Simons, Deborah

From: Sent: To: Subject: Phyllis Clark Thursday, August 29, 2019 10:59 AM Simons, Deborah Re: Seeking approval - 5 Travel Expense Claims

Approved

Sent from my iPad

On Aug 29, 2019, at 4:05 PM, Simons, Deborah <<u>simons@mint.ca</u>> 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, will add a notation to your signature lines, and will attach a copy of your email 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>

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and	No ali	Travel	Expense For	m 2019	OTJ #:	
11.0	8.J			Blanc	et TA #:	TABCC82973
Therefore, while					EAHCE #	EAHCE1227
Claimant	Pina Melchionna			Cost estimate pro	vided on TA	\$5,400.00
Cost Centre	121 Legal Services (Board)		-	ality estimate pro		
			: Hospit			<u> </u>
ravel Location a	nd Deesen			-	arture Date	
					Return Date	
attach supportin	g documents):		······································	THEMIS # (VP a		301
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eetings and business	dinners		USD			CAD
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ronto/Ottawa/Toron	to					CAD
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otal Travel Expe	enses (inclusive of fare	es)				3,602.94
repaid Fares (Pa	id using Amex Corpo	rate Billing A	ccount)			0.00
irfare Previously	Claimed by Travelle	r (Paid using	Traveller's Amex (Card)		0.00
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rfare previously	claimed by Traveller	r under this T	A # (ENTER AS P	OSITIVE \$ AMO	UNT)	
sh Advanced /]	Returned (ENTER A	S POSITIVE	S AMOUNT)			
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pense Coding						
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	omesticy	_				0.00
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Ne Ona	Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Except	Alaska)	
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
-	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-Domestic)		-					
RCM Paid Fares (Rail-Domestic)							
RCM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)							
Employee Paid Fares (Air - Domestic)	1,190.17	136.92	1				
Employee Paid Fares (Air- Foreign)		V					
Employee Paid Fares (Rail- Domestic)							_
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)	2,123.58	/ 244.30					
Hotel Accommodations (Foreign)	v						
Taxis (Domestic)	169.34	/ 18.14	1				
Taxis (Foreign)							
Míleage (\$0.57km)							
Business Telephone							
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality							
Baggage (Domestic)							
Baggage (Foreign)							
Others (code manually)							
Others (total)							
Total Expenses .	3,483.09	399.36					
Per Diem Country			Canada				USA
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts \$20.5	0			\$20.50			
Lunches \$20.1	0			\$20.10			
Dinners \$50.6	5 1	50.65	2.41	\$50.65			
Total Meals	V V	50.65	2.41				
Incidentals \$17.3	0 4	69.20	3.30	\$17.30			
Total Expenses		119.85	5,71				

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

Grand Total CAD Expenses	3,602.94	
Grand Total HST/GST	405.07	

Grand Total USD Expenses

Notes for Expenses

1) For the flight from Toronto to Ottawa on 19 August, only a snack was served as opposed to a proper meal, therefore Pina is claiming dinner that day; 2) RCM provided breakfast for the 20 August orientation session, lunch on 20, 21 & 22 August, and dinner on 20 & 21 August; 3) Breakfast was included with the accommodations for the mornings of 21 & 22 August.



Travel Expense Form 2019

*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 I No I the 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 2B)
 - Hospitality External or Internal hospitality costs exceeding \$5,000 (Annex 2B and 44.1)
 - Hospitality Alcoholic beverages provided (Policy Section 44.1)
 - Hospitality Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
 - Hospitality Entertainment provided (Policy Section 44.1)
 - 🗇 Hospitality Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
 - Hospitality Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence
 - (Policy Sections 44.1 and 45.4)
 - Hospitality Special forms of hospitality (Annex 2B)
 - Hospitality No pre-approval prior to expenditure (Section 44.7)

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

- Travel Combining personal and business travel (Policy Section 14.3)
 Travel Airfare Higher level than permitted by policy (Policy Section 20.5)
- Travel Airfare Higher level than permitted by policy (Policy Section 20.5)
 Travel Privately owned vehicles Kilometer allowance in excess of the equival
 - Travel Privately owned vehicles Kilometer allowance in excess of the equivalent lowest practical commercial cardier 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 2B)

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

0		
A Traveller Name (PRINT NAME)	2.Expense claim prepared by	3 Approved by Traveller's Director with signing authority
VIAN MELONAL	(PRINT NAME) / W// ///////	(PRINT NAME)
Adda Q: man	Ulalar Ularas a	
RUMA LINON	VIMA SiMON	
Signature of traveller	Signature	Signature of Traveller's Director
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you vina Melanonna	0010017	
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910195110		

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 (ds applicable).Please note, if exceptions have been pre-approved prior to travel, the Travel's Director con 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 ond hereby grants it.

4 Approved by VP (as required)	5.Reviewed by CFO (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)	AGdit Committee (as required)
	BOB TINTER	Refuse refer to attached
Signature of VP	Signature of CFO ACTING bor	Signature of CEO/Chair of Board/Chair of Audit
		Committee
	AF7X	e-mail approval from
Date	Date	Date
	08 28/2019	Phyllis Clark
7.Reviewed by Finance (PRINT NAME)		Date
Doules	Sept 3/19	29108119 Form upt 000,000,004, 2018

Meal allowance and incidental calculator

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.

	Enter	your tra	vel dates	here fo	r	CANA	DA			MON	TH:	Aug-1	9		
Numbers only			19	20	21	22	1					Tug			Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
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Lunch					<u> </u>										
Dinner			1		<u>† </u>		<u> </u>		-			_			-
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Breakfast					-		1				-	1100	1110		anowances
		-	and the second second second				<u></u>								
Lunch													1		-

From:Brown, SarahSent:Thursday, August 22, 2019 2:30 PMTo:Delegation of AuthoritySubject: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

From: Sent: To: Subject: Attachments:

pina melchionna • Thursday, August 22, 2019 2:41 PM List, Christine Fwd: Air Canada - 19 Aug: Toronto - Ottawa (Booking Reference: Air_Canada_Booking_Confirmation_ df; ATT00001.htm

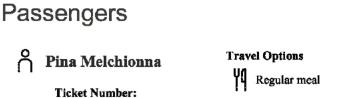


Sent from my iPhone

Begin forwarded message:

From: Air Canada < <u>confirmation@aircanada.ca</u> > Date: July 24, 2019 at 9:54:14 AM EDT To:	
Subject: Air Canada - 19 Aug: Toronto - Ottawa (J	Booking Reference:
	× *******
🋞 AIR CANADA	
Booking Confirmation	
Booking Reference:	Date of issue: 24 Jul, 2019
Select Seats	Check in
Manage my booking	Sign up for flight notifications
Thank you for choosing Air Canada. Below are you trip.	ar flight details and other useful information for your
IMPORTANT: Your official Itinerary/Receipt is atta	ched 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.

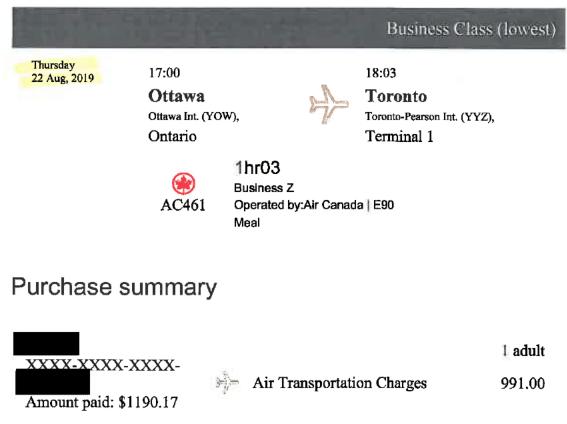


Air Canada - Aeroplan:

쭏 Depart



🗏 Return



Full details can be found in your attached Itinerary/Receipt

Taxes, fees and charges 199.17

GRAND TOTAL (Canadian dollars)

\$1190¹⁷

Tax information

GST/HST no. 10009-2287 RT0001 \$136.92

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 [$9 \times 15.5 \times 21.5$ 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.

Checked Baggage

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

Toronto (YYZ) > Ottawa (YOW)

1st bag Complimentary 2nd bag Complimentary Max. weight per bag: 32.0 kg (70.0 lb)

Max. dimensions per bag: 158.0 cm (62.0 in)

See Ottawa (YOW) > Toronto (YYZ)

lst bag

Complimentary

2nd bag Complimentary Max. weight per bag: 32.0 kg (70.0 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.

Air Passenger Protection Regulation 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 Regulations*. 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 <u>General Conditions of Carriage and Tariffs</u>.

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

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

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



To ensure delivery to your inbox, please add <u>confirmation@aircanada.ca</u> 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 <u>aircanada.com</u>.

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



Mrs Pina Melchionna

1 Rideau Street Ottawa, ON, Canada K1N 8S7 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775
 Room/Chambre
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Reference No.

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

Date	Description	Additional Information/Supplementaire	Charges	Credits
08-19-19	Room Charge		799.00	
08-19-19	Municipal Accommodation Tax	:(31.96	
08-19-19	Room HST (13%)		108.02	
08-20-19	Room Charge		665.00	
08-20-19	Municipal Accommodation Tax	:(26.60	
08-20-19	Room HST (13%)		89.91	
08-21-19	Room Charge		343.00	
08-21-19	Municipal Accommodation Tax	. (13.72	
08-21-19	Room HST (13%)		46.37	

л

Tax= \$244.30

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 Hötels Fairmont de: États-Unis ou Canada 1 800 441 1414 I agree that my liability for this bill is not waived and I agree to be held person ally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.6% per month after one month. (18.00% part annum.) I have accepted delivery of The Globe and Mall. Hed I refused, I would have been sligible 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 eu ces ou la compagnie, l'association ou son représentant désigne en refuserait le paiemant, Les comples en souffrance sont sujets à un hitrist de 1,5% par mois après un mois. (18,00% par ennée) J'al accepté la livraisen du journel The Gikbes and Meit. Si favrits refusé, j'aureis pu obtent' un crédit à mon comple ce 1.005 par jour (du Lund la u Véndrad) et de 2.005 le Samedi. (Dans los hôtels participants.)

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



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
 : 0379

 Folio #
 :

 Invoice #
 :

 Cashier/Cassier #
 : 226475

 Page #
 : 2 of 2

Reference No.

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

Mrs	Pina	Melchi	onna

Date Description		Description Additional Information/Supplementaire		al Information/Supplémentaire	Charges	Credits
				Total	2,123.58	0.00
			-	Balance Due/Solde	2,123.58	
GST S	Summary / Sommaire		HST Summary / S	Sommaire		
Room	/Chambre	0.00	Room/Chambre	244.30		
F&B/R	lestauration	0.00	F&B/Restauration	0.00		
Other/	Autres	0.00	Other/Autres	0.00		
Total		0.00	Total	244.30		

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.

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 weived and I agree to be held personally fable in the event that the indicated person, company or association fails to pay for any part of or the full emount of these charges. Overdue balance subject to a surpharge at the rate of 1.5% per monih after one monih. (18.00% per ennum.) I have accepted cellvery of The Globe and Mail. Had I related, the undit have been eligible for a \$1.00 (Mon-Firt) and \$2.00 (Set.) credit to my eccount. (At participating tables). Ja me porta personnellament responsable du réglement total de cette note au cas ou la compagnie, l'association ou con représentant désigne en roticursait la palement. Les comples en souffrance sont sujeis à un intérêt de 1,5% par mois après un mois. (16,00% par année) J'al accepté la livraisan du journal The Globe and Meil. Si j'avais rafusé, j'aurais pu obtenir un crécit à mon compte de 1,005 par jour (du Lund lau Vendraid) et de 2,00% le Samedi. (Dans les hôtels participants.)

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



O Cab from attawa asport to hotel

O Cab from Toronto airport to residence. #47.00

s.19(1)

From: Sent: To: Subject:

pina melchionna Thursday, August 22, 2019 2:44 PM List, Christine Fwd: Your Monday afternoon trip with Uber

Sent from my iPhone

Begin forwarded message:

From: "Uber Receipts" <<u>uber.canada@uber.com</u>> Date: August 19, 2019 at 5:18:35 PM EDT **To:** < Subject: Your Monday afternoon trip with Uber

Residence to airport in Toronto 19 august

Uber

Total CA\$21.57 Mon, Aug 19, 2019

s.19(1)

Thanks for riding, Pina

We hope you enjoyed your ride this afternoon.



Total

CA\$21.57

You saved \$2.97 by sharing your ride.

Trip Fare

CA\$13.34

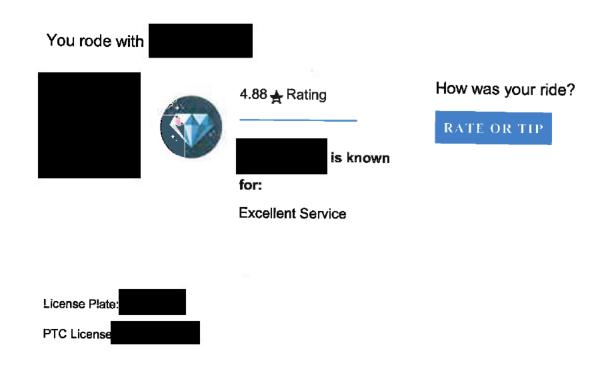
	(P)
Subtotal	CA\$13.34
HST	CA\$2.48
Promotions	CA\$0.00
Tolls, Surcharges, and Fees 🥝	CA\$5.75

Amount Charged

CA\$21.57

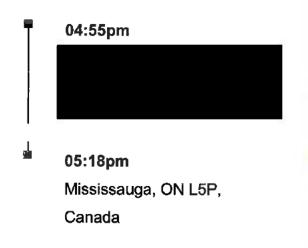
GST Registration Number 789985678RT0001

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





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





Coodle

Map data @2019 Google



Invite your friends and family.

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

try Uber. Share code:



From: Sent: To: Subject:

pina melchionna · Thursday, August 22, 2019 2:44 PM List, Christine Fwd: Your Tuesday morning trip with Uber

Sent from my iPhone

Begin forwarded message:

From: "Uber Receipts" <uber.canada@uber.com> Date: August 20, 2019 at 8:01:04 AM EDT **To:** < Subject: Your Tuesday morning trip with Uber

Hotel to Rem 20 August

Uber

Total

Total CA\$7.01 Tue: Aug 20, 2019

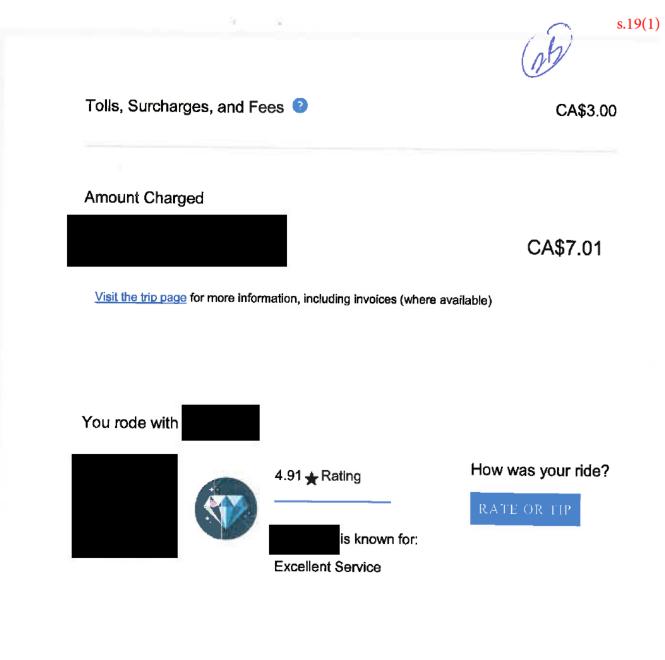
Thanks for riding, Pina

We hope you enjoyed your ride this morning.



CA\$7.01

Trip Fare	CA\$3.20
Subtotal	CA\$3.20
HST	CA\$0.81





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

07:55am 1 Rideau St, Ottawa, ON K1N 8S7, Canada

08:00am 320 Sussex Dr, Ottawa, ON K1A 0G8, Canada





Invite your friends and family.

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



From: Sent: To: Subject: pina melchionna Thursday, August 22, 2019 2:43 PM List, Christine Fwd: Your Tuesday afternoon trip with Uber

Sent from my iPhone

Begin forwarded message:

RCM to hotel 20 august

Uber

Total

Total: CA\$7.03 Tue, Aug 20, 2019

s.19(1)

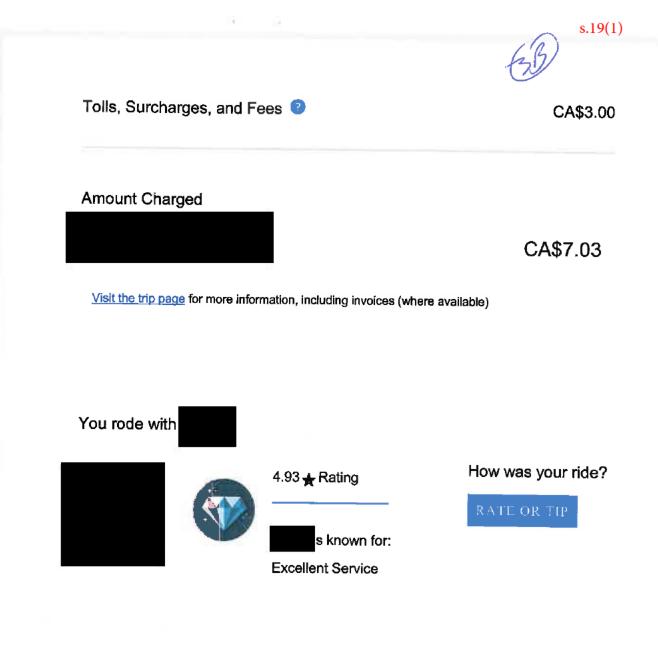
Thanks for riding, Pina

We hope you enjoyed your ride this afternoon.



CA\$7.03

Trip Fare	CA\$3.22
Subtotal	CA\$3.22
HST	CA\$0.81



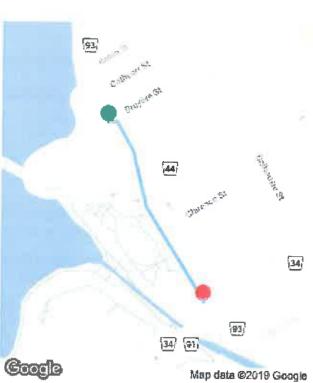


Every rideshare trip in Ottawa is insured for a covered auto accident by Intact. Learn more.



04:41pm 320 Sussex Dr, Ottawa, ON K1A 0G8, Canada

04:44pm 1 Rideau St, Ottawa, ON K1N 8S7, Canada





Invite your friends and family.

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



From: Sent: To: Subject: pina melchionna Thursday, August 22, 2019 2:43 PM List, Christine Fwd: Your Wednesday morning trip with Uber

Sent from my iPhone

Begin forwarded message:

Hotel to Rom 21 August



Total

Total: CA\$7.01 Wed, Aug 21, 2019

g BY

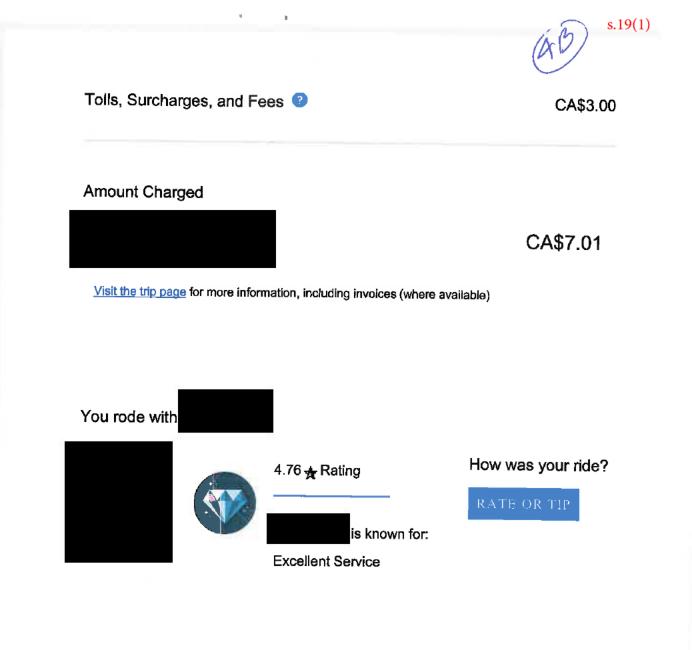
Thanks for riding, Pina

We hope you enjoyed your ride this morning.



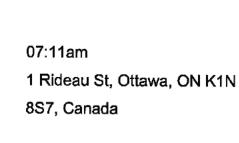
CA\$7.01

Trip Fare	CA\$3.20
Subtotal	CA\$3.20
HST	CA\$0.81





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



07:18am 320 Sussex Dr, Ottawa, ON K1A 0G8, Canada





Invite your friends and family.

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



From: Sent: To: Subject:

pina melchionna · Thursday, August 22, 2019 2:42 PM List, Christine Fwd: Your Wednesday evening trip with Uber

Sent from my iPhone

Begin forwarded message:

Rung to hokel 21 August

From: "Uber Receipts" <<u>uber.canada@uber.com</u>> Date: August 21, 2019 at 5:56:13 PM EDT To: Subject: Your Wednesday evening trip with Uber



Total: CA\$6.78 Wed, Aug 21, 2019

s.19(1)

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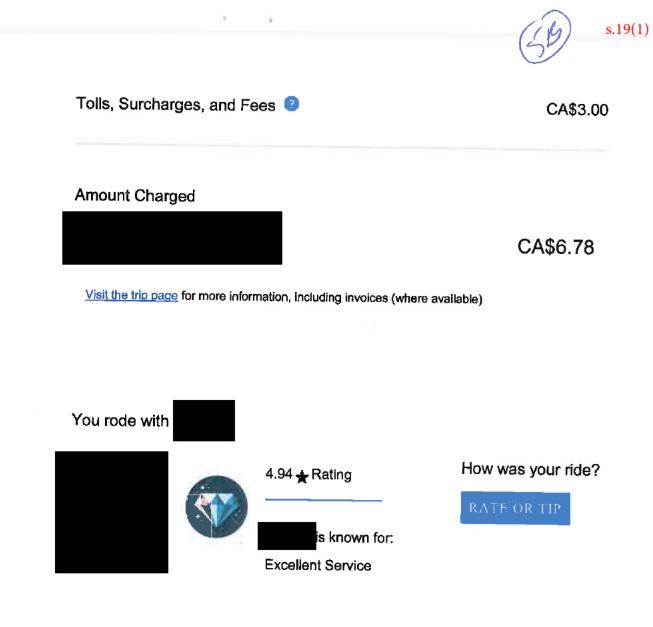
Thanks for riding, Pina

We hope you enjoyed your ride this evening.



Total	CA\$6.78
Trip Fare	CA\$3.00
Subtotal	CA\$3.00
HST	CA\$0.78

1





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

05:50pm 320 Sussex Dr, Ottawa, ON K1A 0G8, Canada

05:55pm 1 Rideau St, Ottawa, ON K1N 8S7, Canada





Invite your friends and family.

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



From: Sent: To: Subject:

pina melchionna < Thursday, August 22, 2019 2:42 PM List, Christine Fwd: Your Thursday morning trip with Uber

Sent from my iPhone

Begin forwarded message:

Hotel to Rem 22 august

From: "Uber Receipts" <<u>uber.canada@uber.com</u>> Date: August 22, 2019 at 7:36:01 AM EDT **To:** < Subject: your I nursday morning trip with Uber

Uber

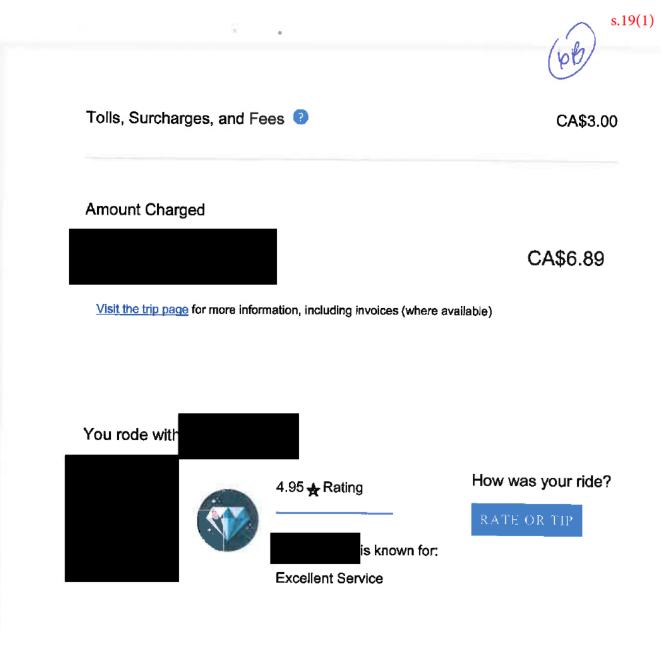
Total: CA\$6.89 Thu, Aug 22, 2019 s.19(1)

Thanks for riding, Pina

We hope you enjoyed your ride this morning.



Total	CA\$6.89
Trip Fare	CA\$3.10
Subtotal	CA\$3.10
HST	CA\$0.79





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

07:30am 1 Rideau St, Ottawa, ON K1N 8S7, Canada

07:35am 320 Sussex Dr, Ottawa, ON K1A 0G8, Canada





Invite your friends and family.

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



From: Sent: To: Subject: pina melchionna Thursday, August 22, 2019 2:41 PM List, Christine Fwd: Your Thursday afternoon trip with Uber

Begin forwarded message:

Sent from my iPhone

From: "Uber Receipts" <<u>uber.canada@uber.com</u>> Date: August 22, 2019 at 2:28:20 PM EDT To: Subject: Your Thursday afternoon trip with Uber

Uber

Total: CA\$29.64 Thu, Aug 22, 2019

Thanks for riding, Pina

We hope you enjoyed your ride this afternoon.

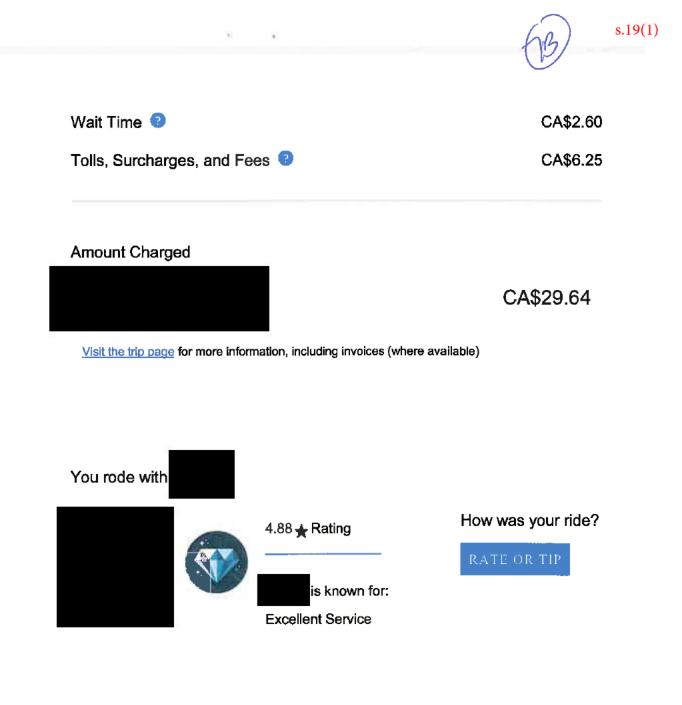


Total CA\$29.64 Trip Fare CA\$17.38 Subtotal CA\$17.38 HST CA\$3.41

Rim to attawa airport 22 August

1





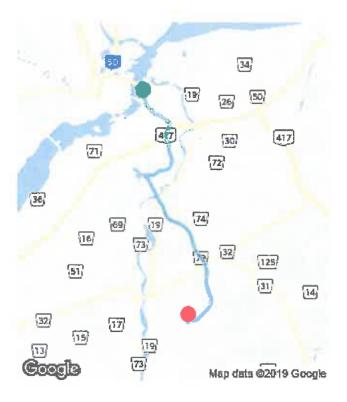


Every rideshare trip in Ottawa is insured for a covered auto accident by Intact. Learn more.



02:05pm 320 Sussex Dr, Ottawa, ON K1A 0G8, Canada

02:28pm 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:



CRA Calculated Taxi Tax 2019

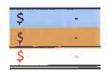
Taxis for	
Ontario &	\$ 169.34
Quebec	

\$ 169.34
\$ 18.14
\$ 151.20

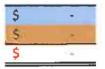
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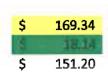
Taxis for Nova Scotia & PEI & New Foundland & New Brunswick



Taxis for BC & Saskatchewan & Alberta & Manitoba



The figures you need GRAND TOTAL TOTAL TAX SUMMARY Page total



TRAVEL EXPENSE RE			2					Revi	sed May 6, 2
Claimant: Pina	a Melchio	onna	De	parture Date	: 19-Aug	F	Return Date:	2	2-Aug
Location: Otta	awa								
Purpose: To a	attend ne	w Board me	mber orienta	ntion session,	Board of Direc	tors meeetir	ngs and busir	ness	dinners.
TRAVEL EXPENSE			Amount		Meals & Incid	entals			
Airfare			\$ 1,190 17]	Note: Please	use the mea	al allowance	calcu	lator
Baggage Fees					below to determine the exact number of				
Change Fees					meal allowances and incidentals.				
VIA Rail							_		
Hotel Accommodation	ons		\$ 2,123.58			Rate	# Meals		Total
Mileage (\$.055/km)			\$ -		Breakfast	\$20.50	0	\$	-
Parking					Lunches	\$20.10	0	\$	-
Taxis			\$ 169.34		Dinners	\$50.65	1	\$	50.65
Car Rental					Incidentals	\$17.30	4	\$	69.20
Gasoline							_	\$	119.85
Private Accomodatio	on (\$50/n	gt)			Total Travel E	xpenses			
Other									
Tota	al Travel	Expenses	\$ 3,483.09	-					

Meal allowance and incidental calculator

Total Meal/Incidentals

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

\$ 119.85

TOTAL \$ 3,602.94

Per Diem Calculator

Insert Date \rightarrow			19-Aug	20-Aug	21-Aug	22-Aug		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			1	1	1	1		4

Claimant Signature: My Limon for Date: 20108/19 Travel expense reports must comply with the RCM's Corporate Travel, Hospitality, Conference and Event Policy (Policy # 51).

s.19(1)

Simons, Deborah

From: Sent: To: Subject: Phyllis Clark

Simons, Deborah

Re: Seeking approval - travel expense claim TABAG83211 - Pina Melchionna - B19-041

Approved

Sent from my iPad

On Nov 7, 2019, at 10:31 AM, Simons, Deborah <<u>simons@mint.ca</u>> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents the expenses related to Pina's recent travel to Winnipeg to attend a coin launch and participate in a tour of our Winnipeg facility. There is one exception, rental of a vehicle – this was not pre-approved on the TA. Pina chose to rent a vehicle as this option was less expensive than numerous cab fares. The claim and exception have been reviewed and approved by the CFO. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

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



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

Tel/Tél. : 613-716-4439 simons@mint.ca | simons@monnale.ca mint.ca | monnaie.ca

<B19-041 - Melchionna - Winnipeg Oct. 21-22, 2019.pdf>

Claimant	Pina Melchionna		7 <i>,</i>		EAHCE #	
Cost Centre	121 Legal Services (Board			lost estimate pro		
			позрия	lity estimate pro		
Travel Location a	and Reason				parture Date	
(attach supportin					Return Date	
B19-041	ig uocuments).			THEMIS # (VP		30
	nch celebrating the 175th	1 anniversary of	1 Uni	urrency Conve		
the birth of Louis Riel	and tour of the RCM W	innipeg plant.	USD		is Worth	Of CAD
					+	CAD
Toronto/Winnipeg/Tor	onto					CAD
			<u> </u>			CAD
						CAD
	enses (inclusive of fa					2,030.3
Airforo Proviouch	id using Amex Cor	porate Billing A	ccount)			0.0
			Traveller's Amex C			0.0
Airfare previously	claimed by Travel	ler under this T	A # (ENTER AS PO	SITIVE \$ AMO	UNT)	
	Returned (ENTER					
Currency	Advanced	Returned	Outstan	ding	FX to CAD	CAD Equivalen
				0.00		CAD Equivaten
Amount Owing to	:	Employee		2,030.36		L
				2,000.00		0.0
Expense Coding	.ccount					
HST - Registration #		Cost	Center (Select One fi	rom drop down	box)	In Canadian \$
740200 - Meals (domes			(0			192.4
741200 - Meals (foreig	<u> </u>	121 Legal Service	s (Board)			87.1
740100 - Hospitality (d						0.0
741100 - Hospitality (f						
740010 - Airfare (dome		121 Legal Service	s (Board)	-		0.0
741010 - Airfare (foreig	yn)					
740020 - Rail fare (don				-		0.0
741020 - Rail fare (fore				-		0.0
740500 - Taxi fare (don 741500 - Taxi fare (for		121 Legal Service	s (Board)	-		47.4
740700 - Personal car n		175 1				0.0
741700 - Personal car n		121 Legal Service	s (Board)	-		145.4
740030 - Car rental (do		121 Legal Service	(Board)	-		0.0
741030 - Car rental (for			(00000)	-		82.4
740800 - Parking (dome	estic)	121 Legal Service	(Board)	-		
741099 - Other transpor				-		0.0
740400 - Accommodati		121 Legal Service	(Board)	-		156.1
741400 - Accommodati				•		0.0
740900 - Incidentals (do		121 Legal Services	(Board)			32,9
741900 - Incidentals (fo 740000 - Baggage & Tra				<u> </u>]	0.0
741000 - Baggage & Tra						0.0
0.00			ENTERED			0.00
0.00					——+	0.00
		N N	OV 1 9 2019			0.00
				*		0.00
154200 Prepaid Fares			442427			0.00
Out of Balance Discre	epancy in Expenses Cod					0.00
	INLY (Favo	rable)/Unfavorabl	e Variance: Estimate on	TA versus actual e	expense claim	(\$475.69)
					Variance %	-19%
FOR FINANCE USE C	(E) 11.54	Infavorable Varia	nce: Estimate on Hospita	llity versus actual e	expense claim	\$0.00
K 1 2 2019	(Favorable)/l					
OR FINANCE USE C	(Favorable)/l			Hospitality	Variance %	#DIV/0!

n 🖓 ma	Canada - (Exce	pt NWT, N	VT, Yukon)	,	USA - (Except Alaska)				
Page 2	Total Amount	Actual	Calc	1	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)				1					
Employce Paid Fares (Air - Domestic)	1,417.56	161.31		1		1			
Employee Paid Fares (Air- Foreign)				1					
Employee Paid Fares (Rail- Domestic)				1					
Employee Paid Fares (Rail - Foreign)				1					
Hotel Accommodations (Domestic)	163.45	7.32	/	1					
Hotel Accommodations (Foreign)				1		<u>├───</u> ┤			
Taxis (Domestic) Taxis (Foreign)	₩ 53.11	5.69	-	1					
Taxis (Foreign)		-				┟──────┤			
Mileage (\$0.57km) 268.0	# 152.76	/	7.27						
Business Telephone				ſ		<u>├───</u> ┤			
Parking	31.00	1.00				<u>├───</u>			
Car Rental (Domestic)	📌 86.38	3.89				 			
Car Rental/Gas (Foreign)									
Personal Accommodations		_					_		
Hospitality						+			
Baggage (Domestic)						<u>├</u> ────┤•			
Baggage (Foreign)				1					
Others (code manually)									
						├───── ┤-			
Others (total)						<u>├───</u>			
Total Expenses	1,904.26	179,21	7.27			<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 \$20.35	1	20.35	0.97	\$20.35					
Lunches \$20.60	1	20.60	0.98	\$20.60			_		
Dinners \$50.55	1	50.55	2.41	\$50.55		<u>├──</u> ─ <u></u>			
Total Meals		91.50	4.36						
Incidentals \$17.30	2	14.60	1.65	\$17.30		┝━┄──━┼			
Total Expenses		126.10	6.00			<u>├───</u> ─┤			

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

Grand Total	CAD Expenses
Grand Total	HST/GST

2,030.36

Grand Total USD Expenses

Notes for Expenses

Since Pina's flight to Winnipeg was an early onc, she drove to **previous evening**, to begin her day closer to the airport on the morning of the flight. She is therefore claiming mileage from her residence to **previous evening**, to begin her day closer to the airport on the morning of cab to/from the Toronto airport (less expensive option). An e-mail from Pina, providing an explanation regarding mileage and cabs, is attached to this claim. Breakfast on 21 October was provided with the flight; hunch on 22 October was provided by the host for the coin launch. While in Winnipeg Pina chose to rent a car, as this option was less expensive than cab fares for travel from/to the airport and travel to/from the coin launch. The hotel quoted on the TA was sold out, therefore Pina chose the Norwood Hotel which was less expensive due to a promotional discount.



