTANT: Your official Itinerary/Receipt is attached to this email. 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. **Passengers** Seats Fiona Macdonald AC456 12D Ticket Number:





Max. weight per bag: 23.0 kg (50.0 lb)

Max. dimensions per bag: 158.0 cm (62.0 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	Premium	Business
	Class	Economy	Class
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	<b>3 bags</b>	<b>3 bags</b>	<b>3 bags</b>
	32 kg (70 lb)	32kg (70lb)	32kg (70lb)
Altitude Prestige 25k	<b>2 bags</b>	<b>2 bags</b>	<b>2 bags</b>
	23 kg (50 lb)	23 kg (50 lb)	32 kg (70 lb)
Star Alliance Gold	1 extra bag	1 extra bag	1 extra bag
	23 kg (50 lb)	23 kg (50 lb)	32 kg (70 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.

#### Air Passenger Protection Regulations Notice:

If you are denied boarding 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.

<sup>\*</sup> 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.

8

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









To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email. Please do not reply to this email as this inbox is not monitored. If you have questions, please visit aircanada.com.

Your privacy is important to us. To learn how Air Canada collects, uses and protects the personal information you provide, please view our Privacy Policy.

Air Canada, P.O. Box 64239, RPO Thomcliffe, Calgary Alberta, T2K 6J7

Hotel paid by

## Simons, Deborah

From:

FIONA MACDONALD

Sent:

Tuesday, November 26, 2019 12:15 PM

To:

Simons, Deborah

Subject:

Fwd: Reservation Confirmation: 17-Nov-2019

s.19(1)

Debby, I can't find an electronic copy of my receipt (I gave the paper copy to the with that expense submission. Here is the reservation for that night with all the details, does that work? If not, I will ask the hotel to email me another copy. Thanks, Fiona

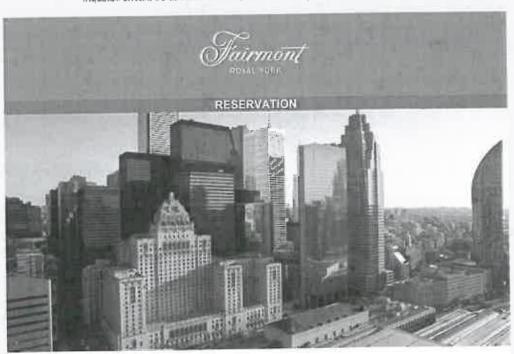
From: "Fairmont Guest Services" < noreolv@fairmont.com>

To: "Fiona Macdonald"

Sent: Tuesday, November 12, 2019 1:06:05 PM Subject: Reservation Confirmation: 17-Nov-2019

Please do not respond to this email.

Inquiries should be directed to the specific botel or please call 1 800 257 7544



Dear Mrs Fiona Macdonald

Thank you for booking online, your reservation was completed successfully.

Your reservation number is:

Please refer to the reservation details below and visit our hotel links for more information to plan your visit.

Below are your reservation details. If you have any questions please call 1 866 540 4489.

Arriving on 17-Nov-2019 Departing on 18-Nov-2019

Number of Guests: 2 Adults @ 0 Children

Total Nights: 1

Promotional Code: None Famous Agent: None

Member Number: resplus: None IATA Code: None

Room Type: Fairmont Gold King NS

Room Description: High Floor, Newly Renovated, Modern Residential Design, Exclusive Lounge Access. 49" HDTV, HSIA included. 258 sf/24

sm

Rate Description: Fairmont Gold Experience

Room Rate: \$540.55 CAD

Totals:

Room: \$635.25 CAD

Extras: None

Extras Total \$0 CAD

Total: \$635.25 CAD

5% MEMBER DISCOUNT APPLIED

Includes HST - Rooms Municipal Accommodation Tax - 4 PCT

Deposit Policy: NO DPST IS REQUIRED Cancel Policy: CXL BY 11/16/19 4PM Cancel By: CXL BY 11/16/19 4PM

### The Fairmont Royal York

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For more information on The Fairmont Royal York click here