Travel Expense Form 2019



*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 approvel per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes 🗹 No 💷 If you indicated "Yes", please check which exception(s) were not pre-approved and require approval:

ÇEO APPROVAL REQUIRED: (Piease initial)

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

CFO or CEO APPROVAL REQUIRED: (Please initial)

- Hospitality - Exceptions to Hospitality Policy #51 (Annex 28)
- Hospitality - No pre-approval obtained for the following:
 - Hospitality External or Internal hospitality exceeding Maximum Cost Per Person (Annex 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 44.2)
 - 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 44.1and 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)

- While in Winning & 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
- 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 23.1)
 - Hospitality External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Pers Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

- not in Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no 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)

aña

- Travel Car rental upgrade to a larger vehicle than the intermediate/Standard size to accommodate 3 or more employees (Polloy 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.

A Traveller Name (PRINT NAME)	2 Expense claim protocol by STMONS	3 Approved by Traveller's Director with signing authority {PRINT NAME}
Cuthy Smar in	Signature Simons	Signature of Traveller's Director
Vina Melchionna	05/11/19 Date	Onte
OS TILLIG	anne ann an an a'	the barren is a second of the second and the second of the

The Traveller's Manager confirms that she/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appear reasonable, exceptions as noted above are approved (as required), and the claim has been completed in accordance with the Corporate Travel, Hospitality, Conference & 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 opproval and hereby grants it.

4 Approved by VP (as required) (PRINT NAME)	5.Reviewed by CFO (CEO claims; Board claims; claims	
	for raview prior to (20 approval; other as required)	Autit Committee (as required)
Signature of VP	Signature of CFO	Signature of CEO/Chair of Bloard/Chair of Audit
	Vilant	Committee
Date	Date Nor + 12015	l-mail approval from
7 Reviewed by Finance (PRINT NAME)		Phyllis dark-
		Date
(12)0	λ	08/11/19 Form update 2000 9018
- with	5	NOV 19/19

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 dates	s here fo	or i	CAN	ADA			MON	TH:	Oct-1	9		
Numbers only			2	1 22	2									1	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast				1	1							1			1
Lunch			1 1								-		-		
Dinner			1	1	1		_					+	1	_	
Incidentals	-	-								-				+	
	Enter	your tra	vel dates			US				MON	TH:	4373	9		
	Enter Sat	your tra	21	22	2		Fri	Sat	Sun					Eri	Total
Breakfast						US Thu	Fri	Sat	Sun	MON	TH: Tue	4373 Wed	9 Thu	Fri	Total allowances
			21	22	2		Fri	Sat	Sun					Fri	
Lunch			21	22	2		Fri	Sat	Sun					Fri	
Breakfast Lunch Dinner Incidentals			21	22	2		Fri	Sat	Sun					Fri	



s.19(1)

Purchase summary	• 221	s.19(1)
 Amount paid: \$1417,56 Tax information GST no. 10009-2287 RT0091 \$1.25 GST/HST no. 10009-2287 RT0001 \$160.06		Base Fare - Depart - Business Class (lowest) Base Fare - Return - Business Class (lowest) Base Fare - Return - Business Class (lowest) Surcharges Coods and Services Tax - Canada - 100082287 RT0001 Harmonized Seles Tax - Canada - 100092287 RT0001 Harmonized Seles Tax - Canada - 10009287 Harmonized Seles Tax - Canada - 100092887 Harmonized Seles Tax - Canada - 10009287 Harmonized Seles Tax - Canada - 1000928	1 adult 573.00 573.00 46.00 125 150.06 14.25 50.00 \$1417 ⁵⁶ \$1417 ⁵⁶



Within Canada

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

1. From Teronto City Airport (YTZ) - Check-in and baggage drop-off dwadline: 20 minutes.

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 16.5 x 21.5 in]) and 1 personal item (max. size; 16 x 33 x 43 cm [0 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) > Winnipeg (YWG)

1" bag Complimentary

bag ∾2 ⊢_ Complimentary Max. weight per bag: 32.0 kg (70.0 lb)

Max. dimensions per bag: 158.0 cm (62.0 in)

Winnipeg (YWG) > Toronto (YYZ)

1" bag

Complimentary

r 2™ bag Complimentary Max. weight per bag: 32.0 kg (70.0 lb)

Max. dimensions per bag: 158.0 cm (62.0 in)

Currence

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

Stopover

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

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

View Air Canada's additional checked baggage policy.

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

H> Fare Rules

Business Class (lowest)

ы)[‡] Changes

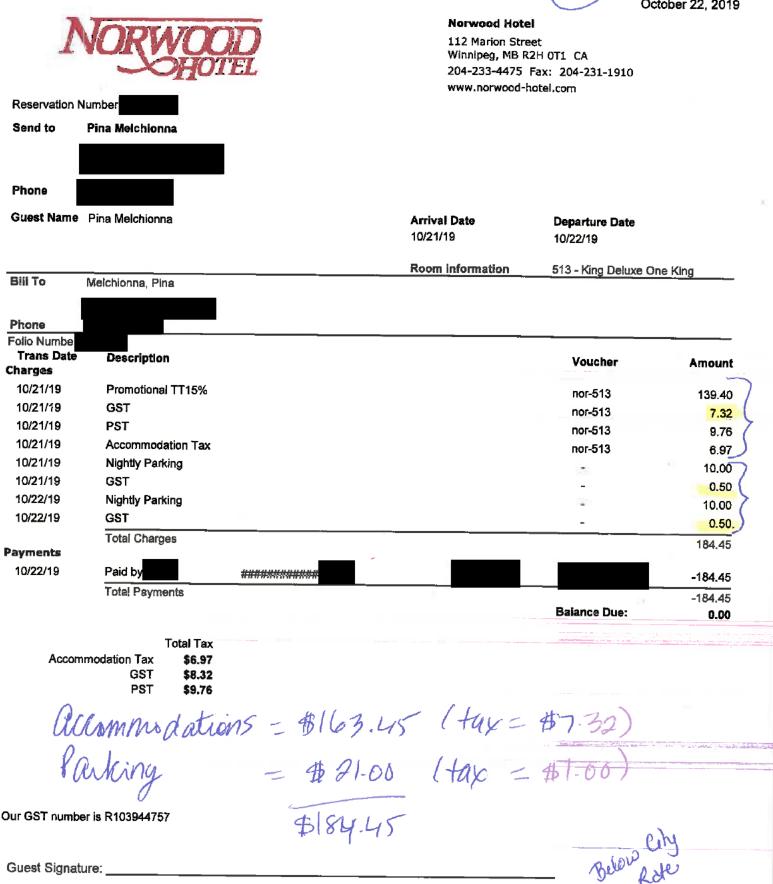
Adult - \$50 CAD

- Before day of departure The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
- Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). · Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on tlights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded). Flights can only be used in sequence from the place ofdeparture specified on the itinerary.

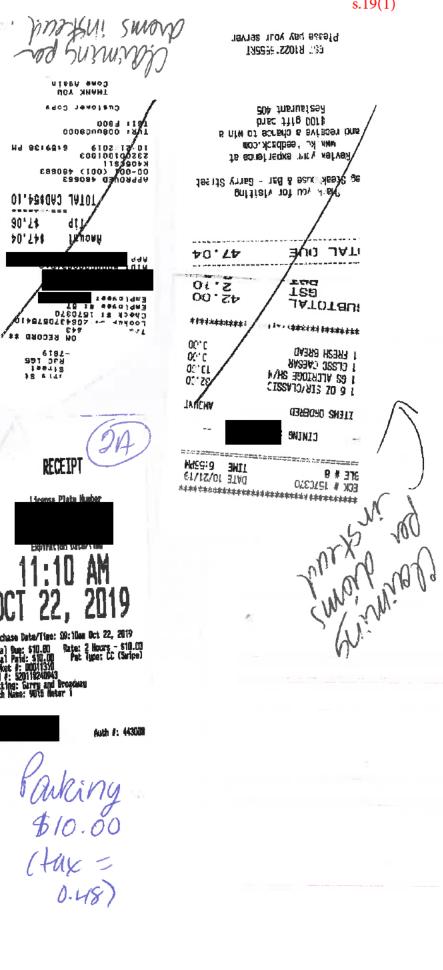
Fare Rules	
Adult - Non-	
refundable	Tickets are non-refundable and non-transferable.
	Cancellations can be made up to 45 minutes prior to departure. If you make a flight change that involves a construction of the departure.
	fare applies once per passenger, regardless of the number of flights that are changed. • Customers who no-show their flight will forfeit the fare paid.
	The second will provide a full refiting without near thread
	 Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made a you are assigned a booking reference) within 24 hours of purchase. View Air Canada to ching reference) within 24 hours of purchase.
	Provided the original booking is considered window.
	 Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a powrite of a powrite
	advance purchase requirements. The new outbound travel date must commence within a one year period from the orig date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
Seat selection*	and the foreited,
Free advance sea	
selection (standard	 Free advance seat selection on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz (subject to availability).
	by start and the canada Express flights operate
📟 Aeropian Miles	
	 150% Aeroplan Miles
	The equivalent in Altitude Qualifying Miles Eas of Minter Altitude Qualifying Miles
	For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge
Business Class (In	waet)
Business Class (lo	west)
Business Class (lo Changes Adult - \$50 CAD	
🗚 Changes	Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes on the difference. Changes can be made as to 2 and
🗚 Changes	 Before day of departure - The change fee per direction, per passenger, is \$50,00 CAD plus applicable taxes and any fan difference. Changes can be made up to 2 hours before departure. Same-day confirmed shares a change is the set of the se
🗚 Changes	 Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any far difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights act).
🗚 Changes	 Before day of departure - The change fee per direction, per passenger, is \$50,00 CAD plus applicable taxes and any fan difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calcored Context of the airport are permitted at no charge (same-day flights only).
🗚 Changes	 Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any fan difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, (JFK) or Newark (FWR) sirrorts of the structure of the set of the s
Adult - \$50 CAD	 Before day of departure - The change fee per direction, per passenger, is \$50,00 CAD plus applicable taxes and any fan difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calcored Context of the airport are permitted at no charge (same-day flights only).
Adult - \$50 CAD	 Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any fan difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded). Flights can only be used in sequence from the place ofdeparture specified on the itinerary.
が Changes Adult - \$50 CAD	 Before day of departure - The change fee per direction, per passenger, is \$50,00 CAD plus applicable taxes and any fan difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, (JFK) or Newark (EWR) airports (connecting flights excluded). Flights can only be used in sequence from the place ofdeparture specified on the itinerary. Tickets are non-refunctable and non temperature.
Adult - \$50 CAD	 Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any far difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, (JFK) or Newark (EWR) airports (connecting flights excluded). Flights can only be used in sequence from the place ofdeparture specified on the itinerary. Tickets are non-refundable and non-transferable.
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が Changes Adult - \$50 CAD	 Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any far difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, (JFK) or Newark (EWR) airports (connecting flights excluded). Flights can only be used in sequence from the place ofdeparture specified on the itinerary. Tickets are non-refundable and non-transferable. Cancellations can be made up to 45 minutes prior to departure. If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i.e. when a new healting is need to be a new ticket (i
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が Changes Adult - \$50 CAD	 Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any far difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA). John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded). Flights can only be used in sequence from the place ofdeparture specified on the itinerary. Tickets are non-refundable and non-transferable. Cancellations can be made up to 45 minutes prior to departure. If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View Air Canada's refund policy Opens in a new window.
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が Changes Adult - \$50 CAD	 Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any far difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded). Flights can only be used in sequence from the place ofdeparture specified on the itinerary. Tickets are non-refundable and non-transferable. Cancellations can be made up to 45 minutes prior to departure. If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View. Air Canada's refund policy Opens in a new window. Provided the original booking is cancelled prior to the original flight 's departure, the value of a new ticket subject to the change applied within a one year period from date of issue of the original flight 's departure, the value of a new ticket subject to the change applied within a one year period from date of issue of the original flight 's departure, the value of a new ticket subject to the change applied within a one year period from date of issue of the original lickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to available.
Adult - \$50 CAD	 Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any far difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, (JFK) or Newark (EWR) airports (connecting flights excluded). Flights can only be used in sequence from the place ofdeparture specified on the itinerary. Tickets are non-refundable and non-transferable. Cancellations can be made up to 45 minutes prior to departure. If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View Air Canada's refund policy Opens in a new window. Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket or passenger applied booking is cancelled prior to the original flight 's departure, the value of the unused ticket or passenger is provided to the original flight 's departure, the value of the unused ticket is prior to the original flight 's departure, the value of the unused ticket or passenger.
★ Changes Adult - \$50 CAD ★ Cancellations Adult - Non- refundable Seat selection*	 Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any fam difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the alroot are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA). John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded). Flights can only be used in sequence from the place ofdeparture. Tickets are non-refundable and non-transferable. Cancellations can be made up to 45 minutes prior to departure. If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Cancellations can be mide up to 45 minutes prior to departure. If you make a flight integration without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View Air Canada's refund policy Opens in a new window. Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused tickel can be applied within a one year period from date of issue of the original flight 's departure, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the regional date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
Changes Adult - \$50 CAD	 Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any fam difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the alroot are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA). John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded). Flights can only be used in sequence from the place ofdeparture. Tickets are non-refundable and non-transferable. Cancellations can be made up to 45 minutes prior to departure. If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Cancellations can be mide up to 45 minutes prior to departure. If you make a flight integration without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View Air Canada's refund policy Opens in a new window. Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused tickel can be applied within a one year period from date of issue of the original flight 's departure, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the regional date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 Changes Adult - \$50 CAD Cancellations Adult - Non- refundable Seat selection* Free advance seat selection (standard) 	 Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any far difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded). Flights can only be used in sequence from the place ofdeparture specified on the itinerary. Tickets are non-refundable and non-transferable. Cancellations can be made up to 45 minutes prior to departure. If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View. Air Canada's refund policy Opens in a new window. Provided the original booking is cancelled prior to the original flight 's departure, the value of a new ticket subject to the change applied within a one year period from date of issue of the original flight 's departure, the value of a new ticket subject to the change applied within a one year period from date of issue of the original flight 's departure, the value of a new ticket subject to the change applied within a one year period from date of issue of the original lickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to available to the change fee per direction, per passenger, plus applicable taxes
 Changes Adult - \$50 CAD Cancellations Adult - Non- refundable Seat selection* Free advance seat 	 Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any far difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded). Flights can only be used in sequence from the place ofdeparture specified on the itinerary.
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s.19(1)

1 of 1 October 22, 2019



I have received the goods and / or services in the amount shown hereon. J agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.



PETRO-CANADA 1895 WELLINGTON AU WINNIPES. MANITOBA RON 102 (204) 985-8216 8\$T PC0519622:7780081 TERNINAL: 847788851 PAYPOINT: 847780891 2819-10-22 14:06 PUHP 81 REGULAR LITRES 9,919 PRICE/! 1.109 Ŝ 11.88* PUEL SALES Ś TOTAL OWED \$ 11.00 TOTAL PAID CREDIT CARD \$ 11.68 + BST INCL. \$ 8.52 **** AUTH 498695 PURCHASE A 0000000931010 008 0098 000 F888 INVOICE VERIFIED BY PIN 08 APPROVED THANK YOU 827 -- INPOSTANT --RETAIN THIS COPY FOR YOUR RECORDS CUSTOMER'S COPY -LEARN HOW TO SAUE 3 CENTS/L EVERY DAY AT PETRD-CANADA.CA/RBC BIVE US YOUR PEEDBACK. CHANCE TO WIN FREE GAS FOR A YEAR!

PETRO-CANP 11.00 (tax = 0.52) Tul for rental car

		s.19(1)	Rental Agreement #: Bill Ref #: Invoice Date: Account #:	6)	2	2/10/2019
ederal GST# :889			BILLING DETAIL			
			Description	Qty/Per	Rate	Amount
			TIME & DISTANCE	2 DAY	27.99	55.98
ILL TO			permit a	Subtotal		55.98
A MELCHIONNA			CONCESSION FEE RECOVERY 16.28 PCT	PCT	16.28	9.42
			VLF REC .95/DAY	2 DAY	0.95	1.90
ENTAL INFORM	IATION		PROVINCIAL SALES TAX	PCT	7.00	4.71
te/Time Out	Start Charges	Date/Time In	GOODS AND SERVICES TAX	PCT	5.00	3.37
21/2019 09:48	10/21/2019 10:15	10/22/2019 14:10	Total Charges (CAD) PAYMENTS			75.38
nter LCHIONNA, PINA			Payment	10-10 Sec. 10 10. 11 10	-	-75.38
ENTAL VEHICL	ES	A. M	Total Payments (CAD)			-75.38
AY DK	SENTRA 7RG3GC	Miles/Kms Out in 27,116 27,188	Amount Due (CAD) Individual line item charges such as rental rate lear, salas taxes and these or surcharges, at routibal up or pown a whole cent to ensure to and/or to avoid fractional cents.	s for Time and Dista Id Charges divided b hat the charges equa	nce, percentac etween multipli at the actual Tr	0.00 e-based charges e parties may be otal Amount Due
aim# / PO# / RO		rad	2			
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ate of Loss T	ype of Loss Type	of Vehicle				
ental	75.38	(tax \$	3.37)			
tuel #	11.00 (-	tax = 0.4 ('tax #	Payment Due within days	s of invoice date) 	
* Supa	Nate M	1	on fuel a			
Diasec Dofum Th			Amount Due (CA			
Please Return II Remit To: Enterprise rent- 1380 Waverley Winnipeg, MB R3T		IIIIance	Paid By: PINA MELCHIONNA		0.1	00
		Account #	Rental Agreement Amore 0.00	unt GP C6N	BR	

000048

Simons, Deborah

From: Sent: To: Subject: pina melchionna Monday, October 28, 2019 2:22 PM Simons, Deborah Fwd: Your Monday morning tri<u>p with Uber</u>

-10

Toronto airport

----- Forwarded message ------From: Uber Receipts <<u>uber.canada@uber.com</u>> Date: Mon, Oct 21, 2019 at 5:55 AM Subject: Your Monday morning trip with Uber To:

Uber

Total: CA\$25.62 Mon, Oct 21, 2019

Thanks for riding, Pina

We hope you enjoyed your ride this morning.

Total



Trip Fare

CA\$15.92

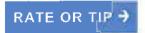
Subtotal

CA\$15.92

100 ¹⁰	s.19(1)
HST	CA\$2.95
Tolls, Surcharges, and Fees 😨	CA\$6.75
	CA\$25.62
A temporary hold of CA\$25.62 was placed on your payment method ••••••••••••••••••••••••••••••••••••	is not a charge and
GST Registration Number 702328915RT0001	
Visit the trip page for more information, including invoices (where available)	
You rade with	
You rode with	14
4.87 🙀 Rating	

is known for: **Excellent Service**

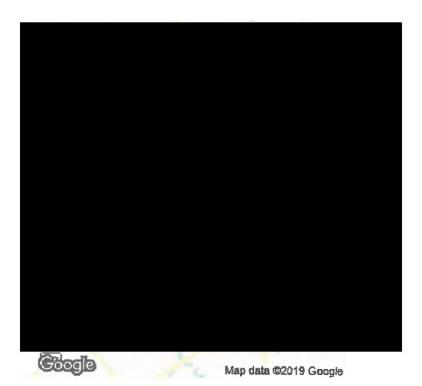
How was your ride?



s.19(1)

License Plate:
intact
Every rideshare trip in Toronto is insured for a covered auto accident by Intact. Learn more.
13.52 km 13 min
05:42am
Canada
05:55am
14 N Star Rd, Mississauga, ON L4W 1S9, 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 >

Simons, Deborah

From: Sent: To: Subject: pina melchionna Monday, October 28, 2019 2:07 PM Simons, Deborah Fwd: Your Tuesday evening trip with Uber

Iononto airport

----- Forwarded message ------From: Uber Receipts <<u>uber.canada@uber.com</u>> Date: Tue, Oct 22, 2019 at 8:38 PM Subject: Your Tuesday evening trip with Uber To:

Uber

Total: CA\$27.49 Tue, Oct 22, 2019

Thanks for riding, Pina

We hope you enjoyed your ride this evening.

Total



Trip Fare

CA\$16.62

Subtotal

CA\$16.62

s.19(1)

HST	CA\$3.16
Wait Time 📀	CA\$0.46
Tolls, Surcharges, and Fees 😨	CA\$7.25

CA\$27.49

s.19(1)

A temporary hold of CA\$26.97 was placed on your payment method •••• at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. Learn More

GST Registration Number 791188733RT0001

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

You rode with





2. Has passed Uber Multi-Step Safety Screen

4.92 ★ Rating

Excellent Service

2

How was your ride?



Your driver was licensed by None (licence number: **Constant and an analysis**. In the event that you have any issue with the service you received, please let us know via the Help option in your app, or via <u>help.uber.com</u>. In the event that you have a formal complaint, you should also consider contacting None and, if relevant, the police.



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

UberX 16.85 km | 16 min

08:21pm 5990 Airport Rd, Mississauga, ON L5P, Canada

ⁱⁱ 08:38pm

Canada

Map data @2019 Google



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 >

CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec

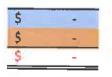
53.11

\$

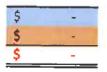
\$ 53.11 \$ 5.69 \$ 47.42

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

2 Caps in Ontario 1525.62 + \$27.49 \$53.11

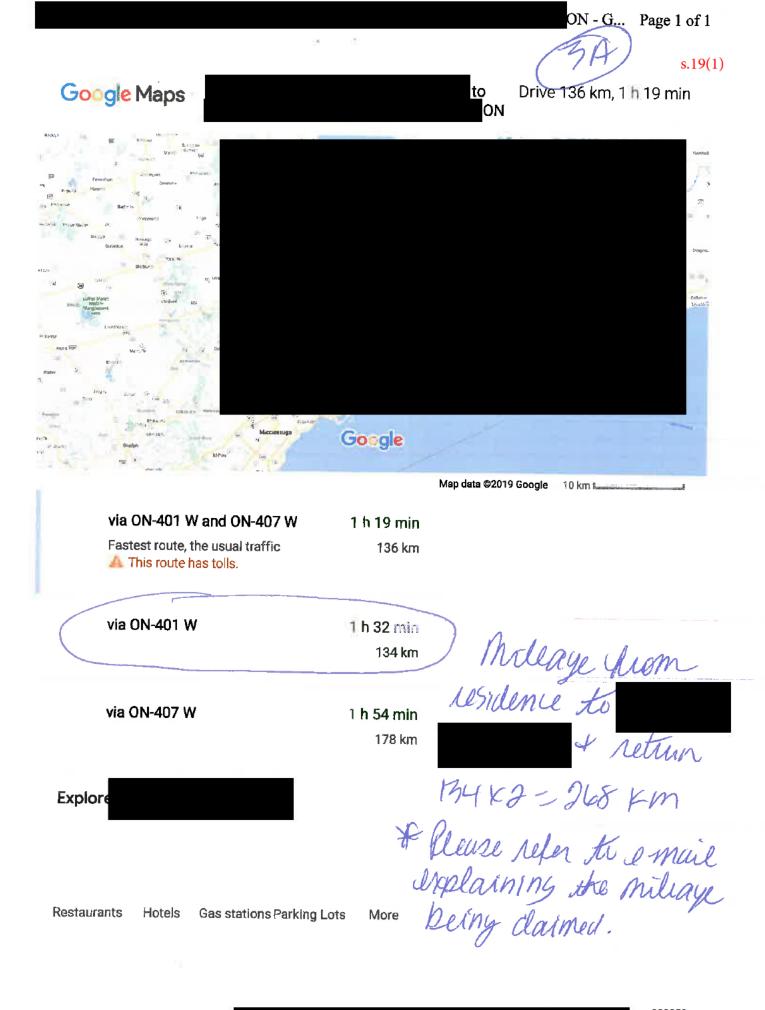


Taxis for BC & Saskatchewan & Alberta & Manitoba



The figures you need GRAND TOTAL TOTAL TAX SUMMARY Page total

\$	53.11
5	5.68
\$	47.42



Simons, Deborah

From: Sent: To: Subject: pina melchionna Monday, October 28, 2019 2:06 PM Simons, Deborah Re: Travel expense claim - Winnipeg

Thanks for being so organized... I will start to gather the receipts and send them to you. Please note that I drove from my home at a start to gather the receipts and send them to you. Please note that I drove my flight and stayed a start to avoid incurring a hotel charge as my flight was too early for me to take the train the morning of. I then took an uber to the airport in order to avoid airport parking charges which are \$40 per day. And then took an uber other receipts. Thanks Deborah!

On Wed, Oct 23, 2019 at 2:44 PM Simons, Deborah <<u>simons@mint.ca</u>> wrote:

Dear Pina,

I hope your Winnipeg trip went well, and that you enjoyed your tour of our Winnipeg facility. I would appreciate it if you could send your receipts to my attention when ready for completion of your travel expense claim. I already have the invoice for airfare.

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

s.19(1)

TRAVEL EXPENSE REPORT

9 B				Revised May
Departure	Date: 21-Oct	1	Return Date	22-Oct
ch celebrating the 17	5th anniversary of the	birth of Lo	uis Riel, and	tour of the
Amount	Meals & Incid	entals		
\$ 1,417.56	Note: Please	use the mea	al allowance	calculator
	below to dete	rmine the e	xact numbe	rof
	meal allowand	es and incid	lentals.	
\$ 163.45		Rate	# Meals	Total
\$ 152.76	Breakfast	\$20.35	1	\$ 20.35
\$ 31.00	Lunches	\$20.60	1	\$ 20.60
\$ 53.11	Dinners	\$50.55	2	\$ 101.10
\$ 75.38	Incidentals	\$17.30	2	\$ 34.60
\$ 11.00		•		\$ 176.65
	Total Travel Ex	penses		<u> </u>
\$ 1,904.26				
\$ 176.65				
\$ 2,080.91				
	Amount \$ 1,417.56 \$ 163.45 \$ 163.45 \$ 152.76 \$ 31.00 \$ 53.11 \$ 75.38 \$ 11.00 \$ 53.12 \$ 1,904.26 \$ 176.65	Amount Meals & Incid \$ 1,417.56 Note: Please below to dete meal allowand \$ 163.45 S 152.76 \$ 152.76 Breakfast \$ 31.00 Lunches \$ 53.11 Dinners \$ 75.38 Incidentals \$ 11.00 Total Travel Ex \$ 1,904.26 S	Amount Meals & Incidentals \$ 1,417.56 Note: Please use the meal below to determine the e meal allowances and incidentals \$ 163.45 Rate \$ 152.76 Breakfast \$20.35 \$ 31.00 Lunches \$20.60 \$ 53.11 Dinners \$50.55 \$ 75.38 Incidentals \$17.30 \$ 11.00 Total Travel Expenses \$ 1,904.26 \$ 176.65	Departure Date: 21-Oct Return Date ch celebrating the 175th anniversary of the birth of Louis Riel, and Meals & Incidentals \$ 1,417.56 Note: Please use the meal allowance below to determine the exact number meal allowances and incidentals. \$ 163.45 Rate # Meals \$ 163.45 Rate # Meals \$ 163.45 Incidentals 1 \$ 163.45 Note: Please use the meal allowance below to determine the exact number meal allowances and incidentals. 1 \$ 163.45 Incidentals 1 \$ 163.45 Incidentals 1 \$ 11.00 Total Travel Expenses 2 \$ 1,904.26 \$ 176.65 1

Meal allowance and incidental calculator

Insert Date $ ightarrow$			21 Oct.	22 Oct				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast				1				1
Lunch			1	_				1
Dinner			1	1				2
Incidentals			1	1				2

Per Diem Calculator

Insert Date \rightarrow			21 Oct.	22 Oct.				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			1	1				2

ibhr Linger for Claimant Signature:

05/11/19 Date:

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

Coin event October 21, 2019

s.19(1)

 \checkmark

_

Success! Your room is booked.

Check mullerk@mint.ca to view your confirmation email.

Thanks, Pina ! Your itinerary number is

Room 1 Confirmation #:

Confirmed

Thank you for choosing our property. We look forward to your arrival.

Add to calendar

 \propto Share

Room Details

Norwood Hotel 112 Marion Street, Winnipeg, MB R2H0T1 1-204-233-4475 info@norwood-hotel.com www.norwood-hotel.com

Confirm

King Deluxe
Promotional 15% 1 night

CA\$139.40

Dates Mon, Oct 21, 2019

Tue, Oct 22, 2019 (1 night)

Guests

1 Adult

Guest Information

Pina Melchionna mullerk@mint.ca 613-355-6458

Additional Details and Preferences

Pina might be arriving earlier, could it be possible to have an early check in time

Payment Method

Cancel Room

Taxes and Fees: CA\$24.05 V Total: CA\$163.45

Policies

Check-inCheck-outAfter 3:00 PMBefore 11:00 AM

ROOM 1 KING DELUXE

Guarantee Policy

A valid credit card is required to guarantee all reservations. The card used to guarantee is to hold the reservation only. A form of payment will be required upon check in.

Cancel Policy Cancel by 4pm local hotel time on arrival date to avoid a one night penalty.

s.19(1)

Simons, Deborah		
From: Sent: To: Subject:	Phyllis Clark Monday, December 02, 2019 3:40 PM Simons, Deborah Re: Seeking approval - travel expense claim TABCC82973 - Pina Melchionna - B19-044	V
Approved Sent from my iPhone		

On Nov 28, 2019, at 12:40 PM, Simons, Deborah <<u>simons@mint.ca</u>> wrote:

1

Dear Phyllis,

Attached is a travel expense claim for approval. This represents Pina'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 two exceptions: 1) one cab receipt is missing, so Pina provided an e-mail instead (attached); 2) Pina travelled from/to Cobourg on VIA Rail instead of from/to Toronto via air as per her blanket Travel Authority – the VIA Rail option was less expensive. 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

<image002.jpg>

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

Tel/Tél. : 613-716-4439 simons@mint.ca | simons@monnale.ca mint.ca | monnale.ca

<B19-044 - Melchionna - Ottawa November 18-21, 2019.pdf>

s.19(1)

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Claimant	Pina Melchionna	· · · ·	Cost estim	ate prov	ided on TA	\$5,400.00	- 24/4
Cost Centre	121 Legal Services (Board)		 Hospitality estimation 	ate prov	ided on TA		
				-	arture Date	18-Nov-19	ł
Travel Location and	d Reason				leturn Date		
(attach supporting	documents):		THEM		f Board claims only)		1
B19-044						3049	~
To attend Board of Direc	tors meetings and busine	e dinnere: alco	Currency	Convers			
attended a Canada Schoo	of Public Service trainin	as uniters, also	1 Unit of USD		is Worth	of	
in Ottawa (training was h	eld at RCM).	and accasion while	0.50			CAD	
	,					CAD	
Cobourg/Ottawa/Cobourg	g					CAD	
						CAD	
Total Travel Expon	ses (inclusive of fare	->	·				
						2,082.47	
Prepaid Fares (Paid	using Amex Corpo	rate Billing A	ccount)			0.00	
Alfiare Previously (laimed by Travelle	r (Paid using	Traveller's Amex Card)			0.00	
Airfare previously c	laimed by Traveller	under this T	A # (ENTER AS POSITIVE	S AMOI	INT		
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	turned (ENTER AS	S POSITIVE	SAMOUNT)				
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent	
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41200 - Meals (foreign)				-		0.00	-
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Page 2		Total Amount	Actual	Calc		USD	_	
-		(incl. HST/GST)	HST/GST	HST/GST		Expenses		
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RCM Paid Fares (Rai	il-Domestic)							
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otal Meals	ļ		50.55	2,41	[
ncidentals	\$17.30	4	69.20	3.30	\$17.30			_

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

Grand Total USD Expenses

Notes for Expenses

1) Breakfast was included with the accommodations on 19, 20 & 21 November; 2) RCM provided dinner on 18 & 19 November, and lunch on 19, 20 & 21 November; 3) Pina only paid 5 cab fares - for all other trips between RCM/hotel/dinners Pina either walked or rode with someone else; 4) One cab receipt is missing so Pina has provided an e-mail (attached); 5) Travel is normally a flight from Toronto as per the blanket TA, but for this trip Pina chose a less expensive option, VIA Rail, which allowed her to travel from a VIA Rail station closer to her residence in Cobourg; 6) While in Ottawa Pina also attended a one-day training session held by Canada School of Public Service, at RCM, on 21 November (EAHCE12415).

2,082.47

231.01)



Travel Expense Form 2019



*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 🗾 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 2B and 44.1)
 - Hospitality Alcoholic beverages provided (Policy Section 44.1)
 - Hospitality Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
 - Hospitality Entertainment provided (Policy Section 44.1)
 - Hospitality Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
 - Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence
 - (Policy Sections 44.1 and 46.4)
 - Hospitality - Special forms of hospitality (Annex 2B)
 - Hospitality No pre-approval prior to expenditure (Section 44.7) Ē.

VP APPROVAL REQUIRED (CEO APPROVAL 1F 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) M: 95(1) GONE (COD FELEIDT 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
- Missing original itemized receipts. Explanation provided (Policy section 26.2)

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 to abuse or a contains only eligible allowances and legitimate and actual to abuse or a contains only eligible allowances and legitimate and actual to abuse or a contains only eligible allowances and legitimate and actual to abuse or a contains only eligible allowances and legitimate and actual to abuse or a contains on the second actual to the secon expense

Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that oil required supporting documentation is contained in this expense claim, that the Corporate Travel, Hospitality, Conterence & Event Policy #31 (as appreaded, und on require a approximate with these policies. Dependent of the claim has been completed in accordance with these policies. Dependent of the claim has been completed in accordance with these policies.

A		
Travellar Name (PRUNT NAME)	2. Expense claim presared by St Mou	3 Approved by Traveller's Director with signing authority
Armerseconorie	(PRINTNAME) PCODY ILLIERC	(PROIT NAME)
DIMA Limon los	VIMA Simons	
Signature of traveller	Signature	Signature of Traveller's Director
Vina Milarionna	25/11/19	
Base OSTUTIA	2962	Eate

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

	Jennifer Camelon	
4 Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for reviewedgor to CEO approval; other as required)	64 pproved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFD	Signature of CEO/Chair of Board/Chair of Audit Committee
Date	Date Nov 26/2019	l-mail approval from
7.Reviewed by Finance (PRINT NAME)		parte Varte
Caboring		02/12/19 Dec 11/19 Dec 11/19

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 t	for	CAN	ADA			MON	TH:	Noven	nber		
<u>Numbers only</u>			1	8 1	9] 20	0	21						-	-	Total
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Lunch		-												-+	-
Dinner		-				1								+	-
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Incidentais				11	20	12									
ncidentals				1	1	1	1								
Incidentals	Enter	vour tra	vel date	1) s here f	or the	US	1		<u></u>	MON	<u></u>	Nover	ther		
Incidentals	Enter	your tra	vel date		or the	US	21			MON	TH:	Novem	1ber		
Incidentals	Enter Sat	your tra	- No. 1		da		21 Fri	Sat	Sun					IFri	Total
			1	8 1	9 20) :		Sat	Sun	MON	Tue	Novem	iber Thu	Fri	Total
Breakfast			1	8 1	9 20) :		Sat	Sun					Fri	
Breakfast Lunch			1	8 1	9 20) :		Sat	Sun					Fri	
Incidentals Breakfast Lunch Dinner Incidentals			1	8 1	9 20) :		Sat	Sun					Fri	

Simons, Deborah

From: Sent: To: Subject: VIA Rail Canada <service@viarail.ca> Thursday, November 14, 2019 9:54 AM Simons, Deborah VIA Rail Itinerary & Receipt | Nov 18, 2019 - Booking Ref:

ITINERARY / RECEIPT - NOT VALID FOR TRAVEL

Thank you for choosing VIA Rail Canada .



BOOKING CONFIRMATION:

PINA MELCHIONNA

IMPORTANT - AN E-BOARDING PASS HAS BEEN ISSUED FOR EACH SEGMENT OF THIS TRIP AND HAS BEEN SENT IN A SEPARATE E-MAIL. Please bring all e-boarding passes on your trip and review this confirmation carefully as it includes some important information about travelling with us.

Customers with special service requests

VIA suggests that all customers with special service requests arrive at VIA stations early for safe and timely access to the correct platform. Please validate VIA station hours as some stations open 30 minutes prior to scheduled train time.

ITINERARY #1

TRAIN 644 | info

From: COBOURG Mon. Nov 18, 2019

Departure: 14:26

Arrival: 17:58

To: OTTAWA Mon. Nov 18, 2019

Class: Business Plus

Remarks: Operated by: VIA Rail Canada.

Travel Advisory! Starting October 29, 2019, only regular and prepaid credit cards (AMEX, Visa and Mastercard) and VIA Rail gift cards will be accepted as methods of payment on board.

ITINERARY # 2

TRAIN 55 info

From: OTTAWA Thu. Nov 21, 2019

Departure: 15:30

Arrival: 18:50

To: COBOURG Thu. Nov 21, 2019

Class: Business Plus

Remarks: Operated by: VIA Rail Canada.

Travel Advisory! Starting October 29, 2019, only regular and prepaid credit cards (AMEX, Visa and Mastercard) and VIA Rail gift cards will be accepted as methods of payment on board.

RECEIPT

FARE INFORMATION

PINA MELCHIC		.T.: \$56.42 P.S.T.:	\$434.00 \$0.00 TOTAL: \$490.42
TAX INFORM			40.00 IUTAL. \$490.42
Taxable fare: \$ G.S.T/H.S.T. n	434.00 umber: 105521785	RT001	
	AD	DITIONAL AMOUNT PA	ND
FARE: \$0.00	G.S.T/H.S.	T.: \$0.00 P.S.T.: \$	0.00 TOTAL: \$0.00
	** - AUTHORIZA N DATE: 10/28/201		
ITINERARY	FARE PLAN	REFUND/EXC	HANGE CONDITIONS
PINA MELCHI	ONNA (Adult)		
COBOURG / OTTAWA	BUSINESS PLUS	without service charge case of exchange.	changeable and refundable a. A fare difference may apply in exchangeable and non-
OTTAWA / COBOURG	BUSINESS PLUS	without service charge case of exchange.	changeable and refundable e. A fare difference may apply in exchangeable and non-
	BA	GAGE ALLOWANCI	E*
Carry-on bagg 1 PERSONAL / Max. 11.5 kg (29 Max. 43 x 15 x 3	TEM	.)	
AND			
2 LARGE ITEMS Max. 23 kg (50 l Max. 158 linear			
OVERWEIGHT	ITEM(S): Items over	23kg (50lb.) not permitted or	n board.
			3 kg (50lb.) \$40 (tax included) per
hecked bagg	age		
No checked bag policy.	gage service is avail	able on this train. Please cor	mply with the carry-on baggage
*VIA reserves th as you may be s	e right to weigh any a ubject to excess cha	and all baggage which may r rges.	result in applicable allowance fees,
	CONE	ITIONS OF CONTRA	СТ
1. Your rail	ticket is not transfere	ble and is valid only for trave	el on the train(s) and date(s)
shown. 2. For any n soon as r	nodification or cance	llation, please change or car cheduled departure of your i	ncel your reservation online as train (subject to the conditions

- soon as possible prior to the scheduled departure of your train (subject to the conditions of your fare plan.)
 For operational reasons, VIA Rail reserves the right to restrict platform access five (5) minutes before your scheduled departure.

- Times shown are not guaranteed. If necessary, VIA Rail may cancel a train or substitute alternate transportation without notice.
- 5. To ensure all passengers' safety, VIA Rail reserves the right to inspect all baggage.
- You are responsible at all times for your carry-on baggage. VIA Rail assumes a limited liability for loss or damage to checked baggage. Ask VIA Rail personnel for more details.

NOTICE OF LIABILITY LIMITATION FOR DELAYS AND CANCELLED TRAINS

Although VIA Rail will use all reasonable efforts to carry the passenger and its property in accordance with the contract of carriage, timetables, schedules and other representations regarding trip time are approximate and provided for information purposes only. Times shown in timetables or elsewhere do not bind VIA Rail and form no part of the contract of carriage.

Schedules are subject to change without notice. VIA Rail may cancel a train or substitute alternate transportation without notice.

VIA Rail specifically disclaims liability for any inconvenience, expense, or damages, lost profits, loss business or otherwise, resulting from errors in its timetables, schedules and other representations regarding timing or resulting from delayed or cancelled trains either caused by the fault of VIA Rail, third parties, passengers or by unforeseen circumstances. No responsibility for damages caused by delays, cancellations or alternate transportation substitution, such as damages resulting from passenger's purpose of travel or personal schedule at arrival, will be assumed by VIA Rail.

Seat Assignment

SEAT ASSIGNMENT

Seats are automatically assigned when purchasing tickets, but can be changed by calling the VIA Customer Centre at 1-888-842-7245 or by emailing service@viarail.ca. Please note that seat assignment is not available on all trains, and is subject to change without notice due to equipment changes or other operational issues.

VIA RAIL GIFT CARDS

The VIA Rail gift card is reloadable and may be used to purchase VIA Rail Canada services and products at staffed stations and on-board trains. VIA Rail Canada is not responsible if your card is lost, stolen, or destroyed, or if the card balance is used without your permission. The card is not refundable, except where required by law. Purchases made with this card are subject to the applicable refund policy; any amount refunded will be applied to the card.

To consult the remaining balance, or for additional information, consult our website at www.viarail.ca/en/giftcard.

Other Useful Information (links)

- Seat Assignment in Economy Class
- VIA's baggage policy
- VIA Terms and Conditions

Customer Support

 For assistance or queries regarding your train booking, please contact VIA Rail for help at <u>service@viarail.ca</u>

How to modify a booking online?

- You can modify your booking online if you have not yet exchanged this booking confirmation for a paper ticket.
- Go to reservia.viarail.ca/changebooking/requestchange.aspx?l=en

8 1

- Follow the instructions
- Ticket Exchange Conditions

Risk Free Booking

 Fully refundable prior to paper ticket issuance if cancelled online within 24 hours of initial booking and before scheduled train departure, whichever comes first.

How to cancel a booking online?

- You can cancel your booking online if you have not yet exchanged this booking confirmation for a paper ticket.
- Go to reservia.viarail.ca/cancellation/request.aspx?l=en
- Follow the instructions

How to get a refund if paper tickets have already been issued?

- Call 1 888 VIA-RAIL (842-7245) to cancel your booking
- Then go to a VIA station with your unused ticket (including the "Receipt" portion) and the credit card used to purchase your ticket, to obtain your refund.



BOARDING PASS

8

Please present this document for boarding



PASSENGER : PINA MELCHIONNA, Adult	
VIA PRÉFÉRENCE :	



COBOURG

Date : Mon. Nov 18, 2019 Departure : 14:26 OTTAWA Date :

Date : Mon. Nov 18, 2019 Arrival : 17:58

Train # 644	Carrier VIA Rail Canada	Class Business Plus	Car 1	Seat 9B Aisle Forward facing	
-----------------------	----------------------------	-------------------------------	----------	---------------------------------------	--

REFUND/EXCHANGE CONDITIONS

<u>Before Departure</u> : Exchangeable and refundable without service charge. A fare difference may apply in case of exchange.

After Departure : Non-exchangeable and non-refundable.

BAGGAGE ALLOWANCE

For all details regarding your baggage allowance, please refer to your ITINERARY AND RECEIPT email.

CONDITIONS OF CONTRACT

For all details regarding the conditions of contract, please refer to your ITINERARY AND RECEIPT email.

IMPORTANT INFORMATION

Photo ID may be required on board the train. Failure to present a photo ID may result in having to purchase a new ticket at the regular fare on board the train.

Travel Advisory! Starting October 29, 2019, only regular and prepaid credit cards (AMEX, Visa and Mastercard) and VIA Rail gift cards will be accepted as methods of payment on board.



BOARDING PASS

a.

Please present this document for boarding



PASSENGER : **PINA MELCHIONNA,** Adult VIA PRÉFÉRENCE :

Confirmation	#	:	
FTR :			

OTTAWA

Date : Thu. Nov 21, 2019 Departure : 15:30

СОВО	URG
Date :	Th

Date : Thu. Nov 21, 2019 Arrival : 18:50

Train # Carrier Class 55 VIA Rail Canada Business Plus	Car 1	Seat 12S Forward facing
---	----------	----------------------------------

REFUND/EXCHANGE CONDITIONS

<u>Before Departure</u> : Exchangeable and refundable without service charge. A fare difference may apply in case of exchange.

After Departure : Non-exchangeable and non-refundable.

BAGGAGE ALLOWANCE

For all details regarding your baggage allowance, please refer to your ITINERARY AND RECEIPT email.

CONDITIONS OF CONTRACT

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Travel Advisory! Starting October 29, 2019, only regular and prepaid credit cards (AMEX, Visa and Mastercard) and VIA Rail gift cards will be accepted as methods of payment on board.



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 Pina Melchionna

Canada

 Room/Chambre
 :
 0384

 Folio #
 :
 :

 Invoice #
 :
 :
 :

 Cashier/Cassier #
 :
 :
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 Page #
 :
 1 of 2
 :
 :
 :

Reference No.

Arrival/Arrivée	: 11-18-19
Departure/Départ	: 11-21-19

Date	Description	Additional Information/Supplémentaire	Charges	Credits
11-18-19	Room Charge		400.00	SWEWE
11-18-19	Municipal Accommodation Tax	(16.00	
11-18-19	Room HST (13%)		54.08	
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	Room Charge		400.00	
11-20-19	Municipal Accommodation Tax		16.00	
11-20-19	Room HST (13%)		54.08	

ų,

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 held personally liable in the event that the inciciated person, company or association fails to pay for any part of or the full amount of these charges, Orvedue 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 Mall. Hed 1 refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (SaL) credit to my account. (At participating holde).)

Je ma porte porsonnalisment responsable du règlement total de cette note au cas ou la compagnie. l'association ou son représentant désigné en rofuserait le palement. Les comptes en souffrances sont suplet a un intérôt de 1,5% par mois après un mois. (18,00% par ennée) Jet accepté le livraison du journe. The Giobe and Mail. Si Jévais refués. Jeursie pu obtenir un crédit à mon compte de 1.055 par jour (du Lund au Vendraid) de de 2.00§ le Samedi. (Dans les hôteis participante.)

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

Hairmont CHÂTEAU LAURIER

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

Mrs Pina Melchionna

Canada

: 0384
:
:
: 226475
[:] 2 of 2

Reference No.

Arrival/Arrivée	:	11 -1 8-19
Departure/Départ	:	11-21-19

Date	Description		Addition	al Information/Supplémentaire	Charges	Credits
			_	Total	1,410.24	0.00
				Balance Due/Solde	1,410.24	
GST S	ummary / Sommaire		HST Summary /	Sommaire		
Room/(Chambre	0.00	Room/Chambre	162.24		
F&B/Re	estauration	0.00	F&B/Restauration	0.00		
Other/A	utres	0.00	Other/Autres	0.00		
Total		0.00	Total	162.24		

£.

Thank you for choosing Fairmont Hotels & Resorts.

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

Merci d'avoir choisi les Hôtels Fairmont.

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

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

I agree that my liability for this bill is not waived and I agree to be held personally fable in the event that the indicated person, company or ascolation fails to pay for any part of or the full amount of these charges. Overdue before subject to a surcharge at the rate of 1.5% per month after one month. (18.0% per snum.) I have accepted delivery of The Globe and Mail, Had I mfused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Set.) credit to my account. (At perticipating hotels.)

Je ma porte personnellement responsable du réglement total de cette nois au cas ou la compagnie, l'association ou son représentant désigné en refusarai i lo palement. Les comptes en acuffrance sont expleté du initréré de 1,5% par mois après un mois. (19,00% par annés) J'al accepté is livraison du journai. The Globe and Mell. Si l'avits refusé, l'aurais pu obtenir un crédit à mon compte de 1.005 par jour (du Lundi nu vendrade i de 2.006 le Samedi. (Dans les hôtels participants.)

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

20	FARE RECEIPT	
DATE: 🔥	100 14/19	
PICK UP		
DROP OFF	UID-	
COST:		
GRATUITY:		
TOTAL:	15.00	

*

(ab from residence to VIA Rail Station

Simons, Deborah

From: Sent: To: Subject: pina melchionna Thursday, November 21, 2019 8:20 AM Simons, Deborah Fwd: Your Monday evening trip with Uber

Sent from my iPhone

Begin forwarded message:

Cabyron VIA Rail Station to hotel.

From: Uber Receipts <uber.canada@uber.com> Date: November 18, 2019 at 6:15:22 PM EST To: Subject: Your Monday evening trip with Uber



Total: CA\$11.96 Mon, Nov 18, 2019

Thanks for riding, Pina

We hope you enjoyed your ride this evening.



Total

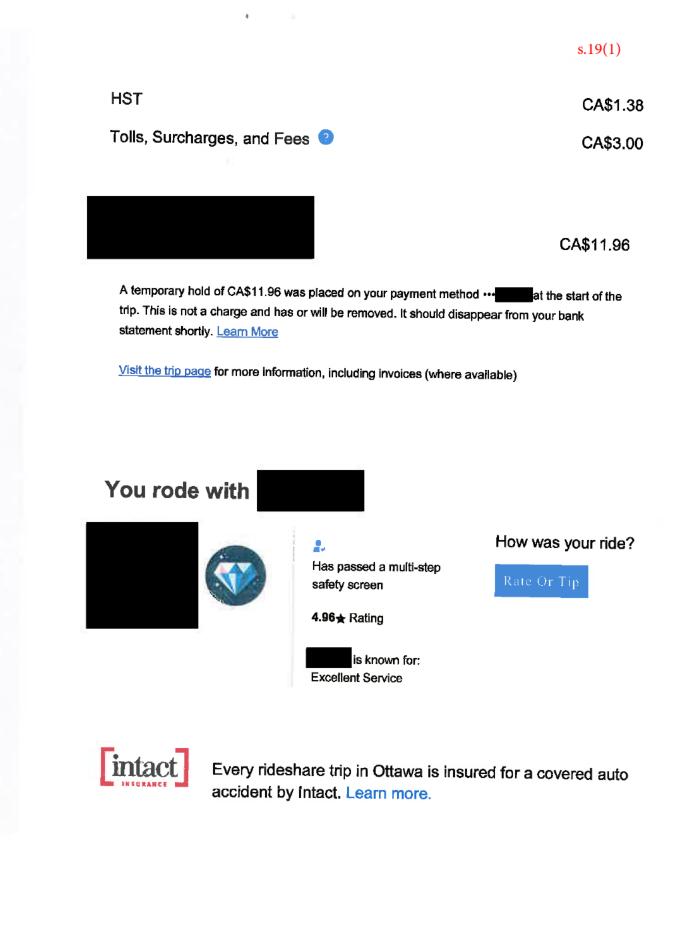
CA\$11.96

Trip Fare

CA\$7.58

Subtotal

CA\$7.58







Invite your friends and family.

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

to try Uber. Share code:



Simons, Deborah

From: Sent: To: Subject: pina melchionna Thursday, November 21, 2019 9:17 AM Simons, Deborah Fwd: Your Thursday morning trip with Uber

Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <uber.canada@uber.com> Date: November 21, 2019 at 8:26:38 AM EST To: Subject: Your Thursday morning trip with Uber

Cab from hotel to Rem



Total: CA\$7.46 Thu, Nov 21, 2019

Thanks for riding, Pina

We hope you enjoyed your ride this morning.



CA\$7.46

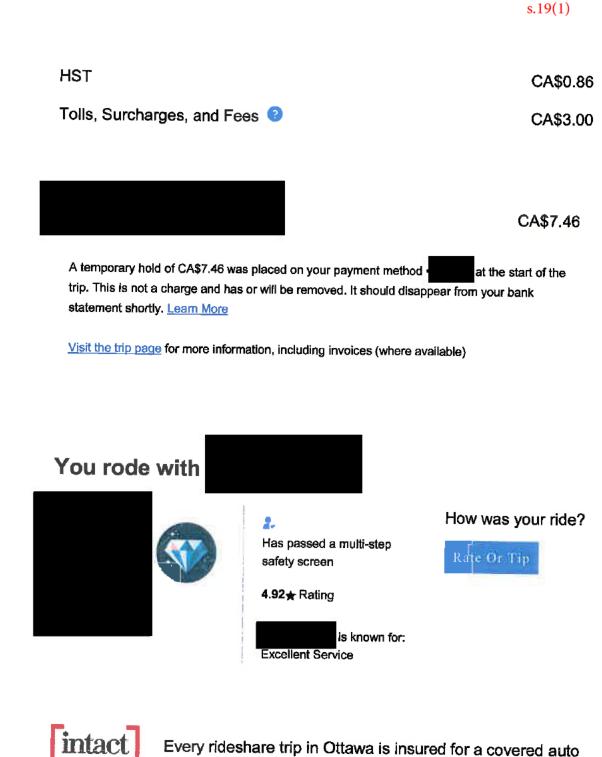
Trip Fare

Total

CA\$3.60

Subtotal

CA\$3.60



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

08:18am 700 Sussex Dr, Ottawa, ON K1N 1K4, Canada

08:25am Ottawa, ON K1N 5C7, Canada





Invite your friends and family.

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

to try Uber. Share code:



Simons, Deborah

From: Sent: To: Subject:

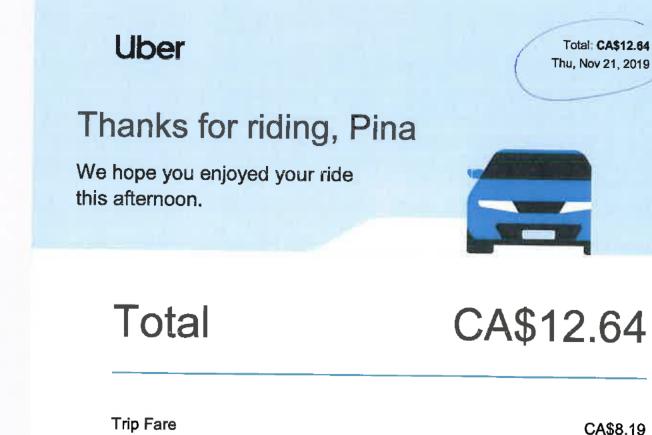
pina melchionna Thursday, November 21, 2019 3:16 PM Simons, Deborah Fwd: Your Thursday afternoon trip with Uber

Sent from my iPhone

Begin forwarded message:

Cab from RCM to VIA Rail Station

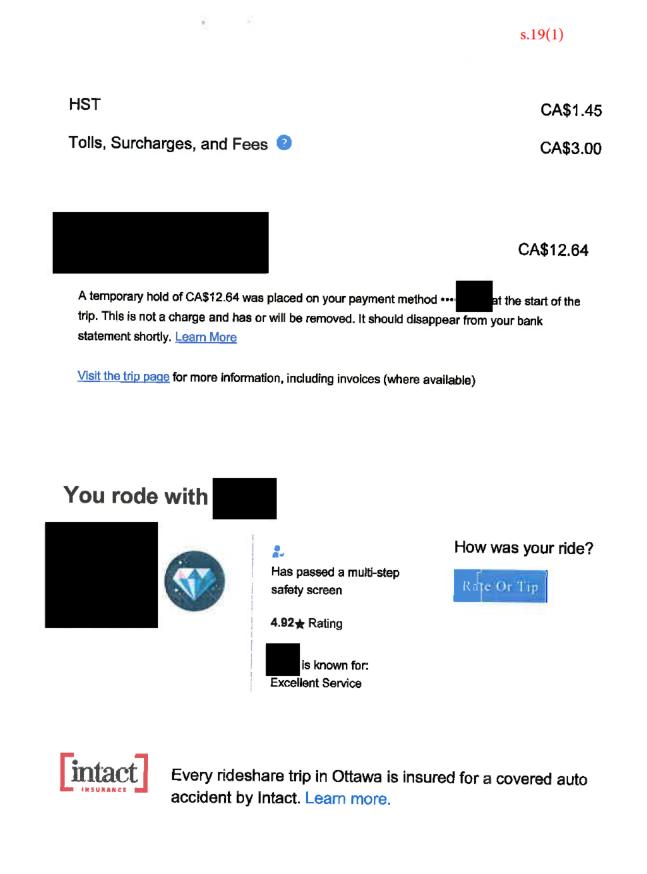
From: Uber Receipts <uber.canada@uber.com> Date: November 21, 2019 at 3:07:25 PM EST To: Subject: Your Thursday afternoon trip with Uber



CA90.19

Subtotal

CA\$8.19



02:55pm Ottawa, ON K1N 5C7, Canada

03:07pm Ottawa, ON K1G 5P4, Canada





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Invite your friends and family.

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

to try Uber. Share code:



Taxis for Ontario & Quebec

62.06

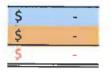
\$

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15.00 11.96 7.46 au 12.64 anterno 12.64 anterno 15.00 02.06



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



Taxis for BC & Saskatchewan & Alberta & Manitoba

\$
\$
\$ 15

The figures you need GRAND TOTAL TOTAL TAX

SUMMARY Page total

\$	62.06
\$	6.65
Ś	55.41

TRAVEL EXPEN		A		R	Revised May 6, 2019
Claimant:	Pina Melchionna	Departure	Date: 18-Nov	Return Date:	21-Nov
Location:	Ottawa				
Purpose:	Board of Directors meet session at RCM.	ings and business dir	ners; Canada School of F	Public Service one-day	r training
TRAVEL EXPE	NSE	Amount	Meals & Incident	als	
Airfare			Note: Please use	the meal allowance of	alculator
Baggage Fee	S		below to determi	ne the exact number	of

\$ 490.42

\$ 1,410.24

\$ 1,962.72

_

62.06

\$

\$

meai	allowances	and i	nciden	itals

	Rate
Breakfast	\$20.
Lunches	\$20.
Dinners	\$50.
Incidentals	\$17.

Rate	# Meals	Total
\$20.35	0	\$ -
\$20.60	0	\$ -
\$50.55	1	\$ 50.55
\$17.30	4	\$ 69.20
		\$ 119.75

Total Travel Expenses

Total Meal/Incidentals \$ 119.75 TOTAL \$ 2,082.47

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date \rightarrow			18-Nov	19-Nov	20-Nov	21-Nov		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch								0
Dinner				_	1			1
Incidentals			1	1	1	1		4

Per Diem Calculator

Change Fees

Hotel Accommodations

Private Accomodation (\$50/ngt)

Mileage (\$.057/km)

VIA Rail

Parking

Car Rental

Gasoline

Other

Taxis

Insert Date \rightarrow			18-Nov	19-Nov	20-Nov	21-Nov		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			1	1	1	1		4
	al. lah.	0	. 0					

Claimant Signature: Ully frimms for Pinn Millionna

Date: 25/11/19

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

Davies, Catrin

From:	Smith, Cindy
Sent:	March 23, 2020 9:46 AM
То:	Simons, Deborah
Subject:	FW: CFO APPROVAL: TABCC83397 - Pina Melchionna - B20-008
Attachments:	EAHCE12467 - March 2020 Board of Directors Mtng - approved.pdf; B20-008 - Melchionna - Ottawa Mar. 2-5, 2020.xlsx; Air Canada Ottawa to Toronto.pdf; Air Canada Toronto to Ottawa.pdf; Cab from Ottawa Airport to Hotel.pdf; Fairmont Chateau Laurier - Part 1.jpg; Fairmont Chateau Laurier - Part 2.jpg; Fwd: Your Monday afternoon trip with Uber; Fwd: Your Thursday afternoon trip with Uber; mileage from/to pearson airport; Mileage.pdf; Second Thursday afternoon trip with Uber; Tax on cabs - Pina Melchionna.xlsx; Board Travel Report - Pina Melchionna - March 2020.xlsx; Melchionna - TABCC83397 - Blanket Authority 2020.pdf; EAHCE12467 - March 2020 Board of Directors Mtng - approved.pdf

From: Camelon, Jennifer <Camelon@mint.ca> Sent: March 23, 2020 9:39 AM To: Smith, Cindy <smithc@mint.ca> Subject: FW: CFO APPROVAL: TABCC83397 - Pina Melchionna - B20-008

HI Cindy,

Approved - \$3.069.56.

Best regards,

Jeninfer

From: Smith, Cindy <<u>smithc@mint.ca</u>> Sent: Monday, March 23, 2020 9:13 AM To: Camelon, Jennifer <<u>Camelon@mint.ca</u>> Subject: CFO APPROVAL: TABCC83397 - Pina Melchionna - B20-008

Good morning Jennifer,

Seeking your CFO email approval for Pina's travel expense claim in full amount of \$3,069.56 to attend Board meetings in Ottawa from March 2-5, 2020.

Thanks

Cindy

From: Simons, Deborah <<u>simons@mint.ca</u>> Sent: March 20, 2020 3:52 PM To: Smith, Cindy <<u>smithc@mint.ca</u>> Subject: Seeking approval - TABCC83397 - Pina Melchionna - B20-008

Hi Cindy,

Seeking CFO approval for Pina's travel expense claim (travel to Ottawa for this month's Board of Directors meetings). Attached are:

- a) Completed travel expense claim;
- b) Receipts provided by Pina;
- c) Tax calculation for cabs;
- d) Travel Expense Report;
- e) Copy of TA;
- f) Copy of EAHCE form.

Thanks.

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



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

Tel/Tél. : 613-716-4439 simons@mint.ca | simons@monnaie.ca mint.ca | monnaie.ca

Davies, Catrin

From: Sent: To: Subject: Phyllis Clark March 23, 2020 7:52 PM Simons, Deborah Re: Seeking approval ~ TABCC83397 - Pina Melchionna - B20-008

Approved

Sent from my iPad

On Mar 23, 2020, at 12:43 PM, Simons, Deborah < simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents the expenses related to Pina's attendance at this month's Board of Directors meetings in Ottawa. There are no exceptions, and the claim has been reviewed and approved by the CFO (since we are still working remotely, CFO approval is in the form of an e-mail, also attached). If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

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

<image001.jpg>

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

Tel/Tél. : 613-716-4439 simons@mint.ca | simons@monnaie.ca mint.ca | monnaie.ca

<B20-008 - Melchionna - Ottawa Mar. 2-5, 2020.xlsx> <Board Travel Report - Pina Melchionna - March 2020.xlsx> <Melchionna - TABCC83397 - Blanket Authority 2020.pdf> <mime-attachment>

	15				s.19(1)		
and a second	ANNO.	Travel	Expense Form 202	20	OTJ #:		
			-	BAKE			na na
	104 - 20		0	and	EAHCE #		8301008
Claimant	Pina Melchionna		Cost esti	mote pro	vided on TA	\$6,459.15	
Cost Centre	121 Legal Services (Board)		 Hospitality esti 	-			
			internet and a second second	-	parture Date	<u> </u>	
Travel Location	and Reason			-	Return Date		
(attach supporti					nd Board claims only)		
B20-008	ing totamentar.				sion Table	5114	V
	irectors meetings and busine	ss dinners.	1 Unit of	y conver	is Worth	of	
			USD			CAD	
Toronto/Ottawa/Toro	onto					CAD	
						CAD	
					<u> </u>	CAD	
		· · · · ·				CAD	
-	enses (inclusive of fare	·				3,069.56	
	aid using Amex Corpo					0.00	
Airfare Previous	ly Claimed by Travelle	er (Paid using	Traveller's Amex Card)			0.00	
Airfare previous	ly claimed by Travelle	r under this T.	A # (ENTER AS POSITIV)	E \$ AMO	UNT)		
						·	
Cash Advanced / Currency	Returned (ENTER A Advanced	S POSITIVE Returned	SAMOUNT) Outstanding		EV 4. CLAT	CHD Forth 1	
Currency	Advanced	Keturneu	Outstanding	0.00	FX to CAD 1.00000	CAD Equivalent	
						0.00	
Amount Owing t	0:	Employee		3,069.56	RCM	0.00	
Expense Coding							
	Account	Cost	Center (Select One from dr	op down	box)	In Canadian \$	
HST - Registration #	# 10793 5058 RT0001					333.97	81
740200 - Meals (dom	lestic)	121 Legal Service	s (Board)	-		48.14	
741200 - Meals (forei						0.90	
740100 - Hospitality		_		▼		0.00	
741100 - Hospitality	<u></u>	-		T		0.00	-
740010 - Airfare (don 741010 - Airfare (fore		121 Legal Service	s (Board)			1,290.24	
741010 - Airlare (1010		-	and the second second	<u>}</u>		0.00	
741020 - Rail fare (fo	,		Call and the second sec			0.00	
740500 - Taxi fare (d		121 Legal Service	s (Board)	- En		98.21	1
741500 - Taxi fare (fo			MAR	- H		0.00	
740700 - Personal car	mileage (domestic)	121 Legal Service	s (Board)	- 1-		144.21	\sim
741700 - Personal car			A NUMES PAYAB			0.00	
740030 - Car rental (d			ACCOUNTS PAINT	XY_		0.00	
741030 - Car rental (f		4	A STREET			0.00	
740800 - Parking (doi 741099 - Other transp	/	-	00/82/60			0.00	
740400 - Accommoda		- 121 Legal Service	(Read)			0.00	\checkmark
741400 - Accommoda		- T2T Cegar Service	s (podita)	-		0.00	-
740900 - Incidentals (121 Legal Service	s (Board)	•		65.90	
741900 - Incidentals (-		0,00	
740000 - Baggage & 1	Travel (domestic)		NTERED	-		0.00	
741000 - Baggage & 7	Travel (foreign)					0.00	
0.00			0.2 4 0000	~		0.00	
0.00		M/	NR 2 4 2020 450027	-		0.00	
		- Do	450000	-		0.00	
154200 - Prepaid Fare	~~		TU UUUU	•		0.00	
<u> </u>	repancy in Expenses Code	d				0.00	
FOR FINANCE USE			le Variance: Estimate on TA ve	rsus actual	expense claim	0.00 (\$3,389.59)	
CORTAINE VOL	Caros (Laros			see setual	Variance %	-52%	
	(Favorable)/U	nfavorable Varia	nce: Estimate on Hospitality ve	rsus actual	L	\$0.00	
			· · · · · · · · · · · · · · · · · · ·		y Variance %	#DIV/0!	
			· · · · · · · · · · · · · · · · · · ·	-		Updated 000091	

Form updated January 2018

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🎄 🔘 ma	Canada - (Exce	pt NWT, N	VT, Yukon)]	USA - (Except	: Alaska)	
Page 2	Total Amount	Actual	Calc	1	USD	Actual Credit Card	Total CAL
	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalen
RCM Paid Fares (Air-Domestic)				1			
RCM Paid Fares (Rail-Domestic)		1		1			
RCM Paid Fares (Air-Foreign)				1		┼╾──┼	
RCM Paid Fares (Raii-Foreign)				1			
Employce Paid Fares (Air - Domestic)	1,457.98	/ 167.74	1	1			
Employee Paid Fares (Air- Foreign)			V	1			
Employee Paid Fares (Rail- Domestic)							1
Employee Paid Fares (Rail - Foreign)				1			
Hotel Accommodations (Domestic)	1,230.42	/ 141.54					
Hotel Accommodations (Foreign)			1			<u> </u> −−−	
Taxis (Domestic)	109.99	11.78	\checkmark			<u>† </u>	
Taxis (Foreign)						<u>├</u>	
Mileage (\$0.565km) 268.0	151.42		7.21			╆╸╴╴╴┝	
Business Telephone		V				<u>├──</u> ──┼	
Parking							
Car Rental (Domestic)						†	
Car Rental/Gas (Foreign)						<u>├──</u> ──┼	
Personal Accommodations						<u>├</u> ─── <u></u>	
Hospitality							_
Baggage (Domestic)							
Baggage (Foreign)							
Others (code manually)							
						<u>├</u> ───┤	
Others (total)						┼━───┼	
Total Expenses	2,949.81	321.06	7.21				
Per Diem Country			Canada	L			USA
	No. of meal	Total CAD	Calculated	[No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts \$20.35				\$20.35			-quivalent
Lunches \$20.60				\$20.60			_
Dinners \$50.55	1	50.55	2.41	\$50.55			
Total Meals		50.55	2.41				
Incidentals \$17.30	4	69.20	3.30	\$17.30			
Total Expenses		119.75	5.70			<u> </u>	

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

Grand Total CAD Expenses	3,069.56	Grand Total USD Expenses	
Grand Total HST/GST	333.97	-	L

Notes for Expenses

Breakfast on 3, 4 & 5 March was included with the accommodations; RCM provided lunch on 3, 4 & 5 March, and dinner on 2, 3 & 4 March; To save on parking charges over several days at the Toronto airport, Pina left her vehicle at and took a cab from there to and from the airport (less expensive option). She is therefore claiming mileage from her residence to and return. An e-mail from Pina, providing an explanation regarding the mileage and cabs, is attached to this claim; while in Ottawa Pina only paid for two cabs (transportation from and to the Ottawa airport) - for all other travel between venues in Ottawa Pina either rode with others or walked.

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.

Number	Enter	your tra	vel dates	s here fo	or	CAN	ADA			MON	TH:	Mar-2	0		
<u>Numbers only</u>		_		2	3	4	5							· · ·	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															anowances
Lunch				+						+		_			0
Dinner				<u>+</u>	+			_		_		_		_	0
Incidentals				+	<u> </u>		1		_						1
11(0)(0(1)(1)(1)(5)				11	11	11	1			_					
Motor Contract Address			_	·	<u></u>	<u> </u>	_			_		_			4
	Enter	your tra	vel dates	here fo	or the	US		l		MON	 TH:	4389	1		4
			1	2	3	4	5			MON	TH:	4389	1		4
	Enter Sat	your tra	vel dates Mon	here fo	or the 3 Wed	US 4 Thu	5 Fri	Sat	Sun	MON	TH:	4389 Wed	1 Thu	IFri	Total
Breakfast			1	2	3	4		 Sat	Sun					Fri	Total allowances
			1	2	3	4		Sat	Sun					Fri	
Breakfast			1	2	3	4		Sat	Sun					Fri	
Breakfast Lunch			1	2	3	4		Sat	Sun					Fri	

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🋞 AIR CANADA

Booking Confirmation



Booking Reference

Date of issue 10 Feb, 2020

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 as it contains the general conditions of carriage and applicable lariffs that apply to the lickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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

						Business	Class (lowest)
Monday 02 Mar, 2020	15:10 Toronto Toronto-Pearson II Terminal 1	nt. (YYZ),	4	16:11 Ottawa Ottawa Int. (YOW), ^{Ontario}	AC456	1hr01 Business P Operated hy: Air Car Fi Snack	nada E190 🔊 Wi
assengers							
	onna						
Air Canada - Ae		AC456 1	F				
Air Canada - Ae	eropian se summary	AC456 1	F	page vice Teransportation	Clauger		1 adujt
Air Canada - Ae Purchas mount paid: \$730.12	eropian se summary	AC456 1	F	F			
Air Canada - Ae Purchas nount paid: \$730.12	se summary	AC456 1	F	b Martin Transportation Base fare - Business Cl Surcharges			602.00
Air Canada - Ae Durchas	se summary	AC456 1	F	Base fare - Business Cl	ass (lowest)		602.00
Air Canada - Ae Purchas mount paid: \$730.12	se summary	AC456 1	F	⊭ Base fare - Business Cl Surcharges	ass (lowest)		602.00 12,00
Air Canada - Ae D Purchas mount paid: \$730.12	se summary	AC456 1	F	Base fare - Business Cl Surcharges	ass (lowest) angus Charge - Canada	RT0001	1 aduit 602.00 12.00 7.12 84.00

GRAND TOTAL (Canadian dollars) \$730¹²

Carry-on baggage

On lights 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 m)) and 1 personal item (max, size: 16 x 33 x 43 cm [5 x 13 x 17 m]). 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)

<mark>⊢ 1≝ bag</mark> Complimentary <u>רה</u> 2™ bag Complimentary Max, weight per bag; 32 kg (70 lb)

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

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

Currency

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

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

Baggage Allowance for Air Canada Althude 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, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	3 bags	3 bags	3 bags
	32 kg (70 lb)	32kg (70lb)	32kg (70lb)
Altitude Prestige 25k	2 bags	2 bags	2 bags
	23 kg (50 lb)	23 kg (50 lb)	32 kg (70 lb)
Star Alliance Gold	1 extra bag	1 extra bag	1 extra bag
	23 kg (50 lb)	23 kg (50 lb)	32 kg (70 b)

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.

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

6. Dangerous goods

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

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

8. International travel

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

9. In-flight health

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

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

10. Schedules and timetables

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

11. Overbooking notice

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

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

I) Air Passenger Protection Regulations Notice:

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

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



A STAR ALLIANCE MEMBER

s.19(1)



Air Travellers Security Charge - Canada

Airport Improvement Fee - Canada

Total before options (per passenger)

GRAND TOTAL (Canadian dollars)

Harmonized Sales Tax - Canada - 100092287 RT0001

7,12

83.74

23,00

\$72786

\$72786

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 liem (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 policy,

Checked baggage

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

Ottawa (YOW) > Toronto (YYZ)

1^{••} bag Complimentary ☐ 2^{ad} bag Complimentary Max. weight per bag: 32 kg (70 lb)

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

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

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Stopovers

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

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

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- Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
- 4. Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
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A STAR ALLIANCE MEMBER



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

Mrs Pina Melchionna

Room/Chambre0485Folio #Invoice #Cashier/Cassier #Page #1 of 2

Arrival/Arrivée 03-02-20 Departure/Départ 03-05-20

Date	Description	Additional Information/Supplementaire	Charges	Credits
03-02-20	Room Charge	Chive an and the March Concerning and the second	349 00	
03-02-20	Municipal Accommodation	Tax (13.96	
03-02-20	Room HST (13%)		47.18	
03-02-20	Room Charge		349.00	
03-03-20	Municipal Accommodation	Tay (13.96	
03-03-20	Room HST (13%)	, and f	47.18	
03-04-20	Room Charge		349.00	
03-04-20	Municipal Accommodation	Tay (13.96	
03-04-20	Room HST (13%)		47 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 agree to be that my fieldly for the bill is not welved and I agree to be hert personally lable in the event that the indicates person, company or association field to pay for any part of or the full emocrit of these charges. Owned believes untiged to a surface at the sale 1.5% per month after one month. (16,00% per annum.) I have accepted delaway of the Gibbe and MaR Hed I refitaed. I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (A) periodiciting holds.)

Je me porte personnalement responsable du régionant totat de cette note au cate du té compagnie, l'association eu son réprénentant désigné en returnant le palement Les comptes au sontrance son aujets à pai inderté de 1,5% par mois après un nois (16,0%) par année) 7% accesté la Renaison du journal The Clobies années favais returns, fauntes pu ablene un crédit à trans constitue o 1,005 par jour (du Lund au Vendond) et de 2,005 te Bamadi (Cens les hódels participante)

Thank you for choosing to stay with Fairmont Hotels & Resorts Merci d'avoir choisi les Hôtels Fairmont s.19(1)

CHATEAU LAURIER

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

Room/Chambre 0485 Folio # Invoice # Cashier/Cassier # 226475 Page # 2 of 2

s.19(1)

Arrival/Arrivée 03-02-20 Departure/Départ 03-05-20

Jate Description

Mrs Pina Melchionn

		Additiona	I Information/Supplementaire	Charges	Credits
	Total			1,230.42	0.00
GST Summary / Sommaire Room/Chambre	B HST Summary / Sc 0.00 Room/Chambre	Balance Due/Solde	1,230.42		
F&B/Restauration Other/Autres Total		141.54			
		0.00 Other/Autres	0.00		
			0.00		
	0.00	Total	141.54		

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

ion or reservations, visit us at int.com or call Fairmont Hotels & Resorts from Canada 1 800 441 1414 tion et réservations visitez notre web au t.com ou téléphoner au Hôteis Fairmont de enada 1 800 441 1414

I agree that my liability for this bill is not verified and I agree to be held personally liable in the event that the indicated person, company or execution fails to pay for any part of or the full amount of these charges. Dverdue belance subject to a surcharge at the rate of 1.5% per month after one more (16.0% per amum.) I have accepted delivery of The Globe and Mail. Had 1 refuned, 1 would have been aligible for e \$1 D0 (Mon-Fri) and \$2 00 (Sat.) credit to my account. (At participating holds.)

Ja me porte personnellament responsable du règlement total de catte note au cas ou la pompagné, l'association ou son représentent d'ésigné en retuarait le palement Les comptés en souffrance sont sujets à un trêvrit de 1,5% par mois après un mois (1800% par emrès) Fai eccepté la Mination du journel The Globe and Mail. Si Javais retué, faunts pu obtenis un crédet é mon compte de 1.00\$ par jour (du Lund au Vandmat) et de 2.008 le Samedi (Dans les hôtels particizonts.)

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

Davies, Catrin

From: Sent: To: Subject: pina melchionna March 4, 2020 8:21 AM Simons, Deborah Fwd: Your Monday afternoon trip with Uber

Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <uber.canada@uber.com> Date: March 2, 2020 at 1:26:18 PM EST To: Subject: Your Monday afternoon trip with Uber

Uber

Total CA\$20.20 March 2, 2020

Thanks for riding, Pina

We hope you enjoyed your ride this afternoon.

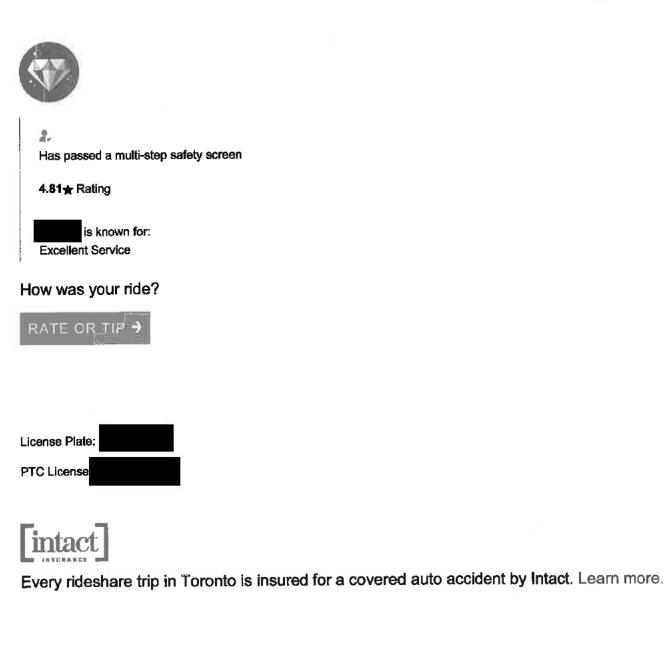


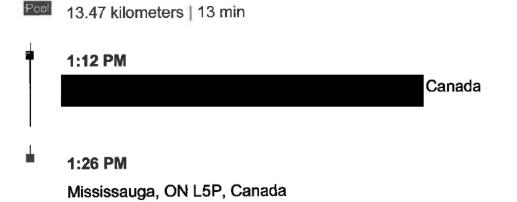
Total

CA\$20.20

You saved \$2.64 by sharing your ride.

s.19(1)





MY TRIPS >

Uber

FAQ

Forgot password

Uber B.V. Mr. Troublaan 7 1097 DP Amsterdar

Privacy

Terms

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

share your savings

You saved \$2.64 by sharing your ride.

Davies, Catrin

From: Sent: To: Subject: pina melchionna March 5, 2020 1:47 PM Simons, Deborah Fwd: Your Thursday afternoon trip with Uber

----- Forwarded message ------From: Uber Receipts <<u>uber.canada@uber.com</u>> Date: Thu, Mar 5, 2020 at 1:45 PM Subject: Your Thursday afternoon trip with Uber To:

Uber

Total CA\$26.84 March 5, 2020

Thanks for riding, Pina

We hope you enjoyed your ride this afternoon.



Total

CA\$26.84

Trip Fare

CA\$17.29



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





12:13 PM

333 Sussex Dr, Ottawa, ON K1N 1J9, Canada



1000 Airport Parkway Private, Ottawa, ON K1V, Canada

MY TRIPS >

Uber

FAQ Forgot password

Uber B.V

Privacy

Terms

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

so I

Davies, Catrin

From: Sent: To: Subject:

From

Pina Melchionna March 4, 2020 8:20 AM Simons, Deborah mileage from/to pearson airport

l left my car at

wouldn't have to pay for 4 days parking at pearson and took an uber to the airport.

Pina Melchionna BA REP LL R MRA TER ICD D

From: Sent: To: Subject: Simons, Deborah March 19, 2020 5:03 PM Simons, Deborah Second Thursday afternoon trip with Uber

From: pina melchionna Sent: March 5, 2020 3:48 PM To: Simons, Deborah <simons@mint.ca> Subject: Fwd: Your Thursday afternoon trip with Uber

Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <<u>uber.canada@uber.com</u>> Date: March 5, 2020 at 3:43:10 PM EST To:

Subject: Your Thursday afternoon trip with Uber



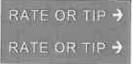
Total CA\$27.22 March 5, 2020

Thanks for riding, Pina

We hope you enjoyed your ride this afternoon.

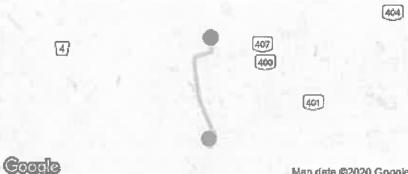






License Plate PTC License





Map data @2020 Google



Invite your friends and family.

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

REPORT LOST ITEM >

CONTACT SUPPORT> CONTACT SUPPORT >

MY TRIPS >



Transactions from February 7 to March 6, 2020

Your	new cha	arges and credits			
Trans date Card nu	Post date Imber	Description		Spend Categories	Amount(\$)
Mar 02	Mar 04	BLUE LINE 1314 TAXITAB OTTA	AWA ON	Transportation	35.73
Total for					\$35.73

s.19(1)

Page 2 of 3

Simons, Deborah

From: Sent: To: Subject: Phyllis Clark Thursday, August 29, 2019 10:59 AM Simons, Deborah Re: Seeking approval - 5 Travel Expense Claims

Approved

Sent from my iPad

On Aug 29, 2019, at 4:05 PM, Simons, Deborah <<u>simons@mint.ca</u>> 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 reviewved 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 email 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>

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

VERSION FRANÇAISE CI-APRÈS.

Delegation Notice – Jennifer Camelon

Please be advised that Jennifer Camelon will be absent from the Mint from A ugust 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



613-993-3500

05/09/2019

06/09/2019 PV147691



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

Telephone

Vendor account Date of payment Reference No.

Fax Date

ELECTRONIC FUNDS TRANSFER

PINA MELCHIONNA

Fax	
F-mail	

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82973 B19-031	30/08/2019	CAD CAD	3,602.94	0.00	3,602.94 3,602.94	THEMIS # 3011 EAHCE12272 OTTAWA BLANKET TA

in the second	CANAL	Travel	Expen	ise Form 2019	OTJ #	£.
	A A A A A A A A A A A A A A A A A A A				TA #	
Search					EAHCE	
Claimant	Pina Melchionna		7	Cost estimate p 🖝		
Cost Centre	121 Legal Services (Board)			Hospitality estimate pr	ovided on TA	\$5,400.0
						<u> </u>
Travel Location	and Reason			The G	eparture Date	
(attach support	ting documents):				Return Date	e 22-Ang-1
B19-031	ing aveaments).		1		and Board claims only	301
	d member orientation, Board	1 of Directors		Currency Conve 1 Unit of		<u> </u>
meetings and busine		a or birotors	USD	1 CAR OI	is Worth	of
					+	CAD
Toronto/Ottawa/Tor	οπτο					CAD
					+	CAD CAD
L					+	CAD
Total Travel Ex	penses (inclusive of fa	res)				
	Paid using Amex Corp	,	(tamoo			3,602.94
	sly Claimed by Travel			the Amore Courd)		0.00
		-		,		0.00
Airfare previous	sly claimed by Travell	er under this T	A # (ENI	ER AS POSITIVE S AM C	DUNT)	Γ
	/ Returned (ENTER)					
Currency	Advanced	Returned	S ANUU			
Currency	250Yalleeu	Keturned		Outstanding	FX to CAD	CAD Equivalent
				0.00	1.00000	0.00
Amount Owing t	to:	Employee		3,602.94	RCM	0.00
Expense Coding						
	Account	Cost	Center (Se	elect One from drop down		
HST - Registration	# 10793 5058 RT0001	Coat	Center (Di	elect One from urop dow n	<u>box)</u>	In Canadian \$
740200 - Meals (dom		121 Legal Service	r (Reard)			405.07
741200 - Meals (fore	,	221 begai Service	a (soaro)			48.24
740100 - Hospitality						0.00
741100 - Hospitality						0.00
740010 - Airfare (dor		121 Legal Service				0.00
741010 - Airfare (for		121 Legal Service	5 (008/0)	-		1,053.25
740020 - Rail fare (de						0.00
741020 - Rail fare (fo				*		0.00
740500 - Taxi fare (d		121 Legal Service	s (Board)	▽		0.00
741500 - Taxi fare (fo			2 (00814)			151.20
740700 - Personal car	67			*		0.00
741700 - Personal car				*		0.00
740030 - Car rental (d				-		0.00
741030 - Car rental (f						0.00
740800 - Parking (dor	mestic)			· · · · · · · · · · · · · · · · · · ·		0.00
741099 - Other transp	ortation (foreign)					0.00
740400 - Accommoda	ations (domestic)	121 Legal Services	(Board)			0.00
741400 - Accommoda	ations (foreign)		***** A Ad	-	+	1,879.28
740900 - Incidentals (domestic)	121 Legal Services	(Board)			0.00
741900 - Incidentals (foreign)			-		65.90
740000 - Baggage & 1	Travel (domestic)					0.00
741000 - Baggage & 1	Travel (foreign)					0.00
D .00				-		0.00
.00				-		0.00
				▼.	+	0.00
				Ψ		0.00
54200 - Prepaid Fare						0.00
Out of Balance - Disc	repancy in Expenses Code					0.00
OR FINANCE USE	ONLY (Favor	rable)/Unfavorabl	e Variance	: Estimate on TA versus actual e	xpense claim	(\$1,797.06)
					Variance %	
	(Favorable)/U	nfavorable Varia	nce: Estima	te on Hospitality versus actual er	(Dense claim	-33%
					Variance %	000#fb@v/01
	· · · · · · · · · · · · · · · · · · ·					U!



Travel Expense Form 2019

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

As the Travelier, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospita as 19, 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 partie a pant (Policy Section 44.1)
 - Hospitality Hospitality paid by the RCM taking place at the residence of an RCM employee, Board in termber 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 CS Frier 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 Pers corr (Annex 2B)
- Hospitality Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please Initial)

- I 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)
- section 20.0) Travel Car rental upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no avoid tional 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 itemized receipts. Explanation provided (Policy section 26.2)
- Other exceptions (traveller has listed and explained on a separate document)
- ō 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 by signing below, the trueber congress out this expense count contains only equived supporting documentation is contained in this expense claim, that 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.

A		
A Travestor Margle (MRING MARGE)	2.Expanse clairs prepared by Send out	3.Approved by Traveller's Director with signing authority
and reconvint	IPHINT NAMED - WITH SIMONS	(PRINT NAME)
Lemy Linen	VINN Linan	
Signature of traveller	Signature	Signature of Traveller's Director
lon Pina Melchionna	ALLOSIG	
Date of	Date	Date
04108/19		SPELE .

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

4 Approved by VP (as required)	5. Reviewed by CPO (CEO claims; Board claims; daims	6 Approved by CEO & President/Chair of BOD/Chair of
(PRINT NAME)	for review prior to CEO approval; other as required)	Addit Committee (as required)
	BOB TINTAL	Kleuse refer to attached
Signature of VP	Signature of CFO ACTING FOR	Signature of CEO/Chair of Board/Chair of Audit
		Committee
	Ar 1X	O-Mark Binganila Di bion
Date	Bate	I mar approval from
	18 28 2019	Unilla Ilanc
7.Reviewed by Finance (PRINT NAME)	voj roj rvij	Dute
		DDIACITIC 000117
		01108119
		Form updated Jenuary 2018

n 🖓 🕫 🔿 raa	Canada - (Exce	ept NWT, N	VT, Yukon)		USA - (Excep	t Alaska)	
Page 2	Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST	1	USD Expenses	Actual Credit Card	Total CAJ
RCM Paid Fares (Air-Domestic)	1		1	1	L'appende es	CAD Exp.	Equivalen
RCM Paid Fares (Rail-Domestic)				1			
RCM Paid Fares (Air-Foreign)		1		1			
RCM Paid Fares (Rail-Foreign)				1		┥────┤	
Employee Paid Fares (Air - Domestic)	1,190.17	136.92		1			
Employee Paid Fares (Air- Foreign)				1	F	++	
Employee Paid Fares (Rail- Domestic)						+	
Employee Paid Fares (Rail - Foreign)				1		++	
Hotel Accommodations (Domestic)	2,123.58	244.30	<u> </u>	1		+	
Hotel Accommodations (Foreign)			<u> </u>	1		<u> </u>	
Taxis (Domestic)	169.34	18.14			J	+	
Taxis (Foreign)			<u> </u>			┼────┼	
Mileage (\$0.57km)	1					┼╸────┤╸	
Business Telephone		<u> </u>				<u>├───</u>	
Parking						╂──────┤-	
Car Rental (Domestic)						{	
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality							
Baggage (Domestic)						<u> </u>	
Baggage (Foreign)			<u>.</u>			<u> </u>	
Others (code manually)						<u> </u>	
	<u> </u>					· · ·	
Others (total)		_					
Fotal Expenses	3,483.09	399.36					
Per Diem Country			Canada	1			
-	No. of meal	Total CAD	Calculated	1	No. of meal		ÜSA
Meal allowance rates	allowances	allowance	GST/HST		allowances		Total CAD
Breakfasts \$20.50				\$20.50		allowance	Equivalent
Lunches \$20.10	├──── 			\$20.30			
Dinners \$50.65	1	50.65	2,41	\$50.65			
Fotal Meals		50.65	2.41	490.09			
ncidentals \$17.30	4	69.20	3.30	\$17.30			
Cotal Expenses	<u>├────</u> ┼	119.85	5.71	911-50			

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

3,602.94	
405.07	

Grand Total USD Expenses

Notes for Expenses

1) For the flight from Toronto to Ottawa on 19 August, only a snack was served as opposed to a proper meal, therefore Pina is claiming dinner that day; 2) RCM provided breakfast for the 20 August orientation session, lunch on 20, 21 & 22 August, and dinner on 20 & 21 August; 3) Breakfast was included with the accommodations for the mornings of 21 & 22 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.

	your tra	vel dates	here fo	r	CANA	DA			MON	TH:	Aug-1	9		
			20		1 A.C.				T	T	1	<u> </u>		Total
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	IFri	allowances
						100.00				-	1	-	-	
			1	1										
	1	1 1	2	1				-				+		0
	+	1	1	1			+							-
			19	19 20	NAME AND ADDRESS OF TAXABLE PARTY OF TAXABLE PARTY.	19 20 21 22	19 20 21 22	19 20 21 22	19 20 21 22	19 20 21 22 Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon	19 20 21 22 Sat Sun Mon Tue Wed Thu Fri Sat Sun	19 20 21 22 Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed 1	19 20 21 22 Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu 1 <td>19 20 21 22 Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu</td>	19 20 21 22 Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu

	Enter your travel dates here for the US									MONTH: 43678					
			19				22				T			T	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast				HARAGE										-	Canonications
Lunch		-	i i i i i i i i i i i i i i i i i i i			1	116 C								-
Dinner					-		_							-	0
and the second second	-	-					_	_							0
Incidentals	-	1				Ľ		1			_		1		0

TRAVEL EXPENSE REPORT

laimant: Pina Melchionna	Departur	e Date: 19-Aug		Return Date	22-Au			
ocation: Ottawa								
Purpose: To attend new Board m	ember orientation se	ession. Board of Direc	tors me peti	ngs and busic				
TRAVEL EXPENSE	Amount	Meals & Incid		Band DUSI	less ainnei			
Airfare	\$ 1,190.17	Note: Please	use the mea	al allowance	calculator			
Baggage Fees		below to dete						
Change Fees		meal allowances and incidentals.						
/IA Rail								
Hotel Accommodations	\$ 2,123.58		Rate	# Meals	Total			
Mileage (\$.055/km)	\$ -	Breakfast	\$20 <u>.</u> 50	0	\$ -			
Parking		Lunches	\$20.10	0	\$ -			
Taxis	\$ 169.34	Dinners	\$50.65	1	\$ 50.6			
Car Rental		Incidentals	\$17.30	4	\$ 69.2			
Sasoline					\$ 119.8			
Private Accomodation (\$50/ngt)		Total Travel E	xpenses					
Other								
Total Travel Expenses	\$ 3,483.09							
Total Meal/Incidentals	\$ 119.85							
ΤΟΤΑ	L \$ 3,602.94							

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

Per Diem Calculator

Insert Date \rightarrow			19-Aug	20-Aug	21-Aug	22-Aug		1
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
	-		1	1	1	1		4
Claimant Signatu	re: UM	y Sime	ns yo	~	Date: M	0108/19)	L

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

~ • .

Simons, Debo	an
From: Sent: To: Subject: Attachments:	pina melchionna Thursday, August 22, 2019 2:41 PM List, Christine Fwd: Air Canada - 19 Aug: Toronto - Ottawa (Booking Reference: Air_Canada_Booking_Confirmationpdf; ATT0000 1 .htm
Sent from my iPh	ne
Begin forwarded	nessage:
Date: July To:	Canada < <u>confirmation@aircanada.ca</u> > 24, 2019 at 9:54:14 AM EDT ir Canada - 19 Aug: Toronto - Ottawa (Booking Reference :
	AIR CANADA
	Booking Confirmation

Boo	king Reference:		Date of issue: 24 Jul, 2019
F	Select Seats	\oslash	Check in
	Manage my booking	70	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.



Travel Options Regular meal

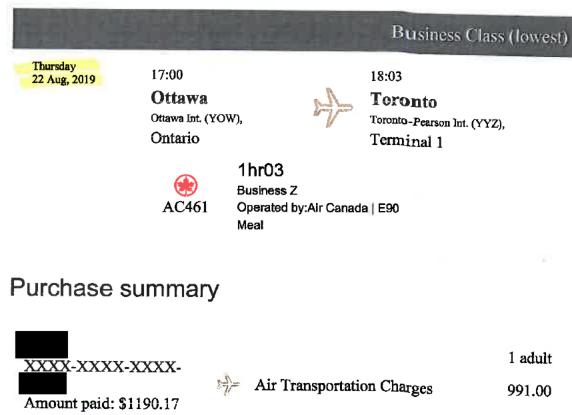
Seats AC462 2F AC461 1A

Air Canada - Aeropla	n:

쭏 Depart

		Business Class (lowest)
Monday 19 Aug, 2019	18:10 Toronto Toronto-Pearson Int. (YYZ), Terminal 1	19:11 Otta wa Ottawa Int. (YOW), Ontario
	AC462 AC	ada 763

🗏 Return



Full details can be found in your attached Itinerary/Receipt

Taxes, fees and charge s 199.17

GRAND TOTAL (Canadia and dollars) \$119017

Tax information

GST/HST no. 10009-2287 RT0001 \$136.92

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, $y \odot u$ 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 per sonal 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 carry 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)



2nd bag Complimentary Max. weight per bag: 32.0 kg (70.0 lb)

Max. dimensions per bag: 158.0 cm (62.0 in)

Ottawa (YOW) > Toronto (YYZ)

D1st bag Complimentary

2nd bag Complimentary Max. weight per bag: 32.0 kg (70.0 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 in clude an enroute stopover of more than 24 hours.

Air Passenger Protection Regulation 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 *A ir Passenger Protection Regulations*. 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, can cellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's <u>General Conditions of Carriage and Tariffs</u>.

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

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

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



To ensure delivery to your inbox, please add <u>confirmation@aircanada.ca</u> 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 <u>aircanada.com</u>

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

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



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 Pina Melchionna

Room/Chambre: 0379Folio #:Invoice #:Cashier/Cassier #: 2264 75Page #: 1 of 2

Reference No.

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

Date	Description	Additional Information/Supplementaire	Charges	Credits
08-19-19	Room Charge		799.00	
08-19-19	Municipal Accommodation Tax	(31.96	
08-19-19	Room HST (13%)		108.02	
08-20-19	Room Charge		665.00	
08-20-19	Municipal Accommodation Tax	(26.60	
08-20-19	Room HST (13%)		69.91	
08-21-19	Room Charge		343.00	
08-21-19	Municipal Accommodation Tax	(13.72	
08-21-19	Room HST (13%)		46.37	

Tax= \$244-30

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 old is not waived and I agree to be held personally liable in the event that the indicated person, company or essociation fails to pay for any part of or the full amount of these charges. Overdue belance subject to a surplarge at the rate of 1.5% per monit after one monit. (18:00% per anount.) I have accepted delivery of The Globs and Mail. Had I reluesd, twold have been eligible for \$1.00 (Mon-Fri) and \$2.00 (Set.) credit to my account. (At pericipaling hotels.)

Je ma porta personnellament responseble du réglement total de catte nois eu cas ou la compagnie, l'esecciation ou son représentant désigné en refuserait le polement. Les comptes on acufrance sont aujust a lun intrêt de 1.5% par mois après un mois, (18,00% par annés) J'al accepté le livraison du journsi The Globe and Mall, Si J'avais refusé, jaurais pu obtenir un crédit à mon compte de 1.00% par jour (du Lundi au véndrad) et de 2.00% le Semedi. (Dens les hôtals participants.)

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



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 Pina Melchionna

 Room/Chambre
 :
 0379

 Folio #
 :
 :

 Invoice #
 :
 :

 Cashier/Cassier #
 :
 22647.5

 Page #
 :
 2 of 2

Reference No.

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

Date	Description		Addition	al Information/Supplémentaire	Charges	Credits
		_		Total	2,123.58	0.00
				Balance Due/Solde	2,123.58	
GST Sum	mary / Sommaire		HST Summary / S	Sommaire		
Room/Cha	-	0.00	Room/Chambre	244.30		
F&B/Resta	uration	0.00	F&B/Restauration	0.00		
Other/Aut	res	0.00	Other/Autres	0.00		
Total		0.00	Total	244.30		

Thank you for choosing Fairmont Hotels & Resorts.

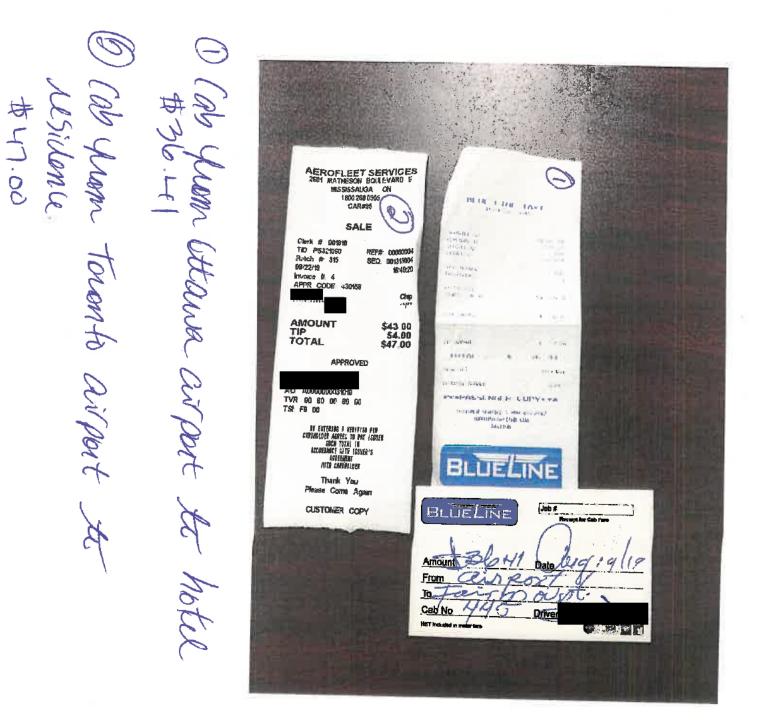
To provide feedback about your stay, please contact Mr. Rick Corcoran, General Manager, at Rick.Corcoran@fairmont.com. We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

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.

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414 Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414 I agree that my liability for this bill is not waived and I agree to be held porsonally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the tate of 1.5% per month after one monit, if 18.00% per annuma.) I have accepted delivery of The Globe and Mall. Hed I refused, i would have been aligible for a \$1.00 (Mon-Fri) and \$2.00 (Set.) credit to my account. (At participating hotels.) Je ma porte personnaitement responsable du règlement fotal de cette noie au cas ou la compegnia, l'association Ou son reprisentant désigné en refuserait la palement. Les comples en souffrance sont aujos du ri hidrà i de 1,5% par mois après un mois. (18,00% per ennée) J'ai accepté la livrais no du journei. The dicibes and Mail. Si J'avess refuze, jaurais pu obtent un crédit é mon comple de 1.005 per jour (du Lunci au vendredit) et de 2.005 le Samedi. (Dans les hôtels participants.)

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



Simons, Deborah

From: Sent: To: Subject:

pina melchionna < Thursday, August 22, 2019 2:44 PM List, Christine Fwd: Your Monday afternoon trip with Uber

Sent from my iPhone

Begin forwarded message:

From: "Uber Receipts" <uber.canada@uber.com> Date: August 19, 2019 at 5:18:35 PM EDT To: < Subject: Your Monday afternoon trip with Uber

Residence to airport in Tozonto 19 august

Uber

Total CA\$21.57 Mon, Aug 19, 2019

Thanks for riding, Pina

We hope you enjoyed your ride this afternoon.



Total

CA\$21.57

You saved \$2.97 by sharing your ride.

Trip Fare

CA\$13.34

	(B)
Subtotal	CA\$13.34
HST	CA\$2.48
Promotions	CA\$0.00
Tolls, Surcharges, and Fees 💿	CA\$5.75

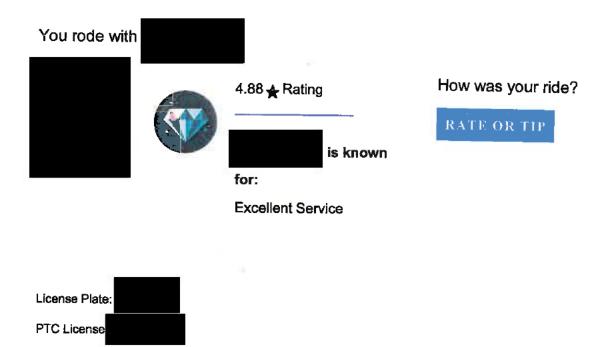
Amount Charged



CA\$21.57

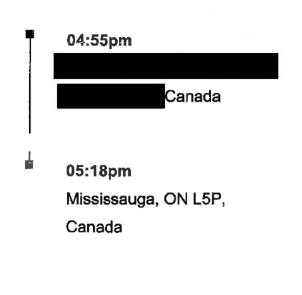
GST Registration Number 789985678RT0001

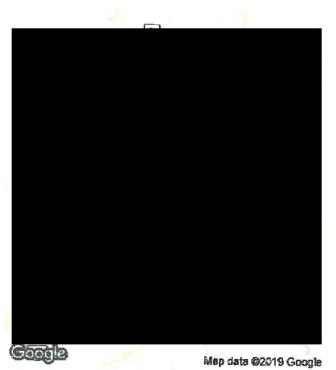
Visit the trip page for more information, including involces (where available)





Every rideshare trip in Toronto is insurred for a covered auto accident by Intact. Learn more.







Invite your friends and family.

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



Simons, Deborah

From: Sent: To: Subject: pina melchionna Thursday, August 22, 2019 2:44 PM List, Christine Fwd: Your Tuesday morning trip with Uber



Sent from my iPhone

Begin forwarded message:

From: "Uber Receipts" <<u>uber.canada@uber.com</u>> Date: August 20, 2019 at 8:01:04 AM EDT To: 🕯 Subject: Your Tuesday morning trip with Uber

Hotel to Ren 20 August

Uber

Total

Total CA\$7.01 Tue, Aug 20, 2019

Thanks for riding, Pina

We hope you enjoyed your ride this morning.



CA\$7.01

Trip Fare		CA\$3.20
Subtotal		CA\$3.20
HST		CA\$0.81
	1	000131





Tolls, Surcharges, and Fees 😨

Amount Charged

CA\$7.01

CA\$3.00

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

You rode with Mohamed





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

07:55am 1 Rideau St, Ottawa, ON K1N 8S7, Canada

08:00am 320 Sussex Dr, Ottawa, ON K1A 0G8, Canada





Invite your friends and family.

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



Simons, Deborah

From: Sent: To: Subject:

pina melchionna Thursday, August 22, 2019 2:43 PM List, Christine Fwd: Your Tuesday afternoon trip with Uber

Sent from my iPhone

Begin forwarded message:

RCM to hotel 20 Rugust

From: "Uber Receipts" <uber.canada@uber.com> Date: August 20, 2019 at 4:44:23 PM EDT To: Subject: Your Tuesday atternoon trip with Uber

Uber

Total

Total: CA\$7 03 Tue, Aug 20, 2019

Thanks for riding, Pina

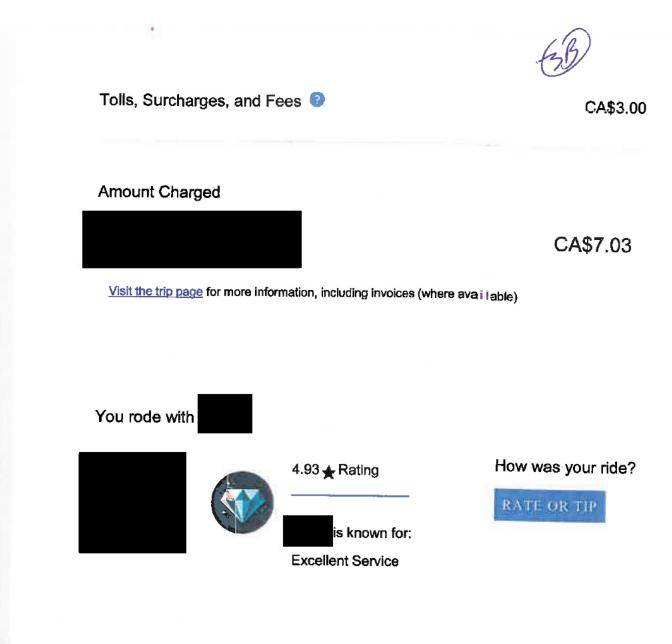
We hope you enjoyed your ride this afternoon.



CA\$	7	.0	3
 and the second se			

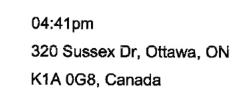
Trip Fare	CA\$3.22
And and the second s	
Subtotal	CA\$3.22
HST	CA\$0.81



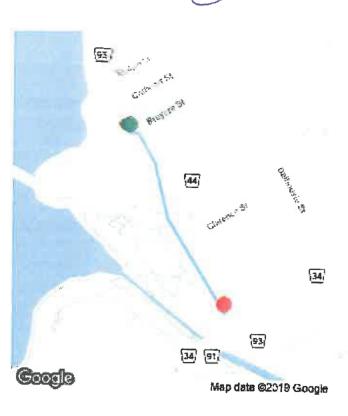




Every rideshare trip in Ottawa is insured for a covered auto accident by Intact. Learn more.



04:44pm 1 Rideau St, Ottawa, ON K1N 8S7, Canada





Invite your friends and family.

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



Simons, Deborah

From: Sent: To: Subject: pina melchionna Thursday, August 22, 2019 2:43 PM List, Christine Fwd: Your Wednesday morning trip with Uber

GR

Sent from my iPhone

Begin forwarded message:

Hotel to Run 21 August

From: "Uber Receipts" <<u>uber.canada@uber.com</u>> Date: August 21, 2019 at 7:18:18 AM EDT To: Subject: Your Wednesday morning trip with Uber

Uber

Total: CA\$7.01 Wed, Aug 21, 2019

Thanks for riding, Pina

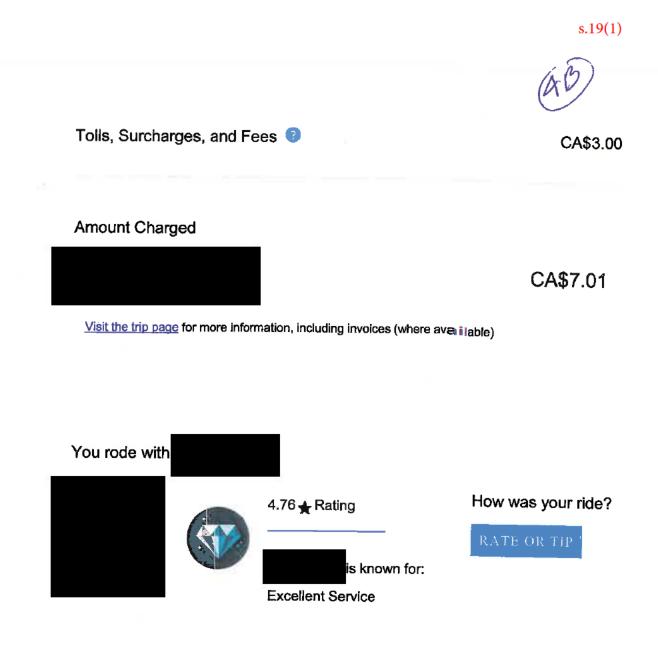
We hope you enjoyed your ride this morning.



CA\$7.01

Total

Trip Fare	CA\$3.20
Subtotal	CA\$3.20
HST	CA\$0.81





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

(AC)

07:11am 1 Rideau St, Ottawa, ON K1N 8S7, Canada

07:18am 320 Sussex Dr, Ottawa, ON K1A 0G8, Canada





Invite your friends and family.

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

try Uber. Share code:



Simons, Deborah

From: Sent: To: Subject:

pina melchionna Thursday, August 22, 2019 2:42 PM List, Christine Ewd: Your Wednesday evening trip with Uber

Sent from my iPhone

Begin forwarded message:

Rung to hokel 21 august

From: "Uber Receipts" <<u>uber.canada@uber.com</u>> Date: August 21, 2019 at 5:56:13 PM EDT **To:** < Subject: Your Wednesday evening trip with Uber

Uber

Total: CA\$6.78 Wed, Aug 21, 2019

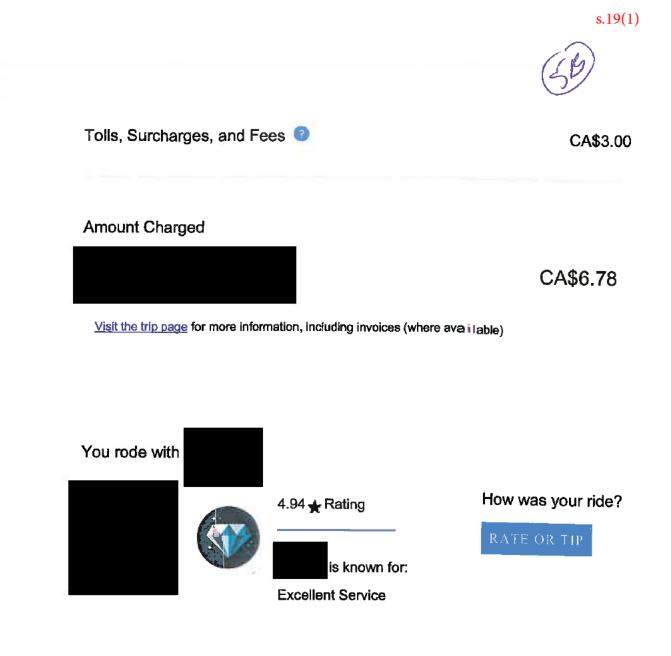
000140

Thanks for riding, Pina

We hope you enjoyed your ride this evening.



Total	CA\$6.78	
Trip Fare	CA\$3.00	
Subtotal	CA\$3.00	
HST	CA\$0.78	





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



05:50pm 320 Sussex Dr, Ottawa, ON K1A 0G8, Canada

05:55pm 1 Rideau St, Ottawa, ON K1N 8S7, Canada





Invite your friends and family.

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

try Uber. Share code:



Simons, Deborah

From: Sent: To: Subject: pina melchionna Thursday, August 22, 2019 2:42 PM List, Christine Fwd: Your Thursday morning trip with Uber

Sent from my iPhone

Begin forwarded message:

Hotel to Rem 22 august

From: "Uber Receipts" <<u>uber.canada@uber.com</u>> Date: August 22, 2019 at 7:36:01 AM EDT To: < Subject: Your Thursday morning trip with Uber

Uber

Total

Total: CA\$6.89 Thu, Aug 22, 2019

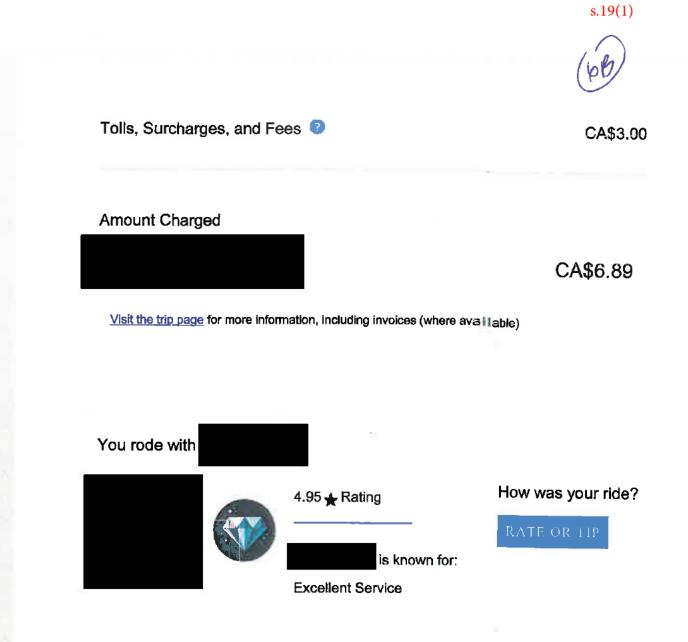
000143

Thanks for riding, Pina

We hope you enjoyed your ride this morning.



Trip Fare	CA\$3.10
Part Aprilipant Min April provide a second	
Subtotal	CA\$3.10
HST	CA\$0.79





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

s.19(1)

07:30am 1 Rideau St, Ottawa, ON K1N 8S7, Canada

07:35am 320 Sussex Dr, Ottawa, ON K1A 0G8, Canada





Invite your friends and family.

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



From: Sent: To: Subject: pina melchionna < Thursday, August 22, 2019 2:41 PM List, Christine Fwd: Your Thursday afternoon trip with Uber

Rim to attawa airport 22 Rugust

Sent from my iPhone

Begin forwarded message:

From: "Uber Receipts" <uber.canada@uber.com>

Date: August 22, 2019 at 2:28:20 PM EDT

To: Subject: Your Thursday afternoon trip with Uber

Uber

Total: CA\$29.64 Thu, Aug 22, 2019

Thanks for riding, Pina

We hope you enjoyed your ride this afternoon.



Total

Trip Fare

Subtotal

HST

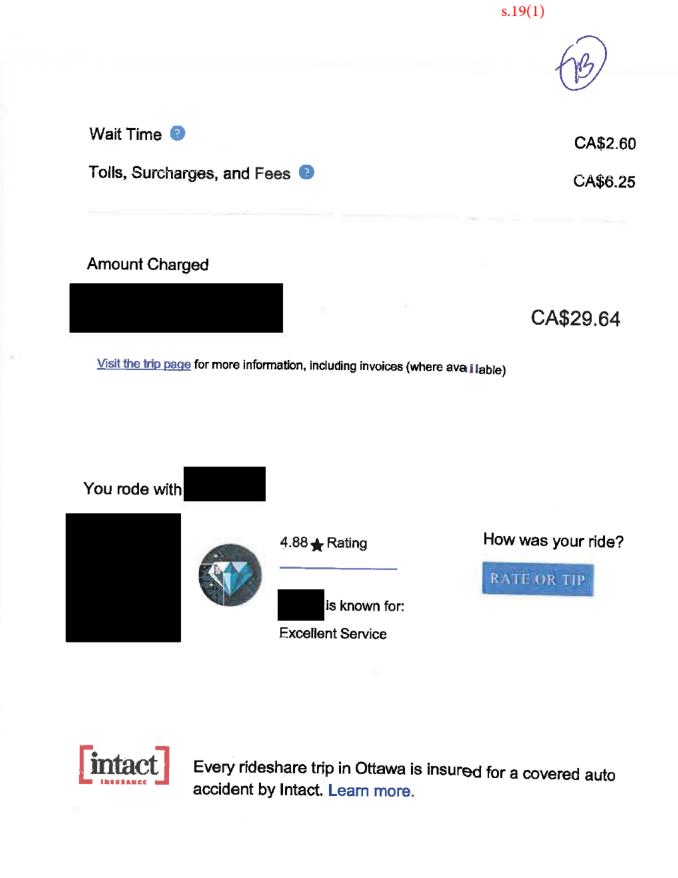
CA\$29.64

CA\$17.38

CA\$17.38

CA\$3.41

000146



s.19(1)

Ð

02:05pm 320 Sussex Dr, Ottawa, ON K1A 0G8, Canada

02:28pm 1000 Airport Parkway Private, Ottawa, ON K1V, Canada





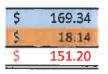
Invite your friends and family.

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



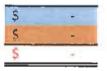
CRA Calculated Taxi Tax 2019

Taxis for Ontario & \$ Quebec



169.34

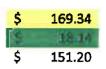
Taxis for Nova Scotia & PEI & New Foundland & New Brunswick



Taxis for BC & Saskatchewan & Alberta & Manitoba



The figures you need GRAND TOTAL TOTAL TAX SUMMARY Page total



From:	<u>Muller, Kim</u>
To:	
Cc:	List, Christine; Simons, Deborah
Subject:	Hotel Confirmation
Date:	Thursday, August 15, 2019 1:39:11 PM
Attachments:	<u>Melchionna Hotel Conf August.pdf</u> image001.jpg image003.jpg

Dear Ms. Melchionna,

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

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

- Date of arrival: August 19, 2019
- Date of departure: August 23, 2019
- Confirmation number:
- Rates:
 - Aug. 19 \$799
 - Aug. 20 \$665
 - Aug. 21 \$435
 - Aug. 22 \$450
- 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

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 <u>mullerk@mint.ca | mullerk@monnaie.ca</u> <u>mint.ca | monnaie.ca</u>
 From:
 Fairmont Hotels & Resorts

 To:
 Murka, Anne-Marie

 Subject:
 Confirmation for Ms Pina Melchionna

 Date:
 Wednesday, June 05, 2019 2:24:56 PM

?

Dear Ms Pina Melchionna,

Thank you for choosing Fairmont Château Laurier. While you are here, we hope you will be able to experience all that Ottawa has to offer. Below, please find your reservation confirmation number and additional details.

Best Regards,

Fairmont Château Laurier

Confirmation # First Name Last Name Arrival Date Departure Date Number Of Nights Number Of Adults Room Type to Charge Rate Per Room Per Night

Cancellation Policy

Cancellation Amount

Cancellation Date to Avoid

Pina

Melchionna Monday, 19 Aug, 2019 Friday, 23 Aug, 2019 4 1

Fairmont Gold King NS CAD 799.00 from 19-Aug-2019 CAD 665.00 from 20-Aug-2019 CAD 435.00 from 21-Aug-2019 CAD 450.00 from 22-Aug-2019 48 hours prior to arrival Saturday, 17 Aug, 2019

CAD 938.98 Local Currency The amount may be subject to taxes, gratuities, resort levy or other fees

?

Penalty

Fairmont Château Laurier 1 Rideau Street Ottawa, Ontario Canada K1N 8S7

Toll Free 1 866 540 4410 **Tel** +1 613 241 1414 **Fax** +1 613 562 7030 **E-mail** chateaulaurier@fairmont.com

If you want to unsubscribe from marketing mails, then please <u>click here</u>. <u>www.fairmont.com</u> | <u>Privacy Policy</u>
 From:
 Simons, Deborah

 To:
 pina melchionna

 Subject:
 Reimbursement

 Date:
 Thursday, September 5, 2019 2:41:00 PM

 Attachments:
 08469839 4.pdf

 image002.jpg

Dear Pina,

I am pleased to advise that you will receive an electronic transfer of funds on September 6th, in the amount of \$3,602.94 as a reimbursement of your travel expenses to attend the August 2019 Board orientation session, and Board/Committee meetings in Ottawa.

A copy of the electronic funds transfer notification is attached.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



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

Tel/Tél. : 613-716-4439 simons@mint.ca | simons@monnaie.ca mint.ca | monnaie.ca



Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

PINA MELCHIONNA

Fax E-mail simons@mint.ca

Telephone	
Fax	
Date	
Vendor account	
Date of payment	
Reference No.	

613-993-3500

05/09/2019 06/09/2019 PV147691

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82973 B19-031	30/08/2019	CAD	3,602.94	0.00	3,602.94	THEMIS # 3011 EAHCE12272 OTTAWA BLANKET TA
		CAD			3,602.94	

From:	Simons, Deborah
To:	pina melchionna
Subject:	Travel Expense Report
Date:	Monday, August 26, 2019 12:12:00 PM
Attachments:	S330-KM-WES19082611530.pdf
	image001.jpg

Dear Pina,

As promised, attached is a copy of the travel expense report I have completed and signed on your behalf. The total amount to be reimbursed for travel expenses is \$3,602.94. Your claim is now complete and is awaiting the required approvals. Once approved and processed, I will send you the eventual electronic funds transfer notification for your files. (Per diems, to be paid separately, will have their own EFT notification.)

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



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

Tel/Tél. : 613-716-4439 simons@mint.ca | simons@monnaie.ca mint.ca | monnaie.ca TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Pina Melchionna	Departure Date: 19-Aug	Return Date: 22-Aug
Location:	Ottawa		
Purpose:			
	To attend new Board mem	ber orientation session, Board of Directors me	eeetings and business dinners.

TRAVEL EXPENSE	An	nount
Airfare	\$ 1,	190.17
Baggage Fees		
Change Fees		
VIA Rail		
Hotel Accommodations	\$2,	123.58
Mileage (\$.055/km)	\$	-
Parking		
Taxis	\$	169.34
Car Rental		
Gasoline		
Private Accomodation (\$50/ngt)		
Other		
Total Travel Expenses	\$3,	483.09
Total Meal/Incidentals	\$	119.85
TOTAL	\$3,	602.94

Meals & Incidentals

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

	Rate	# Meals	Total	
Breakfast	\$20.50	0	\$	-
Lunches	\$20.10	0	\$	-
Dinners	\$50.65	1	\$	50.65
Incidentals	\$17.30	4	\$	69.20
			\$	119.85

Total Travel Expenses

Meal allowance and incidental calculator Insert Date \rightarrow 19-Aug 20-Aug 21-Aug 22-Aug Wed Sat Sun Mon Tue Thu Fri Total Breakfast 0 Lunch 0 Dinner 1 1 Incidentals 1 1 1 1 4

Per Diem Calculator

Insert Date \rightarrow			19-Aug	20-Aug	21-Aug	22-Aug		1
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			1	1	1	1		4
Claimant Signatu	ure: Uhh	y Sim		~	Date: M	0108/19	7	<u> </u>

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



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

ELECTRONIC FUNDS TRANSFER

simons@mint.ca

PINA MELCHIONNA

Fax E-mail Telephone Fax Date Vendor account Date of payment Reference No.

613	-993-	-3500	

21/11/2019 22/11/2019 PV150065

Invoice Invoice Invoice Amount in Cash Payment Remarks date currency transaction discount amount currency TABAG83211 B19-041 12/11/2019 CAD 2,030.36 0.00 2,030.36 THEMIS # 3043 WINNIPEG COIN LAUNCH & TOUR CAD 2,030.36

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

	Travel	Expense Form 2	019	OTJ #:	
		M. I.C.I)	TA #:	TABAG83211
204104Hz		Revisid		EAHCE #	
Claimant Pina Melchionna			estimate prov		\$2,506.05
Cost Centre 121 Legal Services (Board)			estimate prov		\$2,500.05
		inospitanty		arture Date	21-Oct-19
Travel Location and Reason			-	Return Date	21-Oct-19 22-Oct-19
(attach supporting documents):		TI	IEMIS # (VP an		3043
B19-041			ency Convers		
To attend the coin launch celebrating the 175th ar	niversary of	1 Unit of	ency conver	is Worth	of
the birth of Louis Riel and tour of the RCM Winn	ipeg plant.	USD			CAD
					CAD
Toronto/Winnipeg/Toronto					CAD
					CAD
					CAD
Total Travel Expenses (inclusive of fare					2,030.36
Prepaid Fares (Paid using Amex Corpo					0.00
Airfare Previously Claimed by Travelle	er (Paid using	Traveller's Amex Card)			0.00
Airfare previously claimed by Traveller	r under this T	A # (ENTER AS POSIT	IVE \$ AMO	UNT)	
Cash Advanced / Returned (ENTER A	S POSITIVE	S AMOUNT)			
Currency Advanced	Returned	Outstanding	-	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00
Amount Owing to:	Employee	L	2,030.36	RCM	0.00
	Employee		2,050.50	KUM	0.00
Expense Coding					
Account	Cost	Center (Select One from	drop down b	00X)	In Canadian \$
HST - Registration # 10793 5058 RT0001	_				192.49
740200 - Meals (domestic)	121 Legal Service	es (Board)	•		87.14
741200 - Meals (foreign)		and an entry of an experimental second and the second second second second second second second second second s			0.00
740100 - Hospitality (domestic)			•		0.00
741100 - Hospitality (foreign) 740010 - Airfare (domestic)	121 Jacob Consider	(Decod)	-		0.00
741010 - Airfare (foreign)	121 Legal Service	es (Board)	v		1,256.25
740020 - Rail fare (domestic)			-		0.00
741020 - Rail fare (foreign)	-		-		0.00
740500 - Taxi fare (domestic)	121 Legal Service	es (Board)	-		47.42
741500 - Taxi fare (foreign)			-		0.00
740700 - Personal car mileage (domestic)	121 Legal Service	es (Board)	-		145.49
741700 - Personal car mileage (foreign)			-		0.00
740030 - Car rental (domestic)	121 Legal Service	es (Board)	•		82.49
741030 - Car rental (foreign)			•		0.00
740800 - Parking (domestic)	121 Legal Service	s (Board)	•		30.00
741099 - Other transportation (foreign) 740400 - Accommodations (domestic)	121 Local Can in	r (Daard)	-		0.00
741400 - Accommodations (domestic) 741400 - Accommodations (foreign)	121 Legal Service	(D160d)	*		156.13
740900 - Incidentals (domestic)	 121 Legal Service	s (Board)			0.00 32.95
741900 - Incidentals (foreign)		a (a anim)	-		0.00
740000 - Baggage & Travel (domestic)			~		0.00
741000 - Baggage & Travel (foreign)			-		0.00
0.00			•		0.00
0.00			-		0.00
	4		•		0.00
154000 D 115	<u> </u>		•		0.00
154200 - Prepaid Fares					0.00
Out of Balance - Discrepancy in Expenses Code		1. W. C. W. C			0.00
FOR FINANCE USE ONLY (Favor	able)/Unfavorab	le Variance: Estimate on TA	versus actual e	•	(\$475.69)
(T)	favouchie 37	nos Patient and a second		Variance %	-19%
(Favorable)/Un	favorable Varia	nce: Estimate on Hospitality		190-20030000 (AMS) AMS) AMS)	-19% \$0.00 #DIV/0!

Form updated January 2018

Revised

S ma		Canada - (Exce	pt NWT, N	, NVT, Yukon) USA - (Except Alaska)		USA - (Except Alaska)			
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD	
DCM Dail Fame (Air	Demesta	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent	
RCM Paid Fares (Air	-								
RCM Paid Fares (Rai									
RCM Paid Fares (Air									
RCM Paid Fares (Rai	and the second sec								
Employee Paid Fares	1061 67	1,417.56	161.31						
Employee Paid Fares									
Employee Paid Fares	17 St.								
Employee Paid Fares									
Hotel Accommodation	a	163.45	7.32		2 - P				
Hotel Accommodation	ns (Foreign)								
Taxis (Domestic)		53.11	5.69						
Taxis (Foreign)								- it	
Mileage (\$0.57km)	268.0	152.76		7.27					
Business Telephone									
Parking		31.00	1.00						
Car Rental (Domestic)	86.38	3.89						
Car Rental/Gas (Fore	ign)								
Personal Accommoda	tions								
Hospitality									
Baggage (Domestic)									
Baggage (Foreign)									
Others (code manually	V)					1			
•									
Others (total)									
Total Expenses		1,904.26	179.21	7.27					
Per Diem Country		1,904.20	1/9.21		l		1		
i ei Diem Country		No. of meal	Total CAD	Canada	1	New	Traduce	USA	
		allowances		Calculated		No. of meal allowances	Total USD	Total CAD	
Meal allowance rates Breakfasts			allowance	GST/HST	000.05	anowances	allowance	Equivalent	
	\$20.35	1	20.35	0.97	\$20.35				
Lunches	\$20.60	1	20.60	0.98	\$20.60				
Dinners	\$50.55	1	50.55	2.41	\$50.55				
Total Meals			91.50	4.36					
Incidentals	\$17.30	2	34.60	1.65	\$17.30				
Fotal Expenses			126.10	6.00					

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

2,030.36 192.49

Grand Total USD Expenses

Notes for Expenses

Since Pina's flight to Winnipeg was an early one, she drove to	the previous evening, to begin her day closer to the airport on the morning of
the flight. She is therefore claiming mileage from her residence to	nd return. To save on parking charges at the Toronto airport Pina took a
cab to/from the Toronto airport (less expensive option). An e-mail	from Pina, providing an explanation regarding mileage and cabs, is attached to this claim.
Breakfast on 21 October was provided with the flight; lunch on 22	2 October was provided by the host for the coin launch. While in Winnipeg Pina chose to rent a
	n/to the airport and travel to/from the coin launch. The hotel quoted on the TA was sold out,
therefore Pina chose the Norwood Hotel which was less expensive	e due to a promotional discount.

Meal allowance and incidental calculator

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

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

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

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

	Enter	your tra	vel dates	here fo	r	CAN	ADA			MON	ITH:	Oct-1	9		
Numbers only	in the second		21	22						Se Conspi					Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
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Lunch			1				-								1
Dinner			1												1
Incidentals			1	1											2
										196 - 198 A					
	Enter	your tra	vel dates	here fo	r the	US				MON	TH:	4373	9		
	Enter	your tra	vel dates	here fo		US		-		MON	TH:	4373	9		Total
	Enter Sat	your tra		22		US Thu	Fri	Sat	Sun	MON	TH: Tue	4373 Wed	9 Thu	Fri	Total allowances
Breakfast			21	22			Fri	Sat	Sun					Fri	allowances
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			21	22			Fri	Sat	Sun					Fri	allowances

Kensud

	NA.	Travel	Expense Form	2010	OTIN	
de la companya de la	12 CA	TTGACI	Expense rount	WU17	OTJ #:	
	Date C				TA #:	
Claimant	Pina Melchionna	-	1		EAHCE #	
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Cost Centre	121 Legal Services (Board)		Hospitality	estimate prov		the second se
. IT	1.0				arture Date	
Fravel Location					Return Date	
(attach supporti	ng documents):	1510 L		HEMIS # (VP ar		3043
819-041	1 11 1 1 1 100		the second	rency Conver		
	nch celebrating the 175th and tour of the RCM Win		I Unit of		is Worth	of
te offan of Louis Rie	and total of the RCM with	umpeg plant.	050	_		CAD CAD
oronto/Winnipeg/To	ronto					CAD
						CAD
						CAD
'otal Travel Exp	enses (inclusive of fa	res)			and the state of t	2,080.91
	id using Amex Corp		ccount)			0.00
			Traveller's Amex Card	D		0.00
				17.		0.00
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ash Advanced /	Returned (ENTER .	AS POSITIVE	SAMOUNT)			
Currency	Advanced	Returned	Outstanding	g	FX to CAD	CAD Equivalent
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Q. I'						
xpense Coding			o			
	account	Cost	Center (Select One from	i drop down b	0X)	In Canadian \$
0200 - Meals (dome	10793 5058 RT0001		(D)	_		195.38
1200 - Meals (foreig	and Names and Annual	121 Legal Service	s (Board)			135.29
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1100 - Hospitality (1	and the second se			-		0.00
0010 - Airfare (dom	the second s	121 Legal Service	s (Board)	~		0.00
1010 - Airfare (forei	The second			*		0.00
0020 - Rail fare (dor	the second s			-		0.00
1020 - Rail fare (for	eign)			*		0.00
0500 - Taxi fare (do	nestic)	121 Legal Service	s (Board)	*		47.42
1500 - Taxi fare (for				~		0.00
0700 - Personal car i	And the second se	121 Legal Service	s (Board)	*		145.49
1700 - Personal car i	the state of the s			*		0.00
0030 - Car rental (de	and the second se	121 Legal Service	s (Board)	·		82.49
1030 - Car rental (fo	The second se		(Denor)	•		0.00
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0400 - Accommodat		121 Legal Services	(Board)			0.00
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0400 - Accommodat 1400 - Accommodat 0900 - Incidentals (d 1900 - Incidentals (f 0000 - Baggage & Tr 1000 - Baggage & Tr 0 0 0 1200 - Prepaid Fares t of Balance - Discr R FINANCE USE 1	epancy in Expenses Cod	led rable)/Unfavorabl	NOV 19 2019 P4427	y versus actual e	Variance %	0.00 0.00 0.00 0.00 0.00 (\$425.14)

From: Sent: To: Subject: Phyllis Clark < Friday, November 08, 2019 10:51 AM Simons, Deborah Re: Seeking approval - travel expense claim TABAG83211 - Pina Melchionna - B19-041

Approved

Sent from my iPad

On Nov 7, 2019, at 10:31 AM, Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents the expenses related to Pina's recent travel to Winnipeg to attend a coin launch and participate in a tour of our Winnipeg facility. There is one exception, rental of a vehicle – this was not pre-approved on the TA. Pina chose to rent a vehicle as this option was less expensive than numerous cab fares. The claim and exception have been reviewed and approved by the CFO. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

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



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

Tel/Tél. : 613-716-4439 simons@mint.ca | simons@monnaie.ca mint.ca | monnaie.ca

<B19-041 - Melchionna - Winnipeg Oct. 21-22, 2019.pdf>

From:Davies, CatrinSent:Tuesday, November 19, 2019 2:34 PMTo:Simons, DeborahSubject:PinaAttachments:SKMBT_C36419111912170.pdf

Please change supper to 1 and take off 48c tax for the parking (I think it's only a \$1 tax after that)

Thanks, Cat A/P 343-999-5691

From: KMprinter@mint.ca <KMprinter@mint.ca> Sent: November 19, 2019 12:17 PM To: Davies, Catrin <daviesc@mint.ca> Subject: Message from KMBT_C364

From:Davies, CatrinSent:Tuesday, November 19, 2019 8:24 AMTo:Simons, DeborahSubject:RE: TABAG83211 Pina Winnipeg

No worries - I will continue to process and scan you my copy.

Cannot claim tax on parking if there is no GST # - I will fix it 🙂 not expecting you to remember all the little rules 🙂

Thanks, Cat A/P 343-999-5691

From: Simons, Deborah <simons@mint.ca> Sent: November 19, 2019 8:22 AM To: Davies, Catrin <daviesc@mint.ca> Subject: RE: TABAG83211 Pina Winnipeg

Yep, definitely an error. I just took a look and actually highlighted the meal on the itinerary! We are in Board meetings today and tomorrow, so I can't do anything about it today, but will fix Themis on Thursday or Friday. Thanks for catching this.

Debby

From: Davies, Catrin Sent: Tuesday, November 19, 2019 8:20 AM To: Simons, Deborah <<u>simons@mint.ca</u>> Subject: TABAG83211 Pina Winnipeg

Hi Debby,

Pina flew back to Toronto at 16.40 and landed at 20.00 and was served a meal on the flight – you are also claiming her supper per diem for that time too – was this an error?

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

A CALL	NA OLA	Travel	Expens	e Form 2019		OTJ#	
WIND STREET	ANNO CANADA					TA #	TABAG83211
						EAHCE #	ŧ
Claimant	Pina Melchionna			Cost estima	te pro	vided on TA	\$2,506.05
Cost Centre	121 Legal Services (Board	d)	$\mathbf{\nabla}$	Hospitality estima	te pro	vided on TA	
						oarture Date	
Travel Location a	and Reason					Return Date	
(attach supportin	g documents):			THEMIS		nd Board claims only)	the second se
B19-041			1	Currency C			
To attend the coin laur	nch celebrating the 175th	anniversary of		1 Unit of	Unver	is Worth	
the birth of Louis Riel	and tour of the RCM W	innipeg plant.	USD	1 Omt 01			of CAD
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Total Travel Expe	enses (inclusive of fa	ares)					2 090 01
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Airfare Previously	Claimed by Trave	ller (Peid using	Trovellowic	Amor Cand)			0.00
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Amount Owing to:		Employee		2,0	80.91	RCM	0.00
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740010 - Airfare (domes		121 Legal Service	s (Board)				1,256.25
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740020 - Rail fare (dom				∇			0.00
741020 - Rail fare (forei		_		V			0.00
740500 - Taxi fare (dom		121 Legal Services	s (Board)	∇			47.42
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740030 - Car rental (don	the second se	121 Legal Services	(Board)				82.49
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741099 - Other transport							0.00
740400 - Accommodatio		121 Legal Services	(Board)	. 💌			156.13
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Out of Balance - Discrep	ancy in Expenses Cod	ed					0.00
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Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAI
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Employee Paid Fares		1,417.56	161.31					
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Employee Paid Fares								
Hotel Accommodation	•	163.45	7.32					
Hotel Accommodation	ıs (Foreign)							
Taxis (Domestic)		53.11	5.69]			
Taxis (Foreign)	-]			
Mileage (\$0.57km)	268.0	152.76		7.27	1			
Business Telephone					1			
Parking		31.00	1.48					
Car Rental (Domestic)	1	86.38	3.89					
Car Rental/Gas (Forei	gn)							
Personal Accommodat	ions						++	
Hospitality								
Baggage (Domestic)								
Baggage (Foreign)	£							
Others (code manually)							
Others (total)								
Total Expenses		1,904.26	179.69	7.27				
Per Diem Country				Canada				USA
		No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	1	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts	\$20.35	1	20.35	0.97	\$20.35			-1
Lunches –	\$20.60	1	20.60	0.98	\$20.60			
– Dinners	\$50.55	2	101.10	4.81	\$50.55			
Fotal Meals			142.05	6.76				-
Incidentals	\$17.30	, 2	34.60	1.65	\$17.30			
Fotal Expenses			176.65	8.41	Q17100			

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

2,080.91 195.38 Grand Total USD Expenses

Notes for Expenses

Since Pina's flight to Winnipeg was an early one, she drove to the arrow of the previous evening, to begin her day closer to the airport on the morning of the flight. She is therefore claiming mileage from her residence to the airport of the previous evening, to begin her day closer to the airport on the morning of the flight. She is therefore claiming mileage from her residence to the airport of the previous evening, to begin her day closer to the airport on the morning of the flight. She is therefore claiming mileage from her residence to the airport of the previous evening, to begin her day closer to the airport on the morning of the flight. She is therefore claiming mileage from her residence to the airport of the airport on the morning of the flight; lench on 21 October was provided by the host for the coin launch. While in Winnipeg Pina chose to rent a car, as this option was less expensive than cab fares for travel from/to the airport and travel to/from the coin launch. The hotel quoted on the TA was sold out, therefore Pina chose the Norwood Hotel which was less expensive due to a promotional discount.



Travel Expense Form 2019

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 😰 No 📮 If you indicated "Yes", please check which exception(s) were not pre-approved and require approval:

ÇEO APPROVAL REQUIRED: (Please initial)

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

CFO or CEO APPROVAL REQUIRED: (Please initial)

- Hospitality Exceptions to Hospitality Policy #51 (Annex 2B) Hospitality - No pre-approval obtained for the following:

 - Hospitality External or internal hospitality exceeding Maximum Cost Per Person (Annex 2B)
 - Hospitality External or internal hospitality costs exceeding \$5,000 (Annex 2B and 44.1)
 - Hospitality Alcoholic beverages provided (Policy Section 44.1)
 - Hospitality Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
 - Hospitality Entertainment provided (Policy Section 44.1)
 - Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
 - Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44, 1 and 46, 4)
 - Hospitality - Special forms of hospitality (Annex 2B)
 - Hospitality - No pre-approval prior to expenditure (Section 44.7)

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

- While in Winn Travel - Combining personal and business travel (Policy Section 14.3)
- Travel Airfare Higher level than permitted by policy (Policy Section 20.6) Ment Ca Can a Travel Privately owned vehicles Kilometer allowance in excess of the equivalent lowest practical commercial can

- Mipig Pina chose to pier fare (Policy Section 22.1) Was alanex 28) Numerous Cabs. Control of Can unful. Travel - Notel - 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 Per Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

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

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

PILTravellet Name (PRINT NAME) PILL PELMIONNA DIMMY SIMPN UM	2.Expense claim prepared by STMONS (PRINT NAME COMPANY STMONS	3.Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller	Signature	Signature of Traveller's Director
Pinn Melchionna Dete	05/11/19 Date	Date

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

4. Approved by VP (as required) (PRINT NAME)	5.Reviewed by CFO (CEO claims; Board claims; dalms for review prior to CEO approval; other as required)	6 Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
	Deneto.	leage note in attacka
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit
		Committee
-	Nor7/2015	e-mail approval from
Date	Date	Date
		Mullio Clark.
7.Reviewed by Finance (PRINT NAME)		Date
		000168
		Form updated January 2018

Meal allowance and incidental calculator

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

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

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

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

	Enter	your tra	vel dates	s here fo	r	CAN	ADA			MON	TH:	Oct-1	q		
Numbers only			21	22	1.1.1.1.1.1		100					0001	<u> </u>		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast				1 1	a start	S States						mod	Ind		allowallces
Lunch			1												1
Dinner	1.000		1	1											1
Incidentals	14. 1		1	1							-				2
	-				L										2
	Enter	your tra	vel dates			US				MON	TH:	4373	9		2
			21	22											Total
	Enter Sat	your tra	NAME AND ADDRESS OF TAXABLE PARTY.	22		US Thu	Fri	Sat	Sun	MON Mon	TH: Tue	4373 Wed	9 Thu	 Fri	
Breakfast			21	22			Fri	Sat	Sun					 Fri	Total
Breakfast Lunch			21	22			Fri	Sat	Sun					Fri	Total allowances
Breakfast			21	22			Fri	Sat	Sun					Fri	Total allowances

TRAVEL	EXPENSE	REPORT

Revised	May	6,	2019
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RCM BOARD	OF DIRECTORS			needed may e
Claimant:	Pina Melchionna	Departure	e Date: 21-Oct	Return Date: 22-Oct
Location:	Winnipeg			
Purpose:	To attend the coin la RCM Winnipeg plant.		5th anniversary of the bir	th of Louis Riel, and tour of the
TRAVEL EXPE	NSE	Amount	Meals & Incident	als
Airfare		\$ 1,417.56	Note: Please use	the meal allowance calculator
Baggage Fe	es		below to determin	ne the exact number of
Change Eee	c.			

Change Fees **VIA Rail** Hotel Accommodations \$ 163.45 Mileage (\$.057/km) \$ 268 152.76 Parking \$ 31.00 Taxis \$ 53.11 Car Rental \$ 75.38 Gasoline \$ 11.00 Private Accomodation (\$50/ngt) Other **Total Travel Expenses** \$ 1,904.26 Total Meal/Incidentals \$ 176.65 TOTAL \$ 2,080.91

meal allowances and incidentals.

4	Rate	# Meals	Total
Breakfast	\$20.35	1	\$ 20.35
Lunches	\$20.60	1	\$ 20.60
Dinners	\$50.55	2	\$ 101.10
Incidentals	\$17.30	2	\$ 34.60
			\$ 176.65

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date \rightarrow			21 Oct.	22 Oct.				1
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast				1				1
Lunch			1					1
Dinner			1	1				2
Incidentals			1	1				2

Per Diem Calculator

Insert Date \rightarrow			21 Oct.	22 Oct.				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			1	1				2
L	A lat	. 0	I	I				
	1 1 2 1/11	1. Vino	An U					
Claimant Signatu	re:	YXAMO	y you	/	Date:	5(11110)	2	

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: 07 Oct, 2019

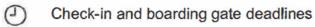
This is your official tilnerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air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

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier's privacy policy and, if your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Ar Canada's Privacy Policy directly.

Depart.					
					Business Class (lowest)
Monday 21 Oct. 2019	07:25 Toronto Toronto-Pearson Int. (YYZ), ON Terminal 1		08:58 Winnipeg (YWG), MB	(0) AC259	2hr33 Business P Operated by: Air Canada 321 Meal
Seturn					
		100 A 10 1		1 - 1 - 1 - V	Business Class (lowest)
Tuesday 22 Oct, 2019	16:40 Winnipeg (YWG). MB		20:00 Toronto Toronto-Pearson Int. (YYZ), ON Terminal 1	() AC270	2hr20 Business P Operated by: Air Canada 320 Meal
Passengers					N T T T T T T T T T T T T T T T T T T T
Air Canada - Aeroplar	Yq	el Options Regular meal		Seats AC25 AC27	9 1D

-		
	-	

		1 adult
Amount paid: \$1417.56	the state of the s	
Tax information GST no. 10009-2287 RT0001 \$1.25	Base Fare - Depart - Business Class (lowest)	573.00
GST/HST no. 10009-2287 RT0001	Base Fare - Return - Business Class (lowest)	573.00
\$160.06	Surcharges	46.00
	The second se	5
	Goods and Services Tax - Canada 100092287 RT0001	1.25
	Harmonized Sales Tax - Canada 100092287 RT0001 DC - 3	160.06
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada HUX	50.00
	Total airfare and taxes before options	^{\$} 1417 ⁵⁶
	GRAND TOTAL (Canadian dollars)	\$1417 ⁵⁶



Within Canada	
90	Recommended check-in time
minutes	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	Check-in and baggage drop-off deadline
minutes ¹	You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.
15	Boarding gate deadline
minutes	You must be present at the boarding gate before it closes.

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

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) > Winnipeg (YWG)

n 1" bag Complimentary

∩2™ bag Complimentary Max. weight per bag: 32.0 kg (70.0 lb)

Max. dimensions per bag: 158.0 cm (62.0 in)

Winnipeg (YWG) > Toronto (YYZ)

m 1" bag Complimentary

2nd bag Complimentary Max. weight per bag: 32.0 kg (70.0 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

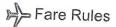
Stopovers

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

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

View Air Canada's additional checked baggage policy.

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



Business Class (lowest)

⊮ Changes Adult - \$50 CAD

- Before day of departure The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
 - Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). • Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary,

Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded). Flights can only be used in sequence from the place ofdeparture specified on the itinerary.

Cancellations	
Adult - Non-	
refundable	Tickets are non-refundable and non-transferable. Cancellations can be made up to dramaferable.
	Cancellations can be made up to 45 minutes prior to departure. If you make a flight change that involves and the second
	 If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed Customers who no show their flight for the number of flights that are changed
	fare applies once per passenger, regardless of the number of flights that are change fee associated with that more restricti • Customers who no-show their flight will forfeit the fare paid. • Air Canada will provide a full of the full of the fare paid.
	 Air Canada will provide a full refund without new the face paid.
	you are assigned a booking reference) within 24 hours of purchase. • View Air Canada's refund policy Orece in the second
	 View Air Canada's refund policy Opens in a new window. Provided the original booking is canced.
	 Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new tickets can be fee per direction, per passance and the value of a new tickets to the value of a new tickets of the value of a new tickets of the value of the va
	applied within a one year period from date of issue of the original flight 's departure, the value of the unused ticket can be fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to the change advance purchase requirements. The other taxes and any additional fare difference, subject to the change
	fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and date of ficket issuance within a commence within a com
	advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfoited
	date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
Seat selection*	
Free advance seat	 Free advance seat selection on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz (subject to availability).
selection (standard	by Jazz (subject to availability) of Air Canada and Air Canada Rouge, as well as on Air Canada Everage of the
	(composition availability).
📟 Aeroplan Miles	
	• 150% Aeroplan Miles
	The equivalent in Altitude Qualifying Miles For all distances associate assoc
	 For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge
	, server by fin Ganada, Air Canada Express and Air Canada Rouge
Business Class (lov	west)
	nest)
₩ th Changes	
Adult - \$50 CAD	Before day of departure - The change fee per direction
	 Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes of sheet is an effective departure.
	 Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa on flights here.
	 Same-day standby is available: on flights between Toronto and Montreal or Other and Same-day flights only).
	 Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaCuret (FWD) is the standard of the standard flights between Calgary,
	 Flights can only be used in sequence from the place ofdeparture specified on the itinerary.
上 Cancellations	in the interary.
Adult - Non-	
refundable	Concellations are non-refundable and non-transferable.
refundable	 Tickets are non-refundable and non-transferable. Cancellations can be made up to 45 minutes prior to departure. If you make a direct at a minute prior to departure.
refundable	 If you make a flight change that involves prior to departure.
refundable	 If you make a flight change that involves a more restrictive fare, the higher change fee associated with the top fare applies once per passenger.
refundable	 If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Air Canada will provide a full optimized with the fare paid.
retundable	 If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Customers who no-show their flight will forfeit the fare paid. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new higher the higher change applies).
retundable	 If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Customers who no-show their flight will forfeit the fare paid. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and view. Air Canada's provide a performance) within 24 hours of purchase.
retundable	 If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Customers who no-show their flight will forfeit the fare paid. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View Air Canada's refund policy Opens in a new window.
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Seat selection*	 If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Customers who no-show their flight will forfeit the fare paid. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View Air Canada's refund policy Opens in a new window. Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original dicket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
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Seat selection*	 If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Customers who no-show their flight will forfeit the fare paid. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View Air Canada's refund policy Opens in a new window. Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
Seat selection* Free advance seat selection (standard)	 If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Customers who no-show their flight will forfeit the fare paid. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View Air Canada's refund policy Opens in a new window. Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket can be fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to the change
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Seat selection* Free advance seat selection (standard) Aeroplan Miles	 If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Customers who no-show their flight will forfeit the fare paid. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View Air Canada's refund policy Opens in a new window. Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited. Free advance seat selection on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz (subject to availability). 150% Aeroplan Miles
Seat selection* Free advance seat selection (standard) Aeroplan Miles	 If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Customers who no-show their flight will forfeit the fare paid. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View Air Canada's refund policy Opens in a new window. Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original diverse is lower, any residual amount will be forfeited. Free advance seat selection on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz (subject to availability).

Unil rented Car \$11.00 1+ = 0.521 ton APT s.19(1)

141× 1

\$10.00

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合于 #: 大田田

AD TOTOL

FEEDBACK. CHANCE TO 471M FREE GAS FOR A VEARY PETRO-CANA

BINE US YOUR

LEARN MOW TO Saue 3 Cents/L Euery Day at Petro-Canada.ca/Rec

Cotal Due; \$10.00 Rate: 2 t cotal Paid: \$10.00 Pet lup cotal raid: \$10.00 Pet lup construction: San 102/409/3 setting: San 102/400/40 setting: San 102/40 set

-- IMPORTANT --RETAIN THIS COPY FOR YOUR RECORDS CUSTOMER'S COPY -

furchase Date/Time: 09:10am Oct 22, 2019

Rate: 2 Hours - \$10.00 Pot Type: CC (Seripe)

-

2019

Per Contraction

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F800

008 9893 956

G FC FC38898888

Inense Plate minder

RECEIPT

4C

CINING :

ITENS ORDERED

TAUCHA

AUTH

403609

UNCHASE

-

TOTAL PAID CREDIT CARD \$ 11.88

47)4 84 Street R3C 165 -7619

62.50 10.00 10.00 10.00

1 6 OZ SIR/CLASSIJ 1 6S ALCRIDGE SH/Y 1 CLSSC CAESAR 1 FRESH BREAD

TOTAL OWED

43

11.00

0N RECORD ##

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47.00 N.100

UBTOTAL GST

- OST INCL. \$ 0.52

LITRES PRICE/! PUEL SALES

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GMRd

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TEREFERENCE

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47.04

ITAL DUE

2019-10-22

14:06

\$47.04 \$7.06

Anount 110 TOTAL CAD\$54.10

Mate you for visiting se Steak Juse & Bar - Garry Street

REGULAR

INVOICE

PC0519622:7788881 Terminal: 047788851 Paypoint: 047788801

Petro-Canada 1895 Wellington au Vinnipes Manitoba R3N 162 (204) 985-8216

APPROVED 490663 00-004 (001) 490663 232001010103 10/21 2019 5159438 PH

Customer Copy

14R: 0080006000

Review Jur experience at wark L techark.com and reserve a charce to win a \$100 gift card Restaurant 405

THANK YOU Come Asain

Clariming

Phones ing

FIGURE POST SESSET

000175

VERIFIED BY PIN

THANK YOU 527

Tax on particing

CALCULATORS

Canada sales tax 2019

.

Sales tax calculator GST, QST Reverse Québec sales tax

calculator Sales tax calculator HST_GST

Reverse sales tax calculator HST, GST

Sales tax calculator Ontario(HST) Reverse Sales tax calculator Ontario(HST)

Sales tax calculator British-Columbia BC (GST/PST)

Reverse Sales tax calculator British-Columbia BC (GST/PST)

Sales tax calculator Saskatchewan (GST/PST)

Sales tax calculator Manitoba (GST/PST or RST)

Sales tax calculator Alberta (GST/PST)

Harmonized reverse sales tax calculator GST, PST and HST 2019

CALCULATE THE CANADA REVERSE SALES TAXES HST, GST AND PST

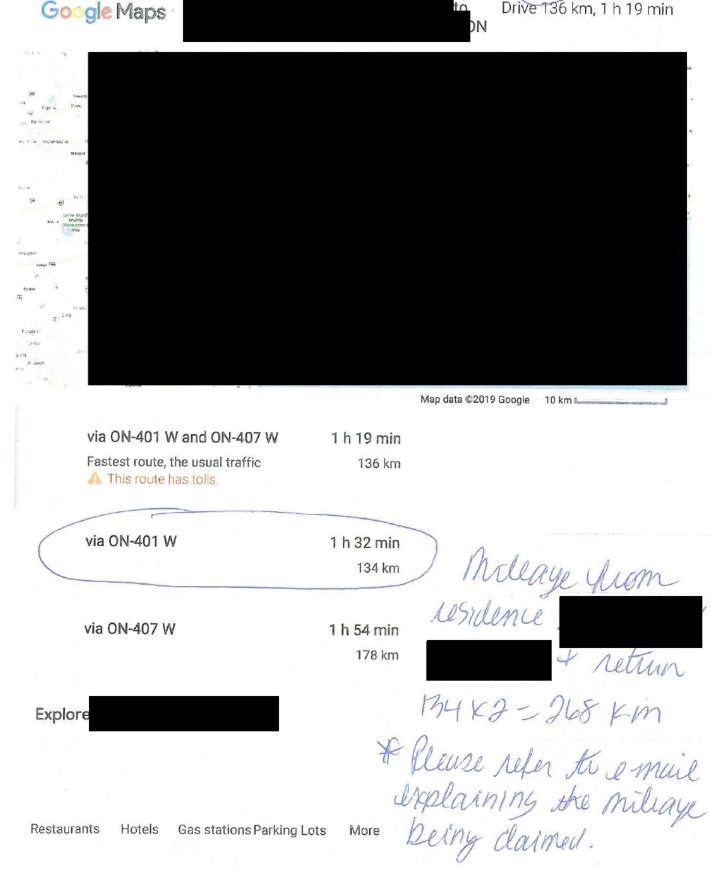
Amount with taxes Canada Province HST/QST/PST (5%) Amount without tax 10.00 + Alberta 0.48 = Calculate <td< th=""><th></th></td<>	
	9.52

CURRENT HST, GST AND PST RATES TABLE OF 2019

On March 23	2017 The Saskatchewan	PST as reused from 5	Ph to Ath I have the at		
	The second of the second second	and the same of the same of the same	and the second	The second second second second	

Tax rate for all canadian remain the same as in 2017.

DN - G... Page 1 of 1 s.19(1) Drive 136 km, 1 h 19 min



Restaurants

Hotels Gas stations Parking Lots More

s.19(1)

From: Sent: To: Subject: pina melchionna Monday, October 28, 2019 2:06 PM Simons, Deborah Re: Travel expense claim - Winnipeg

Thanks for being so organized... I will start to gather the receipts and send them to you. Please note that I drove from my home at a service of the second of the second

On Wed, Oct 23, 2019 at 2:44 PM Simons, Deborah < simons@mint.ca> wrote:

Dear Pina,

I hope your Winnipeg trip went well, and that you enjoyed your tour of our Winnipeg facility. I would appreciate it if you could send your receipts to my attention when ready for completion of your travel expense claim. I already have the invoice for airfare.

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

From: Sent: To: Subject: pina melchionna ⊲ Monday, October 28, 2019 2:22 PM Simons, Deborah Fwd: Your Monday morning trip w<u>ith Uber</u>

----- Forwarded message ------From: Uber Receipts <<u>uber.canada@uber.com</u>> Date: Mon, Oct 21, 2019 at 5:55 AM Subject: Your Monday morning trip with Uber To: <

Uber

Total: CA\$25.62 Mon, Oct 21, 2019

Thanks for riding, Pina

We hope you enjoyed your ride this morning.

Total

CA\$25.62

Trip Fare

CA\$15.92

CA\$15.92

Subtotal



Toronto airport

s.19(1)

HST

Tolls, Surcharges, and Fees 2

CA\$25.62

CA\$2.95

CA\$6.75

A temporary hold of CA\$25.62 was placed on your payment method ••••• at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. Learn More

GST Registration Number 702328915RT0001

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

You rode with

4.87 🛧 Rating

is known for:

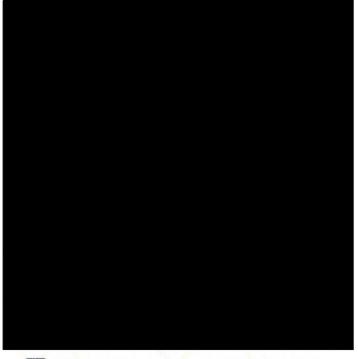
Excellent Service

How was your ride?





License Plate:
PTC License
intact
Every rideshare trip in Toronto is insured for a covered auto accident by Intact. Learn more.
UberX 13.52 km 13 min
05:42am
Canada
↓ 05:55am
14 N Star Rd, Mississauga, ON L4W 1S9, Canada



Edogio

Map data @2019 Google



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 >

Simons, Deborah

From: Sent: To: Subject: pina melchionna Monday, October 28, 2019 2:07 PM Simons, Deborah Fwd: Your Tuesday evening trip with Uber

airport to cronto

----- Forwarded message ------From: Uber Receipts <<u>uber.canada@uber.com</u>> Date: Tue, Oct 22, 2019 at 8:38 PM Subject: Your Tuesday evening trip with Uber To: <

Uber

Total: CA\$27.49 Tue, Oct 22, 2019

Thanks for riding, Pina

We hope you enjoyed your ride this evening.



Total

CA\$27.49

Trip Fare

CA\$16.62

Subtotal

CA\$16.62

HST		CA\$3.16
Wait Time 😨		CA\$0.46
Tolls, Surcharges, and Fees 😨		CA\$7.25
	(CA\$27.49

A temporary hold of CA\$26.97 was placed on your payment method ••••• at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. Learn More

GST Registration Number 791188733RT0001

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

You rode with





2.

Has passed Uber Multi-Step Safety Screen

4.92★ Rating

is known for: Excellent Service

How was your ride?

Rate Or Tip→

Your driver was licensed by None (licence number: **1** In the event that you have any issue with the service you received, please let us know via the Help option in your app, or via <u>help.uber.com</u>. In the event that you have a formal complaint, you should also consider contacting None and, if relevant, the police.

intact

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

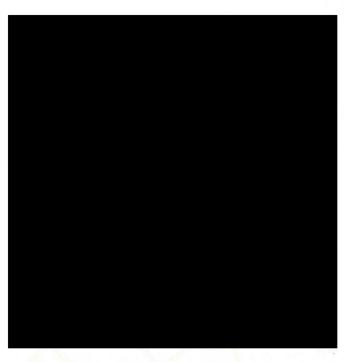
UberX

16.85 km | 16 min

08:21pm

5990 Airport Rd, Mississauga, ON L5P, Canada

08:38pm



Googla

Map data @2019 Google



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 >

CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec

53.11

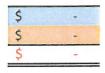
\$

\$ 53.11
\$ 5.69
\$ 47.42

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

2 (abs in Ontario 4525.62 + \$27.49

453.11



Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ -	\$ (1) (- (1))
\$ -	\$ 1225-6-18
	\$ -

The figures you need GRAND TOTAL TOTAL TAX SUMMARY Page total

\$ 53.11
\$ 5.69
\$ 47.42

National

1965 WELLINGTON AVE WINNIPEG, MB R3H 1C2 Federal GST# :889365821

Rental Agreement #: Bill Ref #: **Invoice** Date: Account #:



22/10/2019

s.19(1)

Federal GS1# :889365821		BILLING DETAIL		er er k, er sin som forskalaret.		
			Description TIME & DISTANCE	Qty/Per 2 DAY	Rate 27.99	Amount 55.98
BILL TO	na se a su se se su	and a second	1	Subtotal		55.98
PINA MELCHIONNA			CONCESSION FEE RECOVERY 16.28 PCT	PCT	16.28	9.42
	25		VLF REC .95/DAY	2 DAY	0.95	1.90
DENTEAL DIEODM	LATION		PROVINCIAL SALES TAX	PCT	7.00	4.71
RENTAL INFORM	dal an el compañía y se de la far anti- d'arrendange sider - el calabridar, far compañía da c		GOODS AND SERVICES TAX	PCT	5.00	3.37
Date/Time Out 10/21/2019 09:48	Start Charges Date/Time In 10/21/2019 10:15 10/22/2019 14:10		Total Charges (CAD)			75.38
Renter	10/21/2013 10:13	10/22/2013 14.10	PAYMENTS			and the second
MELCHIONNA, PINA			Payment			-75.38
RENTAL VEHICL	ES		Total Payments (CAD)		1 .2	-75.38
Color License GRAY DK VIN	Model Unit SENTRA 7RG3GC	Miles/Kms Out In 27,116 27,188	Amount Due (CAD) Individual line item charges such as rental rate le.g., sales taxes and fees or surcharges), ar foulfied up or down a whole cent to ensure to and/or to avoid fractional cents.	is for Time and Dista of charges divided b hat the charges equa	nce, percenta etween multip il the actual T	0.00 pe-based charges e parties may be otal Amount Due
CLAIM INFORMA	TION					
Claim# / PO# / RO#	# Insu	ed				
Date of Loss Ty	ype of Loss Type	of Vehicle				

Repair Shop

Rental 75.38 (tax \$ 3.37) $\frac{\text{For During argument}}{\text{Tel#:+1 2044787800}}$

For Billing Inquiries / Payment Terms :

Payment Due within days of invoice date Late payments are subject to a finance charge.

#86.38 (tax #3.89)

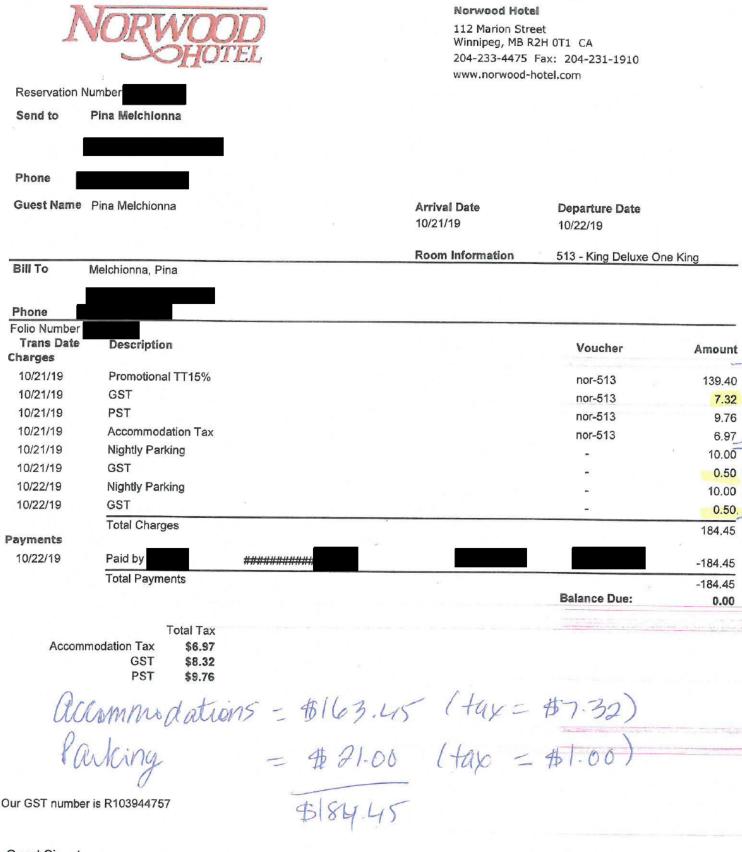
A Suparate receipt for fuel

Thank You For Choosing National Car Rental

Please Return This Portion With R	emittance	Amount	Due (CAD)		0.00
Remit To : ENTERPRISE RENT-A-CAR 1380 WAVERLEY WINNIPEG, MB R3T 0P5		Paid By: PINA MELC	CHIONNA		
	Account #	Rental Agreement	Amount 0.00	GPBR C6N1	000188

s.19(1)

1 of 1 October 22, 2019



Guest Signature:

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Coin event Colebur al 2019

s.19(1)

Success! Your room is booked.
 Check mullerk@mint.ca to view your confirmation email.

Thanks, Pina ! Your itinerary number is

Room 1 Confirmation #:

Confirmed

Thank you for choosing our property. We look forward to your arrival.

Add to calendar

 \propto Share

Room Details

Norwood Hotel 112 Marion Street, Winnipeg, MB R2H0T1 1-204-233-4475 info@norwood-hotel.com www.norwood-hotel.com

Confirm

King Deluxe
Promotional 15% 1 night

CA\$139.40

Dates Mon, Oct 21, 2019 Tue, Oct 22, 2019 (1 night)

Guests 1 Adult

Guest Information Pina Melchionna mullerk@mint.ca 613-355-6458

Additional Details and Preferences

Pina might be arriving earlier, could it be possible to have an early check in time

Payment Method

Cancel Room

Taxes and Fees: CA\$24.05 V Total: CA\$163.45

s.19(1)

Policies

Check-inCheck-outAfter 3:00 PMBefore 11:00 AM

ROOM 1 KING DELUXE

Guarantee Policy

A valid credit card is required to guarantee all reservations. The card used to guarantee is to hold the reservation only. A form of payment will be required upon check in.

Cancel Policy

Cancel by 4pm local hotel time on arrival date to avoid a one night penalty.

From:	pina melchionna
To:	Muller Kim; Simons Deborah
Subject:	Fwd: Air Canada - 21 Oct: Toronto - Winnipeg (Booking Reference
Date:	Monday, October 7, 2019 7:47:15 PM
Attachments:	<u>Air Canada Booking Confirmation</u> <u>f</u>

here is my flight itinerary for Oct 21 for the facility tour and for Oct 22 for the coin unveiling. Please reserve my hotel room and send the confirmation. In addition, what car company is authorized for me to rent a car for? It will be much cheaper than taking a taxi to/and from the mint tour and to/and from the coin unveiling. Thanks!



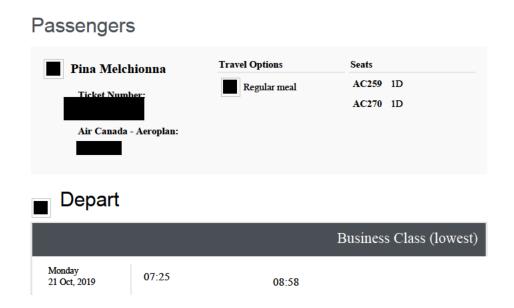
 Booking Reference
 Date of issue: 07 Oct, 2019

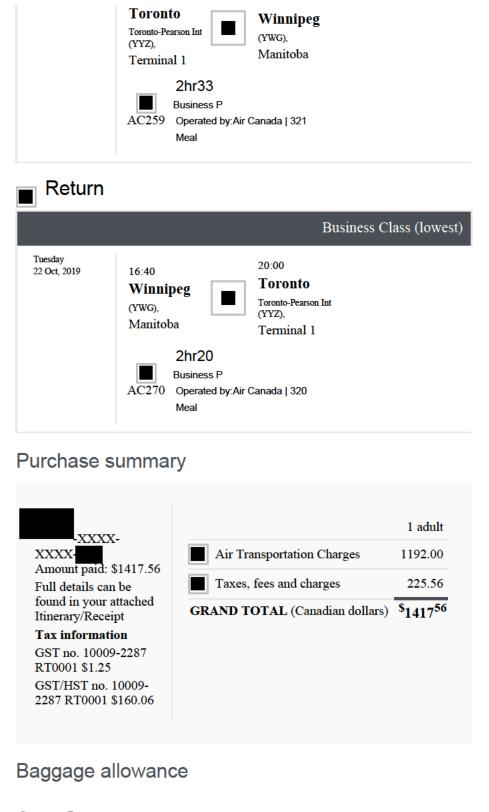
 Select Seats
 Check in

 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





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) > Winnipeg (YWG) Max. weight per bag: 32.0 kg (70.0 lb) 2nd bag 1st bag Max. dimensions per bag: Complimentary Complimentary 158.0 cm (62.0 in) Winnipeg (YWG) > Toronto (YYZ) Max. weight per bag: 2nd bag 32.0 kg (70.0 lb) 1st bag Max. dimensions per bag: Complimentary Complimentary 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. 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.

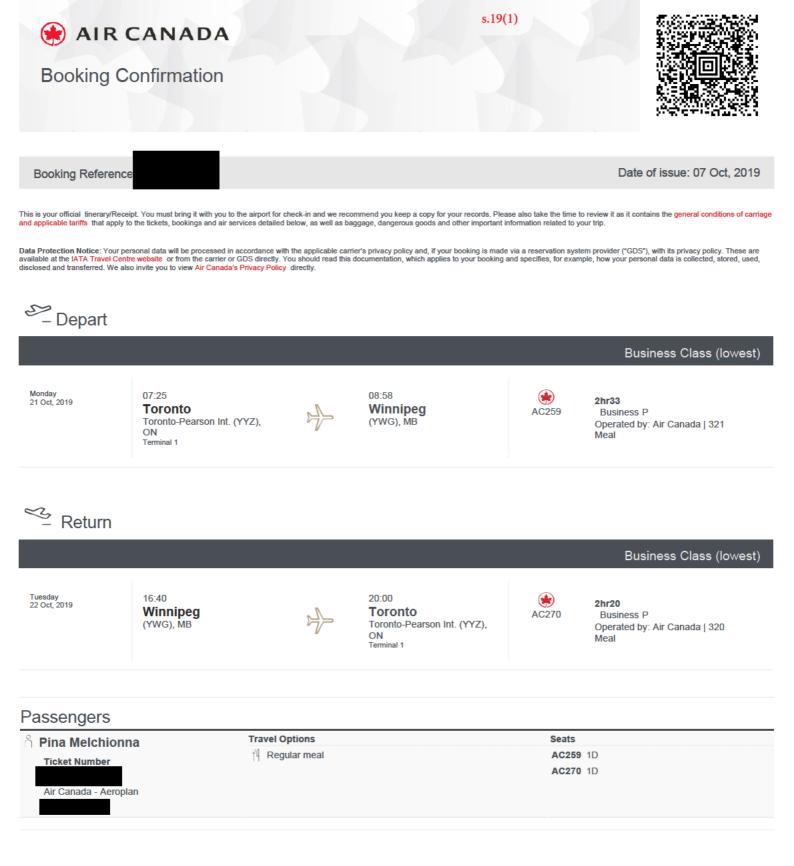


To ensure delivery to your inbox, please add <u>confirmation@aircanada.ca</u> to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a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

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

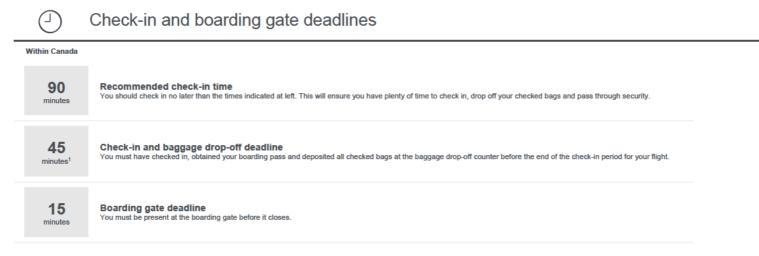
please view our <u>Privacy Policy</u>.

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



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Amount paid: \$1417.56	Air Transportation Charges	1 adult
Tax information GST no. 10009-2287 RT0001	Base Fare - Depart - Business Class (lowest)	573.00
\$1.25 GST/HST no. 10009-2287 RT0001 \$160 06	Base Fare - Return - Business Class (lowest)	573.00
	Surcharges	46.00
	Taxes, fees and charges	
	Goods and Services Tax - Canada - 100092287 RT0001	1.25
	Harmonized Sales Tax - Canada - 100092287 RT0001	160.06
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	50.00
	Total airfare and taxes before options	^{\$} 1417 ⁵⁶
	GRAND TOTAL (Canadian dollars)	^{\$} 1417 ⁵⁰



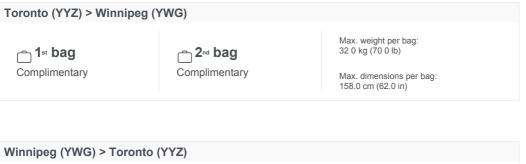
1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

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.



1 st bag**2** nd bagMax. weight per bag:
32 0 kg (70 0 lb)ComplimentaryComplimentaryMax. 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.

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.

Fare Rules

Business Class (lowest)

Adult - \$50 CAD

- Before day of departure The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
- Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only).

• Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy

(JFK) or Newark (EWR) airports (connecting flights excluded).Flights can only be used in sequence from the place of departure specified on the itinerary.

Fare Rules

Adult - Non- refundable	 Tickets are non-refundable and non-transferable. Cancellations can be made up to 45 minutes prior to departure. If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Customers who no-show their flight will forfeit the fare paid. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View Air Canada's refund policy Opens in a new window. Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
Seat selection* Free advance seat selection (standard)	• Free advance seat selection on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz (subject to availability).
💳 Aeroplan Miles	 150% Aeroplan Miles The equivalent in Altitude Qualifying Miles For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge
Business Class (lowe	est)
Adult - \$50 CAD	 Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded). Flights can only be used in sequence from the place ofdeparture specified on the itinerary.
Adult - Non- refundable	 Tickets are non-refundable and non-transferable. Cancellations can be made up to 45 minutes prior to departure. If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Customers who no-show their flight will forfeit the fare paid. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View Air Canada's refund policy Opens in a new window. Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
Seat selection* Free advance seat selection (standard)	• Free advance seat selection on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz (subject to availability).
💳 Aeroplan Miles	 150% Aeroplan Miles The equivalent in Altitude Qualifying Miles For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

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

6. Dangerous goods

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

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

8. International travel

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

9. In-flight health

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

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

10. Schedules and timetables

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

11. Overbooking notice

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

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

!) Air Passenger Protection Regulations Notice:

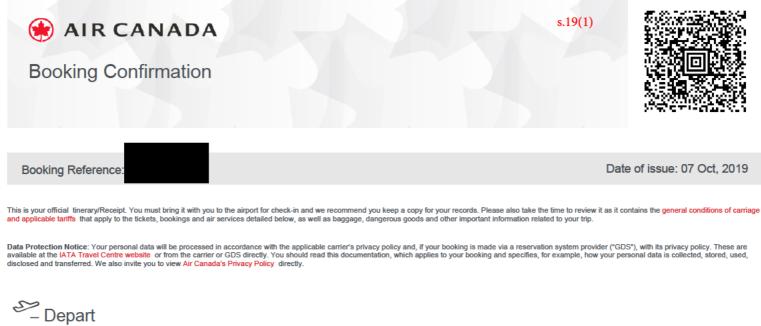
If you are denied boarding or your baggage is lost or damaged, you may be en itled to certain standards of treatment and compensation under the *Air Passenger Protection Regulation*. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

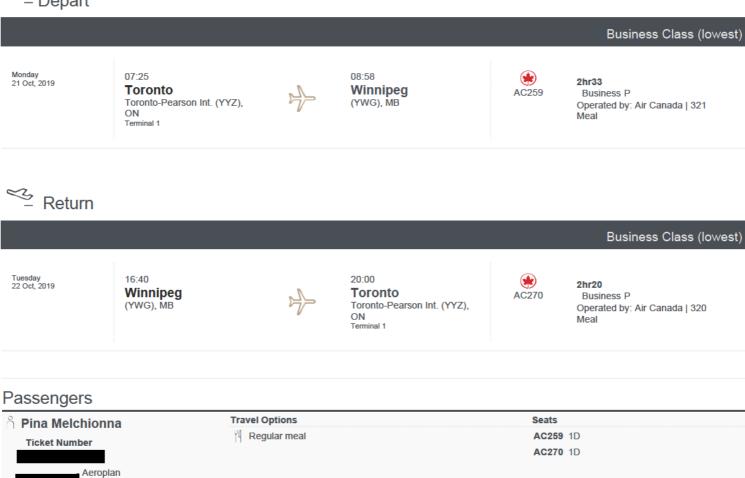
General terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's General Conditions of Carriage and Tariffs.

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



A STAR ALLIANCE MEMBER

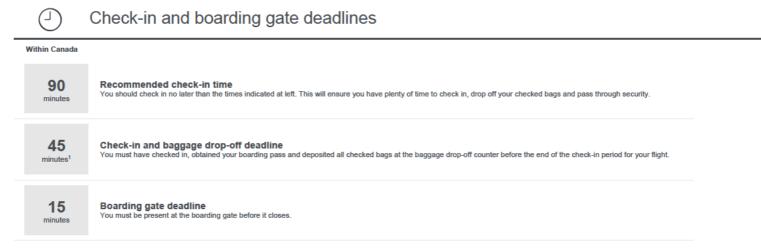




000202

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****		1 adult
Amount paid: \$1417.56 Tax information	Air Transportation Charges	
GST no. 10009-2287 RT0001	Base Fare - Depart - Business Class (lowest)	573.00
\$1.25 GST/HST no. 10009-2287 RT0001 \$160 06	Base Fare - Return - Business Class (lowest)	573.00
	Surcharges	46.00
	Taxes, fees and charges	
	Goods and Services Tax - Canada - 100092287 RT0001	1.25
	Harmonized Sales Tax - Canada - 100092287 RT0001	160.06
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	50.00
	Total airfare and taxes before options	^{\$} 1417 ⁵⁶
	GRAND TOTAL (Canadian dollars)	^{\$} 1417 ⁵⁶



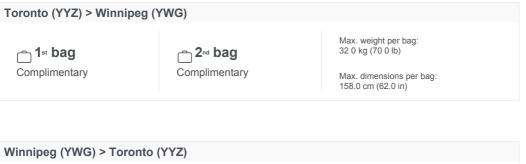
1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

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.



1 st bag**2** nd bagMax. weight per bag:
32 0 kg (70 0 lb)ComplimentaryComplimentaryMax. 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.

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.

Fare Rules

Business Class (lowest)

Adult - \$50 CAD

- Before day of departure The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
- Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only).

• Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy

(JFK) or Newark (EWR) airports (connecting flights excluded).Flights can only be used in sequence from the place of departure specified on the itinerary.

Fare Rules

Adult - Non- refundable	 Tickets are non-refundable and non-transferable. Cancellations can be made up to 45 minutes prior to departure. If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Customers who no-show their flight will forfeit the fare paid. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View Air Canada's refund policy Opens in a new window. Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
Seat selection* Free advance seat selection (standard)	• Free advance seat selection on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz (subject to availability).
💳 Aeroplan Miles	 150% Aeroplan Miles The equivalent in Altitude Qualifying Miles For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge
Business Class (lowe	est)
Adult - \$50 CAD	 Before day of departure - The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure. Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only). Same-day standby is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded). Flights can only be used in sequence from the place ofdeparture specified on the itinerary.
Adult - Non- refundable	 Tickets are non-refundable and non-transferable. Cancellations can be made up to 45 minutes prior to departure. If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed. Customers who no-show their flight will forfeit the fare paid. Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase. View Air Canada's refund policy Opens in a new window. Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
Seat selection* Free advance seat selection (standard)	• Free advance seat selection on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz (subject to availability).
💳 Aeroplan Miles	 150% Aeroplan Miles The equivalent in Altitude Qualifying Miles For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

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

6. Dangerous goods

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

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

8. International travel

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

9. In-flight health

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

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

10. Schedules and timetables

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

11. Overbooking notice

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

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

!) Air Passenger Protection Regulations Notice:

If you are denied boarding or your baggage is lost or damaged, you may be en itled 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.

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



A STAR ALLIANCE MEMBER

From: Simons, Deborah Sent: Thursday, November 21, 2019 9:01 AM To: pina melchionna Subject: Reimbursement Attachments: ______08592129_4.pdf

Dear Pina,

I am pleased to advise that you will receive an electronic transfer of funds on November 22nd, in the amount of \$2,030.36 as a reimbursement of your travel expenses to attend the recent coin launch in Winnipeg.

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

PINA MELCHIONNA

Fax E-mail simons@mint.ca

Telephone	613
Fax	
Date	21/
Vendor account	
Date of payment	22/
Reference No.	PV

613-993-3500

21/11/2019 22/11/2019 PV150065

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABAG83211 B19-041	12/11/2019	CAD CAD	2,030.36	0.00	2,030.36	Themis # 3043 Winnipeg Coin Launch & Tour



Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

PINA MELCHIONNA

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

12/12/2019 13/12/2019 PV150614

Fax E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82973 B19-044	04/12/2019	CAD CAD	2,082.47	0.00	2,082.47	THEMIS # 3049 EAHCE12358 OTTAWA BLANKET TA

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ut of Balance - Discrepancy in Expenses Coded 0.0 OR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim (Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim Hospitality Variance % #D000	54200 - Prepaid Fares				No.			0.00
OR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim Variance % (Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim Hospitality Variance % #D000	ut of Balance - Discre	pancy in Expenses Code	ed					0.00
Variance % -61 (Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim Hospitality Variance % #D000				e Variance: Es	timate on TA versus actu	al expe	ense claim	
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim \$0.0 Hospitality Variance % #D000		in •						-61%
Hospitality Variance % #D00		(Favorable)/U	nfavorable Varian	ice: Estimate o	n Hospitality versus actu			\$0.00
000								
								Updated 18/03/19

Form updated January 2018

*\$\$ () ma		Canada - (Exce	ept NWT, N	VT, Yukon)]	USA - (Except	t Alaska)	
Page 2		Total Amount	Actual	Calc	1	USD	Actual Credit Card	Total CAD
		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-Domesti	c)]			
RCM Paid Fares (Rail-Domest	ic)							
RCM Paid Fares (Air-Foreign)					1			
RCM Paid Fares (Rail-Foreign)				1			
Employee Paid Fares (Air - Do	mestic)				1			
Employee Paid Fares (Air- For	eign)			5.	1			
Employee Paid Fares (Rail- Do	mestic)	490.42	56.42					
Employee Paid Fares (Rail - Fo	oreign)				1			
Hotel Accommodations (Dome	stic)	1,410.24	162.24					
Hotel Accommodations (Foreig	n)							
Taxis (Domestic)		62.06	6.65					
Taxis (Foreign)								
Mileage (\$0.57km)								
Business Telephone								
Parking								
Car Rental (Domestic)								
Car Rental/Gas (Foreign)								
Personal Accommodations								
Hospitality								
Baggage (Domestic)								
Baggage (Foreign)								
Others (code manually)								
Others (total)								
Total Expenses		1,962.72	225.31					
Per Diem Country				Canada	L			USA
	[No. of meal	Total CAD	Calculated	[No. of meal	Total USD	Total CAD
Meal allowance rates		allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts	\$20.35				\$20.35			1
Lunches	\$20.60				\$20.60		<u> </u>	
Dinners	\$50.55	1	50.55	2.41	\$50.55			
Total Meals			50.55	2.41				
Incidentals	\$17.30	4	69.20	3.30	\$17.30			
Total Expenses			119.75	5.70			<u> </u>	

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

Grand Total CAD Expenses Grand Total HST/GST

2,082.47 231.01 Grand Total USD Expenses

Notes for Expenses

1) Breakfast was included with the accommodations on 19, 20 & 21 November; 2) RCM provided dinner on 18 & 19 November, and lunch on 19, 20 & 21 November; 3) Pina only paid 5 cab fares - for all other trips between RCM/hotel/dinners Pina either walked or rode with someone else; 4) One cab receipt is missing so Pina has provided an e-mail (attached); 5) Travel is normally a flight from Toronto as per the blanket TA, but for this trip Pina chose a less expensive option, VIA Rail, which allowed her to travel from a VIA Rail station closer to her residence in Cobourg; 6) While in Ottawa Pina also attended a one-day training session held by Canada School of Public Service, at RCM, on 21 November (EAHCE12415).



Travel Expense Form 2019



#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 🔽 No 🗖 If you indicated "Yes", please check which exception(s) were not pre-approved and require approval:

CEO APPROVAL REQUIRED: (Please initial)

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

CFO or CEO APPROVAL REQUIRED: (Please initial)

- Hospitality - Exceptions to Hospitality Policy #51 (Annex 2B)
 - Hospitality No pre-approval obtained for the following:
 - Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 2B)
 - Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 2B and 44.1)
 - Hospitality Alcoholic beverages provided (Policy Section 44.1)
 - Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
 - Hospitality - Entertainment provided (Policy Section 44.1)
 - Hospitality -- Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
 - Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1and 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 carrier fare (Policy Section 22.1)
- Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3)
- Travel Car travel Leased Vehicles (Policy Section 23.1)
- Travel Expense received over 30 days (Policy Section 33.1)
- Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 2B)
- Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

- Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6)
- Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.31
- 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) M: 95(1) GOME CCD PECE, Provided Policy at no additional cost to RCM (Policy section 25.1) Travel – Hotel – upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) Travel – Hotel – rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2)
- Missing original itemized receipts. Explanation provided (Policy section 26.2)

Other exceptions (traveller has listed and explained on a separate document) 1a ll ed VA 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 th

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. enve option

A Traveller Name (PRINT NAME) MARY L'MAN LA	2.Expense claim prehaved by (PRINT NAME)	3.Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller	Signature	Signature of Traveller's Director
ina Mulchionna	25/11/19 Date	Date

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

	Jennifer lamelon	
4.Approved by VP (as required) (PRINT NAME)	5.Reviewed by CFO (CEO claims; Board claims; daims for reviewer or to CEO approval; other as required)	6:Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
	Coula	Ellern Ailes to Attaihad
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit
	1 1 101 10 10	Committee
	V NN 40/1019	I mar approval from
Date	Date	Date
		VILUE IMAC
7.Reviewed by Finance (PRINT NAME)		Date
	2	000213

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.

en e	Enter	your tra	vel dates	here fo	r	CANA	DA			MON	TH:	Noven	nber		
Numbers only			18	19	20	21									Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast	12000				La state	Contraction of	100000								No. of Concession, Name of
Lunch	The second														0
Dinner					1								-		1
Incidentals	The second		1	1	1	1									4
					<u> </u>		1					1			Contraction of the local distance
	Enter	vour trav	vel dates	horo fo	r the					MON	TTT.			1	
	Enter	your trav	vel dates	the second s		US 21				MON	TH:	Noven	nber		
	Enter Sat	your trav	the second s	19				ISat	Sun					Fri	Total
			18	19	20	21	Fri	Sat	Sun	MON	TH: Tue	Novem	nber Thu	Fri	Total allowances
Breakfast Lunch			18	19	20	21		Sat	Sun					Fri	Total allowances
Breakfast Lunch			18	19	20	21		Sat	Sun					Fri	Total allowances 0 0
Breakfast			18	19	20	21		Sat	Sun					Fri	Total allowances

Simons, Deborah

From: Sent: To: Subject: Phyllis Clark < Monday, December 02, 2019 3:40 PM Simons, Deborah Re: Seeking approval - travel expense claim TABCC82973 - Pina Melchionna - B19-044

Approved

Sent from my iPhone

On Nov 28, 2019, at 12:40 PM, Simons, Deborah < simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents Pina'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 two exceptions: 1) one cab receipt is missing, so Pina provided an e-mail instead (attached); 2) Pina travelled from/to Cobourg on VIA Rail instead of from/to Toronto via air as per her blanket Travel Authority – the VIA Rail option was less expensive. 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

<image002.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

<B19-044 - Melchionna - Ottawa November 18-21, 2019.pdf>

TRAVEL EXPENSE REPORT

RCM BOARD	OF DIRECTORS		
Claimant:	Pina Melchionna	Departure Date: 18-Nov	Return Date: 21-Nov
Location:	Ottawa		
Purpose:	Board of Directors meetings a session at RCM.	and business dinners; Canada Sch	ool of Public Service one-day training
TRAVEL EXPE	NSE A	mount Meals & In	ncidentals

TRAVEL EXPENSE		Amount
Airfare		
Baggage Fees		
Change Fees		
VIA Rail	\$	490.42
Hotel Accommodations	\$	1,410.24
Mileage (\$.057/km)	\$	
Parking		
Taxis	\$	62.06
Car Rental		
Gasoline		
Private Accomodation (\$50/ngt)		
Other		
Total Travel Expenses	\$	1,962.72
Total Meal/Incidentals	\$	119.75
TOTAL	\$ 2	2,082.47

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

Breakfast	
Lunches	
Dinners	
Incidentals	

Rate	# Meals	Total
\$20.35	0	\$ -
\$20.60	0	\$ _
\$50.55	1	\$ 50.55
\$17.30	4	\$ 69.20
		\$ 119.75

Total Travel Expenses

Meal allowance and incidental calculator Incort Date T 10 NL T

Insert Date \rightarrow			18-Nov	19-Nov	20-Nov	21-Nov]
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch								0
Dinner					1			1
Incidentals			1	1	1	1		4

Per Diem Calculator

Insert Date \rightarrow			18-Nov	19-Nov	20-Nov	21-Nov]
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Г	0		1	1	1	1		4

Claimant Signature:

Date: 35/11/19

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

Simons, Deborah

From: Sent: To: Subject: VIA Rail Canada <service@viarail.ca> Thursday, November 14, 2019 9:54 AM Simons, Deborah VIA Rail Itinerary & Receipt | Nov 18, 2019 - Booking Ref:

ITINERARY / RECEIPT - NOT VALID FOR TRAVEL

Thank you for choosing VIA Rail Canada .



BOOKING CONFIRMATION:

PINA MELCHIONNA

IMPORTANT - AN E-BOARDING PASS HAS BEEN ISSUED FOR EACH SEGMENT OF THIS TRIP AND HAS BEEN SENT IN A SEPARATE E-MAIL. Please bring all e-boarding passes on your trip and review this confirmation carefully as it includes some important information about travelling with us.

Customers with special service requests

VIA suggests that all customers with special service requests arrive at VIA stations early for safe and timely access to the correct platform. Please validate VIA station hours as some stations open 30 minutes prior to scheduled train time.

ITINERARY #1

TRAIN 644 | info

From: COBOURG Mon. Nov 18, 2019

Departure: 14:26

Arrival: 17:58

To: OTTAWA Mon. Nov 18, 2019

Class: Business Plus

Remarks: Operated by: VIA Rail Canada.

Travel Advisory! Starting October 29, 2019, only regular and prepaid credit cards (AMEX, Visa and Mastercard) and VIA Rail gift cards will be accepted as methods of payment on board.

ITINE	RARY # 2
TRAIN 55 info	
From: OTTAWA Thu. Nov 21, 2019	Departure: 15:30
To: COBOURG Thu. Nov 21, 2019	Arrival: 18:50
Class: Business Plus	
Remarks: Operated by: VIA Rail Canada.	

Travel Advisory! Starting October 29, 2019, only regular and prepaid credit cards (AMEX, Visa and Mastercard) and VIA Rail gift cards will be accepted as methods of payment on board.

RECEIPT

FARE INFORMATION

1

PINA MELCHIO FARE: \$434.00 TAX INFORMA	G.S.T/H.S.	F.: \$56.42 P.S.T.: \$6	\$434.00 0.00 TOTAL: \$490.42	
Taxable fare: \$4 G.S.T/H.S.T. nu	134.00 Imber: 105521785R	T001		
	ADD	ITIONAL AMOUNT PAIL	D	
FARE: \$0.00	G.S.T/H.S.T	.: \$0.00 P.S.T.: \$0	.00 TOTAL: \$0.00	
	* - AUTHORIZAT DATE: 10/28/2019			
ITINERARY	FARE PLAN	REFUND/EXCH	ANGE CONDITIONS	
PINA MELCHIC	DNNA (Adult)			
COBOURG / OTTAWA	BUSINESS PLUS	Before Departure : Exch without service charge. case of exchange. <u>After Departure</u> : Non-e refundable.	nangeable and refundable A fare difference may apply in xchangeable and non-	
OTTAWA / COBOURG	BUSINESS PLUS		angeable and refundable A fare difference may apply in xchangeable and non-	
BAGGAGE ALLOWANCE*				

Carry-on baggage

1 PERSONAL ITEM Max. 11.5 kg (25lb.) Max. 43 x 15 x 33 cm (17 x 6 x 13 in.)

AND

2 LARGE ITEMS Max. 23 kg (50 lb.) each Max. 158 linear cm (62 li. in.) each

OVERWEIGHT ITEM(S): Items over 23kg (50lb.) not permitted on board.

ADDITIONAL CARRY-ON ITEM: 1 additional item allowed Max 23 kg (50lb.) \$40 (tax included) per direction.

Checked baggage

No checked baggage service is available on this train. Please comply with the carry-on baggage policy.

*VIA reserves the right to weigh any and all baggage which may result in applicable allowance fees, as you may be subject to excess charges.

CONDITIONS OF CONTRACT

- 1. Your rail ticket is not transferable and is valid only for travel on the train(s) and date(s) shown.
- For any modification or cancellation, please change or cancel your reservation online as soon as possible prior to the scheduled departure of your train (subject to the conditions of your fare plan.)
- 3. For operational reasons, VIA Rail reserves the right to restrict platform access five (5) minutes before your scheduled departure.

- 4. Times shown are not guaranteed. If necessary, VIA Rail may cancel a train or substitute alternate transportation without notice.
- 5. To ensure all passengers' safety, VIA Rail reserves the right to inspect all baggage.
- 6. You are responsible at all times for your carry-on baggage. VIA Rail assumes a limited liability for loss or damage to checked baggage. Ask VIA Rail personnel for more details.

NOTICE OF LIABILITY LIMITATION FOR DELAYS AND CANCELLED TRAINS

Although VIA Rail will use all reasonable efforts to carry the passenger and its property in accordance with the contract of carriage, timetables, schedules and other representations regarding trip time are approximate and provided for information purposes only. Times shown in timetables or elsewhere do not bind VIA Rail and form no part of the contract of carriage.

Schedules are subject to change without notice. VIA Rail may cancel a train or substitute alternate transportation without notice.

VIA Rail specifically disclaims liability for any inconvenience, expense, or damages, lost profits, loss business or otherwise, resulting from errors in its timetables, schedules and other representations regarding timing or resulting from delayed or cancelled trains either caused by the fault of VIA Rail, third parties, passengers or by unforeseen circumstances. No responsibility for damages caused by delays, cancellations or alternate transportation substitution, such as damages resulting from passenger's purpose of travel or personal schedule at arrival, will be assumed by VIA Rail.

Seat Assignment

SEAT ASSIGNMENT

Seats are automatically assigned when purchasing tickets, but can be changed by calling the VIA Customer Centre at 1-888-842-7245 or by emailing service@viarail.ca. Please note that seat assignment is not available on all trains, and is subject to change without notice due to equipment changes or other operational issues.

VIA RAIL GIFT CARDS

The VIA Rail gift card is reloadable and may be used to purchase VIA Rail Canada services and products at staffed stations and on-board trains. VIA Rail Canada is not responsible if your card is lost, stolen, or destroyed, or if the card balance is used without your permission. The card is not refundable, except where required by law. Purchases made with this card are subject to the applicable refund policy; any amount refunded will be applied to the card.

To consult the remaining balance, or for additional information, consult our website at www.viarail.ca/en/giftcard.

Other Useful Information (links)

- Seat Assignment in Economy Class
- VIA's baggage policy
- VIA Terms and Conditions

Customer Support

 For assistance or queries regarding your train booking, please contact VIA Rail for help at <u>service@viarail.ca</u>

How to modify a booking online?

- You can modify your booking online if you have not yet exchanged this booking confirmation for a paper ticket.
- Go to reservia.viarail.ca/changebooking/requestchange.aspx?I=en
- Follow the instructions
- <u>Ticket Exchange Conditions</u>

Risk Free Booking

 Fully refundable prior to paper ticket issuance if cancelled online within 24 hours of initial booking and before scheduled train departure, whichever comes first.

How to cancel a booking online?

- You can cancel your booking online if you have not yet exchanged this booking confirmation for a paper ticket.
- Go to reservia.viarail.ca/cancellation/request.aspx?l=en
- Follow the instructions

How to get a refund if paper tickets have already been issued?

- Call 1 888 VIA-RAIL (842-7245) to cancel your booking
- Then go to a VIA station with your unused ticket (including the "Receipt" portion) and the credit card used to purchase your ticket, to obtain your refund.



BOARDING PASS

Please present this document for boarding



PASSENGER : PINA MELCHIONNA, Adult VIA PRÉFÉRENCE :

Confirmation	#	:	
FTR :			

COBOURG Dottawa Date : Mon. Nov 18, 2019 Departure : 14:26

	Train #	Carrier	Class	Car	Seat
×	644	VIA Rail Canada	Business Plus	1	9B Aisle Forward facing

REFUND/EXCHANGE CONDITIONS

<u>Before Departure</u> : Exchangeable and refundable without service charge. A fare difference may apply in case of exchange.

After Departure : Non-exchangeable and non-refundable.

BAGGAGE ALLOWANCE

For all details regarding your baggage allowance, please refer to your ITINERARY AND RECEIPT email.

CONDITIONS OF CONTRACT

For all details regarding the conditions of contract, please refer to your ITINERARY AND RECEIPT email.

IMPORTANT INFORMATION

Photo ID may be required on board the train. Failure to present a photo ID may result in having to purchase a new ticket at the regular fare on board the train.

Travel Advisory! Starting October 29, 2019, only regular and prepaid credit cards (AMEX, Visa and Mastercard) and VIA Rail gift cards will be accepted as methods of payment on board.



BOARDING PASS

Please present this document for boarding



PASSENGER : PINA MELCHIONNA, Adult Confirmation # VIA PRÉFÉRENCE : FTR **OTTAWA** COBOURG 5 Date : Thu. Nov 21, 2019 Date : Thu. Nov 21, 2019 Arrival : 18:50 Departure : 15:30 Train # Class Car Carrier Seat 55 **VIA Rail Canada Business Plus** 1 12S Forward facing

REFUND/EXCHANGE CONDITIONS

Before Departure : Exchangeable and refundable without service charge. A fare difference may apply in case of exchange.

After Departure : Non-exchangeable and non-refundable.

BAGGAGE ALLOWANCE

For all details regarding your baggage allowance, please refer to your ITINERARY AND RECEIPT email.

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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

Mrs Pina Melchionna Canada

Room/Chambre : 0384 . Folio # : .

Reference No.

Arrival/Arrivée : 11-18-19 Departure/Départ : 11-21-19

Date	Description	Additional Information/Supplémentaire	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	Room Charge		400.00	
11-19-19	Municipal Accommodation Tax	. (16.00	
11-19-19	Room HST (13%)		54.08	
11-20-19	Room Charge	*	400.00	
11-20-19	Municipal Accommodation Tax	(16.00	
11-20-19	Room HST (13%)		54.08	

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414 Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414 I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month, (18.0% per annum.) I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du réglement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comples en souffrance sont sujets à un intérêt de 1,5% par mois après un mols. (18,00% par année) J'ai accepté la livraison du journal The Giobe and Mail. Si J'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.005 par jour (du Lundi au Vendredi) et de 2.005 le Samedi. (Dans les hôtels participants.)

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



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 Pina Melchionna

Canada

 Room/Chambre
 : 0384

 Folio #
 :

 Invoice #
 :

 Cashier/Cassier #
 : 226475

 Page #
 : 2 of 2

Reference No.

Arrival/Arrivée : 11-18-19 Departure/Départ : 11-21-19

Date	Description		Addition	al Information/Supplémentaire	Charges	Credits
				Total	1,410.24	0.00
				Balance Due/Solde	1,410.24	
GST S	Summary / Sommaire		HST Summary / S	Sommaire		
Room/	Chambre	0.00	Room/Chambre	162.24		
F&B/R	estauration	0.00	F&B/Restauration	0.00		
Other//	Autres	0.00	Other/Autres	0.00		
Total		0.00	Total	162.24		

Thank you for choosing Fairmont Hotels & Resorts.

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

Merci d'avoir choisi les Hôtels Fairmont.

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

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414 Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414 I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue belance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivery of The Globe and Mali. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.) Je me porte personnellement responsable du règlement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le palement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si J'avais refusé, J'aurais pu obtenir un crédit à mon compte de 1.005 par jour (du Lundi au Vendredit) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

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

	COBOURG CAB	
100	FARE RECEIPT	
DATE: _//	20 14/19	
PICK UP:		
DROP OFF:	UID-	
COST:		
GRATUITY:		_
TOTAL:	15.60	_
Thank	You For Your Business!	

Cab from residence to VIA Rail Station

Simons, Deborah

From: Sent: To: Subject: pina melchionna Thursday, November 21, 2019 8:20 AM Simons, Deborah Fwd: Your Monday evening trip with Uber

Sent from my iPhone

Begin forwarded message:

Cabyron VIA Rail Station to hotel.

From: Uber Receipts <uber.canada@uber.com> Date: November 18, 2019 at 6:15:22 PM EST To:

Subject: Your Monday evening trip with Uber

Uber

Thanks for riding, Pina

We hope you enjoyed your ride this evening.

Total: CA\$11.96 Mon, Nov 18, 2019



CA\$11.96

Trip Fare

Total

CA\$7.58

Subtotal

CA\$7.58

s.19(1)

HST		CA\$1.38
Tolls, Surcharges,	and Fees 📀	CA\$3.00
		CA\$11.96
	A\$11.96 was placed on your payment me ge and has or will be removed. It should d <u>rn More</u>	THE PERSON NUMBER OF STREET
Visit the trip page for n	nore information, including invoices (wher	e available)
You rode wit	h	
	2.	How was your ride?
	Has passed a multi-step safety screen	Rate Or Tip
	4.96★ Rating	
	is known for: Excellent Service	
States I be S I D A M C D I MAN	ery rideshare trip in Ottawa is in ident by Intact. Learn more.	sured for a covered auto

06:03pm Ottawa, ON K1G 5P4, Canada

06:15pm 1 Ottawa 34, Ottawa, ON K1N 8S7, Canada





Invite your friends and family.

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



Simons, Deborah

From: Sent: To: Subject: pina melchionna Thursday, November 21, 2019 9:17 AM Simons, Deborah Fwd: Your Thursday morning trip with Uber

Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <uber.canada@uber.com> Date: November 21, 2019 at 8:26:38 AM EST To:

Subject: Your Thursday morning trip with Uber

Uber

Thanks for riding, Pina

1

We hope you enjoyed your ride this morning.

Total: CA\$7.46 Thu, Nov 21, 2019

Cab from hotel to Rem



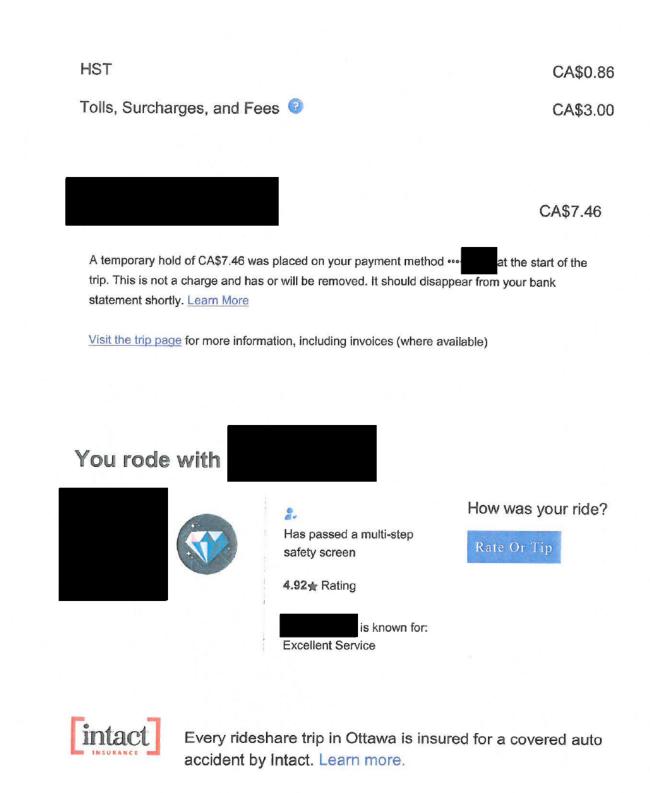
CA\$3.60

Trip Fare

Total

Subtotal

CA\$3.60



Map data @2019 Google

08:18am 700 Sussex Dr, Ottawa, ON K1N 1K4, Canada 08:25am Ottawa, ON K1N 5C7, Canada Cohore Ry Cy

Coopla



Invite your friends and family.

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



Cab from RCM to VIA Roil Station

Simons, Deborah

From: Sent: To: Subject: pina melchionna Thursday, November 21, 2019 3:16 PM Simons, Deborah Fwd: Your Thursday afternoon trip with Uber

Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <uber.canada@uber.com> Date: November 21, 2019 at 3:07:25 PM EST To:

Uber

Subject: Your Thursday afternoon trip with Uber

Thanks for riding, Pina

We hope you enjoyed your ride this afternoon.

Total: CA\$12.64 Thu, Nov 21, 2019

CA\$12.64

CA\$8.19

Trip Fare

Total

Subtotal

CA\$8.19

s.19(1)

HST	CA\$1.45
Tolls, Surcharges, and Fees 😨	CA\$3.00

CA\$12.64

A temporary hold of CA\$12.64 was placed on your payment method **....** at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. <u>Learn More</u>

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

You rode with



E.
Has passed a multi-step
safety screen

4.92 Rating

is known for: Excellent Service

How was your ride?

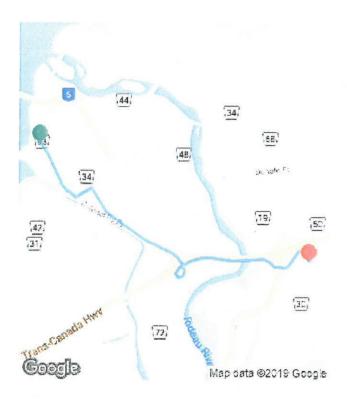
Rate Or Tip

intact

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

02:55pm Ottawa, ON K1N 5C7, Canada

03:07pm Ottawa, ON K1G 5P4, Canada





寙

Invite your friends and family.

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



Simons, Deborah

From: Sent: To: Subject: pina melchionna Friday, November 22, 2019 1:36 PM Simons, Deborah Taxi receipt for \$15

I forgot to get a receipt. It was the taxi to home. I think you have all my other receipts.

Sent from my iPhone

Cab from VIA Rail Station to residence.

Taxis for Ontario & Quebec

62.06

62.06

6.65

55.41

\$

\$

\$

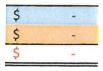
\$

15.00 11.96 7.46 au 12.64 auterno 15.00

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

\$ 62.06
\$ 6.65
\$ 55.41

NOT RELEVANT

NOT RELEVANT

NOT RELEVANT

From: Simons, Deborah Sent: Thursday, December 12, 2019 10:53 AM To: pina melchionna Subject: Reimbursement Attachments: _____08632982_4.pdf

Dear Pina,

I am pleased to advise that you will receive an electronic transfer of funds on December 13th, in the amount of \$2,082.47 as a reimbursement of your travel expenses to attend the November 2019 Board and Committee meetings in Ottawa. A copy of the electronic funds transfer notification is attached.

Best,

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

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

Tel/Tél. : 613-716-4439 simons@mint.ca | simons@monnaie.ca mint.ca | monnaie.ca



Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

PINA MELCHIONNA

Fax E-mail simons@mint.ca

613-9
12/12
13/12
PV150

613-993-3500

12/12/2019

13/12/2019 PV150614

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82973 B19-044	04/12/2019	CAD	2,082.47	0.00	2,082.47	THEMIS # 3049 EAHCE12358 OTTAWA BLANKET TA
		CAD			2,082.47	DEALINE I TA



Royal Canadian Mint / Monnaie royale canadienne 320 Sussex Drive OTTAWA, ON K1A 0G8 Canada s.19(1)

ELECTRONIC FUNDS TRANSFER

PINA MELCHIONNA

Telephone Fax Date Vendor account Date of payment Reference No.

25/03/2020 27/03/2020 PV153578

Fax E-mail simons@mint.ca

Invoice		Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC83397 B20-008	24/03/2020	CAD	3,069.56	0.00	3,069.56	THEMIS # 3114 EAHCE12467 BLANKET TA OTTAWA
		CAD			3,069.56	OTTAWA

,

Simons, Deborah

From: Sent: To: Subject: Attachments: Smith, Cindy March 23, 2020 9:46 AM Simons, Deborah FW: CFO APPROVAL: TABCC83397 - Pina Melchionna - B20-008 EAHCE12467 - March 2020 Board of Directors Mtng - approved.pdf; B20-008 -Melchionna - Ottawa Mar. 2-5, 2020.xlsx; Air Canada Ottawa to Toronto.pdf; Air Canada Toronto to Ottawa.pdf; Cab from Ottawa Airport to Hotel.pdf; Fairmont Chateau Laurier - Part 1.jpg; Fairmont Chateau Laurier - Part 2.jpg; Fwd: Your Monday afternoon trip with Uber; Fwd: Your Thursday afternoon trip with Uber; mileage from/to pearson airport; Mileage.pdf; Second Thursday afternoon trip with Uber; Tax on cabs - Pina Melchionna.xlsx; Board Travel Report - Pina Melchionna - March 2020.xlsx; Melchionna - TABCC83397 - Blanket Authority 2020.pdf; EAHCE12467 - March 2020 Board of Directors Mtng - approved.pdf

From: Camelon, Jennifer <Camelon@mint.ca>
Sent: March 23, 2020 9:39 AM
To: Smith, Cindy <smithc@mint.ca>
Subject: FW: CFO APPROVAL: TABCC83397 - Pina Melchionna - B20-008

HI Cindy,

Approved - \$3.069.56.

Best regards,

Jeninfer

From: Smith, Cindy <<u>smithc@mint.ca</u>> Sent: Monday, March 23, 2020 9:13 AM To: Camelon, Jennifer <<u>Camelon@mint.ca</u>> Subject: CFO APPROVAL: TABCC83397 - Pina Melchionna - B20-008

Good morning Jennifer,

Seeking your CFO email approval for Pina's travel expense claim in full amount of \$3,069.56 to attend Board meetings in Ottawa from March 2-5, 2020.

Thanks

Cindy

From: Simons, Deborah <<u>simons@mint.ca</u>> Sent: March 20, 2020 3:52 PM To: Smith, Cindy <<u>smithc@mint.ca</u>> Subject: Seeking approval - TABCC83397 - Pina Melchionna - B20-008 Hi Cindy,

Seeking CFO approval for Pina's travel expense claim (travel to Ottawa for this month's Board of Directors meetings). Attached are:

- a) Completed travel expense claim;
- b) Receipts provided by Pina;
- c) Tax calculation for cabs;
- d) Travel Expense Report;
- e) Copy of TA;
- f) Copy of EAHCE form.

Thanks.

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



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

Tel/Tél. : 613-716-4439 simons@mint.ca | simons@monnaie.ca mint.ca | monnaie.ca

Simons, Deborah

From: Sent: To: Subject: Phyllis Clark March 23, 2020 7:52 PM Simons, Deborah Re: Seeking approval - TABCC83397 - Pina Melchionna - B20-008

Approved

Sent from my iPad

On Mar 23, 2020, at 12:43 PM, Simons, Deborah < simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents the expenses related to Pina's attendance at this month's Board of Directors meetings in Ottawa. There are no exceptions, and the claim has been reviewed and approved by the CFO (since we are still working remotely, CFO approval is in the form of an e-mail, also attached). If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

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

<image001.jpg>

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

Tel/Tél. : 613-716-4439 simons@mint.ca | simons@monnaie.ca mint.ca | monnaie.ca

<B20-008 - Melchionna - Ottawa Mar. 2-5, 2020.xlsx> <Board Travel Report - Pina Melchionna - March 2020.xlsx> <Melchionna - TABCC83397 - Blanket Authority 2020.pdf> <mime-attachment>

CAN,	to_	Travel	Expens	e Form 20	20	OTJ #:	
	CANO AND					TA #:	TABCC83397
200 JOK 3141	Hr.					EAHCE #	EAHCE12467
Claimant	Pina Melchionna]	Cost est	imate prov	ided on TA	\$6,459.15
Cost Centre	121 Legal Services (Board)		-	Hospitality est	-		
			d		-	arture Date	02-Mar-20
Travel Location ar	nd Reason				-	Return Date	05-Mar-20
(attach supporting				тнг		d Board claims only)	3114
B20-008	g ubcuments).	1947	1		cy Convers		5114
	ectors meetings and busine	ss dinners		1 Unit of	cy convers	is Worth	of
To attend Board of Dire	solors meetings and busine	ss difficis.	USD	1 Ont of			CAD
Toronto/Ottawa/Toronto	0						CAD
							CAD
							CAD
							CAD
Total Travel Exper	nses (inclusive of fare	(3)	11 - 1470 - 14				3,069.56
	d using Amex Corpo	,	ccount)				0.00
-	Claimed by Travelle			s Amex Card)			0.00
	· · · · · · · · · · · · · · · · · · ·			<i>.</i>			
Airfare previously	claimed by Traveller	r under this T	A # (ENTI	ER AS POSITIV	E \$ AMOU	JNT)	
Cash Advanced / R	Returned (ENTER A	S POSITIVE	\$ AMOUN	T)			
Currency	Advanced	Returned		Outstanding		FX to CAD	CAD Equivalent
					0.00	1.00000	0.00
Amount Owing to:		Employee			3,069.56	RCM	0.00
rimount o ring to		Employee			5,007.50	ICC/VI	0.00
Expense Coding							
Ac	count	Cost	Center (Se	lect One from di	rop down k	0X)	In Canadian \$
HST - Registration # 1	0793 5058 RT0001		and the second second second second second				333.97
740200 - Meals (domest		121 Legal Service	es (Board)		•		48.14
741200 - Meals (foreign					-		0.00
740100 - Hospitality (do	the second s				•		0.00
741100 - Hospitality (fo	and the second se				•		0.00
740010 - Airfare (domes		121 Legal Service	es (Board)		•		1,290.24
741010 - Airfare (foreig					•		0.00
740020 - Rail fare (dom					•		0.00
741020 - Rail fare (forei					•		0.00
740500 - Taxi fare (dom 741500 - Taxi fare (fore:	,	121 Legal Service	es (Board)		-		98.21
740700 - Personal car m		121 Land Cander	(Deerel)		-		0.00
741700 - Personal car m		121 Legal Service	is (Diard)		*		144.21
740030 - Car rental (dor	and the second				-		0.00
741030 - Car rental (for					-		0.00
740800 - Parking (dome		-			-		0.00
741099 - Other transport		7			-		0.00
740400 - Accommodatio		121 Legal Service	es (Board)		•		1,088.88
741400 - Accommodatio					-		0.00
740900 - Incidentals (do	omestic)	121 Legal Service	es (Board)		-		65.90
741900 - Incidentals (for	reign)				•	S	0.00
740000 - Baggage & Tra	avel (domestic)				-		0.00
741000 - Baggage & Tra	avel (foreign)				•		0.00
0.00					•		0.00
0.00					•		0.00
					•		0.00
1.51000					V		0.00
154200 - Prepaid Fares			10 10			arcona in con	0.00
	epancy in Expenses Code		1. 17. 1				0.00
FOR FINANCE USE C	ONLY (Favor	able)/Unfavoral	ole Variance	: Estimate on TA ve	ersus actual o		(\$3,389.59)
	(F) 11.5	· · · · ·				Variance %	-52%
	(Favorable)/Ui	mavorable Varia	ance: Estima	te on Hospitality v			\$0.00
					Hospitality	Variance %	#DIV/0!

•

all O una	Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Except	Alaska)	
Page 2	Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST		USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
RCM Paid Fares (Air-Domestic)	1				1	Criss Supr	24
RCM Paid Fares (Rail-Domestic)							
RCM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)							
Employee Paid Fares (Air - Domestic)	1,457.98	167.74					
Employee Paid Fares (Air- Foreign)							
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)	1,230.42	141.54			MADEL DE CONTRACTO		
Hotel Accommodations (Foreign)					19 19 19 19 19 19 19 19 19 19 19 19 19 1		
Taxis (Domestic)	109.99	11.78					
Taxis (Foreign)							
Mileage (\$0.565km) 268.0	151.42		7.21				
Business Telephone						1	
Parking							834
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							1.6-
Personal Accommodations							1994
Hospitality							i interestatione and interestation
Baggage (Domestic)							
Baggage (Foreign)							
Others (code manually)					10 10 10 10 10 10		
Others (total)							
Total Expenses	2,949.81	321.06	7.21				
Per Diem Country			Canada				USA
	No. of meal	Total CAD	Calculated	1	No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts \$20.35				\$20.35			
Lunches \$20.60				\$20.60			
Dinners \$50.55	1	50.55	2.41	\$50.55			
Fotal Meals		50.55	2.41				
Incidentals \$17.30	4	69.20	3.30	\$17.30			
Total Expenses		119.75	5.70		44).		

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

Grand Total CAD Expenses	3,069.56	Grand Total USD Expenses	
Grand Total HST/GST	333.97		

Notes for Expenses

Breakfast on 3, 4 & 5 March was included with the accommodations; RCM provided lunch on 3, 4 & 5 March, and dinner on 2, 3 & 4 March; To save on parking charges over several days at the Toronto airport, Pina left her vehicle at and took a cab from there to and from the airport (less expensive option). She is therefore claiming mileage from her residence to and for two cabs (transportation from and to the Ottawa airport) - for all other travel between venues in Ottawa Pina either rode with others or walked.



Travel Expense Form 2020

*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 D If you indicated "Yes", please check which exception(s) were not pre-approved and require approval:

CEO APPROVAL REQUIRED: (Please initial)

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

CFO or CEO APPROVAL REQUIRED: (Please initial)

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

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

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

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

- Travel Airfare upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6)
- Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.31
- 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, at no additional cost to RCM (Policy section 25.1)
- Travel Hotel rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2)
- Missing original itemized receipts. Explanation provided (Policy section 26.2)
- Other exceptions (traveller has listed and explained on a separate document)
- Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 2B)

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

1.Traveller Name (PRINT NAME)	2.Expense claim prepared by (PRINT NAME)	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller	Signature	Signature of Traveller's Director
Date	Date	Date

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

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

Meal allowance and incidental calculator

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

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

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

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

	Enter	your tra	vel dates	here fo	r	CAN	ADA			MON	TH:	Mar-2	0		
Numbers only			2	2 3	3 4	4	5								Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															0
Lunch					No. Constant		No Carlo				N REAL				0
Dinner							1								1
In all long to be	In a second		1			1	1					1			4
Incidentals															
Incidentals	Enter	vour tra	vel dates	here fo	or the	US				MON	TH:	4389	1	1	
Incidentals	Enter	your tra	vel dates	here fo	or the	US	5			MON	TH:	4389	1		Total
Incidentais	Enter Sat	your tra	vel dates	here fo	or the	US 4 Thu	5 Fri	Sat	Sun	MON	TH: Tue	4389 Wed	1 Thu	Fri	Total allowances
Breakfast			2	2 3	3 4	4		Sat	Sun			1	L	Fri	allowances
			2	2 3	3 4	4		Sat	Sun			1	L	Fri	and the second se
Breakfast			2	2 3	3 4	4		Sat	Sun			1	L	Fri	allowances

T	RA	V	'EL	EX	PE	NS	EF	REP	OR	(T
_	-	2				~ -	-			

Claimant:	Pina Melchionna	Departure Date: 02-Mar	Return Date: 05-Mar
Location:	Ottawa, Ontario		
Purpose:			
	To attend Board of Direct	ors meetings and business dinners.	

TRAVEL EXPENSE		-	Amount
Airfare		\$	1,457.98
Baggage Fees			
Change Fees			
VIA Rail			
Hotel Accommodations		\$	1,230.42
Mileage (\$.0565/km)	268	\$	151.42
Parking			
Taxis		\$	109.99
Car Rental			
Gasoline			
Private Accomodation (\$50/r	ngt)		
Other			
Total Travel	Expenses	\$ 2	2,949.81
Total Meal/	Incidentals	\$	119.75
	TOTAL	\$ 3	3,069.56

Meals & Incidentals

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

	Rate	# Meals		Total				
Breakfast	\$20.35	0	\$	-				
Lunches	\$20.60	0	\$	-				
Dinners	\$50.55	1	\$	50.55				
Incidentals	\$17.30	4	\$	69.20				
			\$	119.75				

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date \rightarrow	a. S. W. S.		2-Mar	3-Mar	4-Mar	5-Mar		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast					and the second			0
Lunch								0
Dinner						1		1
Incidentals			1	1	1	1		4

Per Diem Calculator

Insert Date \rightarrow			2-Mar	3-Mar	4-Mar	5-Mar		
1	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
T			1	1	1	1		4

Claimant Signature: Debby Simons for Pina Melchionna

Date: March 20, 2020

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



Booking Confirmation

s.19(1)



Booking Reference:



Date of issue: 10 Feb, 2020

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

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

						Business Class (lowest)
Monday O2 Mar, 2020	15:10 Toronto Toronto-Pearso Terminal 1	n Int. (YYZ),	4	16:11 Ottawa Ottawa Int. (YOW), Ontario	AC456	1 hr01 Business P Operated by: Air Canada <mark>E190</mark> ᠗ Wi Fi Snack
assengers						
Pina Melchie Ticket number Air Canada - Ae		Seats AC456 1	F			

Purchase summary

Amount paid: \$730.12 Tax information

GST/HST no. 10009-2287 RT0001 \$84.00

	1 adult
Er Air Transportation Charges	
Base fare - Business Class (lowest)	602.00
Surcharges	12.00
Taxes fees and charges	
Air Travellers Security Charge - Canada	7.12
Harmonized Sales Tax - Canada - 100092287 RT0001	84.00
Airport Improvement Fee - Canada	25.00
Total before options (per passenger)	\$73012
GRAND TOTAL (Canadian dollars)	\$730 ¹²

Check-in and boarding gate deadlines

Within Canada	
90	Recommended check-in time
minutes	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	Check-in and baggage drop-off deadline
minutes ¹	You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.
15	Boarding gate deadline
minutes	You must be present at the boarding gate before it closes.
1. From Toronto	City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

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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.

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Checked baggage

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

Toronto (YYZ) > Ottawa (YOW)

☐ 1st bag Complimentary **□ 2**nd **bag** Complimentary Max. weight per bag: 32 kg (70 lb)

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

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

Currency

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

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, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

	Economy Class	Premium Economy	y Business Class	
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	3 bags 32 kg (70 lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)	
Altitude Prestige 25k	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)	
Star Alliance Gold	1 extra bag 23 kg (50 lb)	1 extra bag 23 kg (50 lb)	1 extra bag 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.

*	Fare Rules	
	Business Class (lowest)	
学	Changes	Departing flight
		 Before departure of first flight Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules. Penalty fee for ticket reissue between \$50 CAD - \$50 CAD New travel dates must be prior to Wednesday, 10 Feb, 2021 The maximum change fee applied is \$50 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/infant discounts may apply.
		After departure of first flight Ticket reissue is not allowed.
		Flights can only be used in sequence from the place of departure specified on the itinerary.
		Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.
r le	Cancellations	 Tickets are non-refundable and are non-transferable. Partially used tickets may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee. Cancellations can be made up to 45 minutes prior to departure. View Air Canada's refund policy.
<u>e</u> r‡	Minimum stay	There is no maximum or minimum day stay associated with this fare.
es.ª	Maximum stay	• There is no maximum or minimum day stay associated with this fare.
an spins	Aeroplan	 150% Aeroplan Miles The equivalent in Altitude Qualifying Miles For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

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

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

6. Dangerous goods

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

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

8. International travel

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

9. In-flight health

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

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

10. Schedules and timetables

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

11. Overbooking notice

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

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

() Air Passenger Protection Regulations Notice:

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

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



A STAR ALLIANCE MEMBER

000255

s.19(1)



Booking Confirmation

Booking Reference:



Date of issue: 25 Feb, 2020

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

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

						Business Class (lowes
Thursday 05 Mar, 2020	17:30 Ottawa Ottawa Int. (YOW), Ontario		4	18:45 Toronto Toronto-Pearson Int. (YYZ), Terminal 1	() AC499	1 hr15 Business P Operated by: Air Canada <mark>767-300Ef</mark> Snack
assengers				ан на селото и селото на селото Селото на селото на с Селото на селото на с		
n Pina Melchionna Ticket number		Seats AC499 3F				
An Ganada - Actopian					na a Tanta e Marina da Arabana a Manana	5

Amount paid: \$727.86 Tax information

GST/HST no. 10009-2287 RT0001 \$83.74

	1 adult
$\frac{1}{2}$ Air transportation charges	
Base fare - Business Class (lowest)	602.00
Surcharges	12.00
Taxes, lees and charges	
Air Travellers Security Charge - Canada	7.12
Harmonized Sales Tax - Canada - 100092287 RT0001	83,74
Airport Improvement Fee - Canada	23.00
Total before options (per passenger)	\$72786
GRAND TOTAL (Canadian dollars)	\$72786

Check-in and boarding gate deadlines

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Within Canada	
90	Recommended check-in time
minutes	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	Check-in and baggage drop-off deadline
minutes ¹	You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.
	¢
15	Boarding gate deadline
minutes	You must be present at the boarding gate before it closes.
1. From Toronto	City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

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.

Ottawa (YOW) > Toronto (YYZ)

☐ 1st bag Complimentary **□ 2nd bag** Complimentary Max. weight per bag: 32 kg (70 lb)

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

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

Currency

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Stopovers

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	Economy Class	Premium Economy	y Business Class	
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Altitude Prestige 25k	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)	
Star Alliance Gold	1 extra bag 23 kg (50 lb)	1 extra bag 23 kg (50 lb)	1 extra bag 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.

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\$	Fare Rules	
	Business Class (lowest)	
毕	Changes	Departing flight Before departure of first flight
		 Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules, Penalty fee for ticket reissue between \$50 CAD - \$50 CAD New travel dates must be prior to Thursday, 25 Feb, 2021 The maximum change fee applied is \$50 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
		 After departure of first flight Ticket reissue is not allowed. Flights can only be used in sequence from the place of departure specified on the itinerary.
		• Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.
1	Cancellations	 Tickets are non-refundable and are non-transferable. Partially used tickets may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee. Cancellations can be made up to 45 minutes prior to departure. View Air Canada's refund policy.
حيث	Minimum stay	There is no maximum or minimum day stay associated with this fare.
<u>ک</u>	Maximum stay	There is no maximum or minimum day stay associated with this fare.
beldap i	Aeroplan	 150% Aeroplan Miles The equivalent in Altitude Qualifying Miles For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

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

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

6. Dangerous goods

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

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

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

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11. Overbooking notice

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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.



A STAR ALLIANCE MEMBER



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

ona

Room/Chambre<th:0485</th>Folio #Invoice #Cashler/Cassier #: 226475Page #: 1 of 2

Arrival/Arrivée : 03-02-20 Departure/Départ : 03-05-20

Date	Description	Additional Information/Supplementaire	Charges	Credits
03-02-20	Room Charge		349.00	
03-02-20	Municipal Accommodation	Tax (13.96	
03-02-20	Room HST (13%)		47.18	
03-03-20	Room Charge		349.00	
03-03-20	Municipal Accommodation	Tax (13.96	
03-03-20	Room HST (13%)		47.18	
03-04-20	Room Charge		349.00	
03-04-20	Municipal Accommodation	Tax (13.96	
3-04-20	Room HST (13%)		47.18	

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

Legree that my liability to this bill a not welved and L egree to be held personally lable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these changes. Overacius belands subject to a surcharge at the rate of 1 5% per month after one month. (18,00% per ennum.) I have accepted delivey of the Globe and Mait. Had I refused, I would have been eighted for a \$10 (Mon-Fri and \$2,00 (Sel.) credit to my account. (At periodiperiod holds.)

An me geros persopratisment esponsable du régionnent local de cells notes au ces ou la compegnia. Fassociation qui son représentant désigné en refusional la paternent. Les comptes en soutiennes adre aujets à un artéré de 1,6% par mois atribés di mobil. (16,00% par annés) Dra accepté la évraison du journet. The Globe ena Mas. Bi gerais neturé, fumais, ou obtenu un crédit é mon compte de 1,005 par jour (du Lund au Vendraci) et de 2,006 te Semedi. (Dans les hôlets participenta.)

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

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CHÂTEAU L. 1 Rideau Street Ottawa, ON, Canada I. T (613) 241-1414 F (6 G.S.T. / H.S.T Registra	AUR.	IER 7 2-7030	Room/Chambre : 0485 Folio # : Invoice # : Cashier/Cassier # 2264 Page # : 2 of 2	75	.19(1)
Mrs Pina Melchionna			Arrival/Arrivée : 03-0 Departure/Départ : 03-0	MALESCHER AND	
ate Description		Addition	al Information/Supplémentaire	Charges	Credits
and the second second		In they an	Total	1,230.42	0.00
We also invite you to sh	are mer	tay, please contact nories of your expe Merci d'ave éjour, veuillez cont	Balance Due/Solde Sommaire 141.54 0.00 0.00 141.54 noosing Fairmont Hotels & Resorts. Mr. Claude Sauvé, General Manager, at rrience on our community forum - visit www bir choisi les Hôtels Fairmont. acter M. Claude Sauvé, Directeur généra rs de votre expérience sur notre forum -	al, à Claude.Sauve	@fairmont.com.
ion or reservations, visit us at int.com or call Fairmont Hote or Canada 1 800 441 1414 tion et réservations visitez no nt.com ou téléphoner au Hôte anada 1 800 441 1414	tre web	au	Legree that my liability for this bill is not weived and i agree to be held parsonally liable in the event that the indicated person, company or association fails to par any part of or the full amount of these charges. Over balance subject to a surcharge at the rate of 1.5% pr month after one month. (16.00% per annum.) I heve accepted delivery of The Globe and Mail. Had refused, I would have been eligible for a \$1.00 (Mon- and \$2.00 (Sat) credit to my account. (At participate hotels.)	e total de cette note au y for ou son représentant d' due Les comptes en souf er 1,5% par mois sprès u'hi accepté la livrais fit viens returds, l'aurait -Fri) de 1.005 par jour (du	vilement responsable du règlement ces cu la compagnio, l'essociation désigné en refuserait le pelement. france sont sujats à un inflirit de un mois. (16,01% par année) on du journai The Gibbe and Mai. 1 o pu obtenir un crédit à mon compli Lundi au Vendredi) et de 2.003 le Désig participants.)
Thank ye	ou fo N	r choosing t lerci d'avoir	o stay with Fairmont Hotel choisi les Hôtels Fairmon	s & Resorts t	

From:	pina melchionna
То:	Simons, Deborah
Subject:	Account Statement.pdf
Date:	Monday, March 16, 2020 6:13:04 PM
Attachments:	Account Statement.pdf ATT00001.txt
	ATT00001.txt

\$35.73. See statement. Can't find my receipt. Thx.

		s.19(1)	MRS PINA MELCHIONNA
			Statement Date March 6, 2020
			March statement period
Previous balance			February 7 to March 6, 2020
Payments			
Other credits			
Total credits			
Purchases			
Cash advances			
Interest Fees			
Total charges		\$35.73	
Total balance	=	\$33.75	
Your payment due this month			
Amount Due ¹		\$35.60	
Minimum Payment ²		\$10.00	
Please pay this amount by Mar 27, 2020			
0			
(ph) ()			
(a) from othe	wa		
O con la la la	1		
Is allost to Viot	11		

MRS PINA MELCHIONNA

108021



Total for						\$35.73
Mar 02	Mar 04	BLUE LINE 1314 TAXITAB	OTTAWA	ON	🚗 Transportation	35.73

S.19(1)

s.19(1)

Simons, Deborah

From: Sent: To: Subject: pina melchionna March 4, 2020 8:21 AM Simons, Deborah Fwd: Your Monday afternoon trip with Uber

Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <uber.canada@uber.com> Date: March 2, 2020 at 1:26:18 PM EST To: Subject: Your Monday afternoon trip with Uber

Uber

Total CA\$20.20 March 2, 2020

Thanks for riding, Pina

We hope you enjoyed your ride this afternoon.



Total

CA\$20.20

You saved \$2.64 by sharing your ride.

inne i

Trip Fare		CA\$11.90
Subtotal		CA\$11.90
HST		CA\$2.32
Promotions		CA\$0.00
Tolls, Surcharges, and Fe	es 😨	CA\$5.98

CA\$20.20

A temporary hold of CA\$20.20 was placed on your payment method •••• at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. Learn More

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

GST Registration Number 821432606RT0001

You rode with

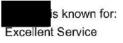




2.

Has passed a multi-step safety screen

4.81★ Rating



How was your ride?



License Plate	
PTC License	



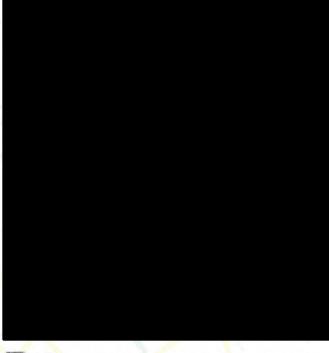
Every rideshare trip in Toronto is insured for a covered auto accident by Intact. Learn more.





1:26 PM

Mississauga, ON L5P, Canada



Coople

Map data @2020 Google



Invite your friends and family.

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

REPORT LOST ITEM >

CONTACT SUPPORT>

MY TRIPS >

Uber

FAQ

Forgot password

Uber B.V. Mr. Treublaan 7 1097 DP Amsterdam

Privacy

Terms

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

share your savings

You saved \$2.64 by sharing your ride.

Simons, Deborah

From: Sent: To: Subject: pina melchionna March 5, 2020 1:47 PM Simons, Deborah Fwd: Your Thursday afternoon trip with Uber

----- Forwarded message ------From: **Uber Receipts** <<u>uber.canada@uber.com</u>> Date: Thu, Mar 5, 2020 at 1:45 PM Subject: Your Thursday afternoon trip with Uber To:

Uber

Total CA\$26.84 March 5, 2020

Thanks for riding, Pina

We hope you enjoyed your ride this afternoon.



Total

CA\$26.84

Trip Fare

CA\$17.29

SubtotalCA\$17.29HSTCA\$3.09Tolls, Surcharges, and Fees ?CA\$6.46

s.19(1)

CA\$26.84

A temporary hold of CA\$26.84 was placed on your payment method ••••• at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. Learn More

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

You rode with





2.

Has passed a multi-step safety screen

4.93★ Rating

is known for: Excellent Service

How was your ride?



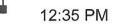
Every rideshare trip in Ottawa is insured for a covered auto accident by Intact. Learn more.



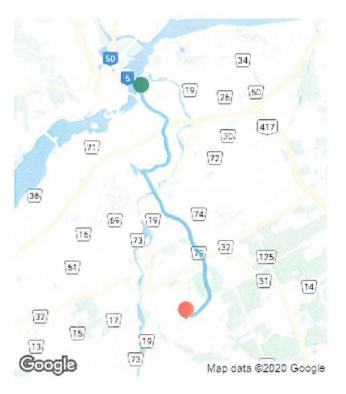


12:13 PM

333 Sussex Dr, Ottawa, ON K1N 1J9, Canada



1000 Airport Parkway Private, Ottawa, ON K1V, Canada





Invite your friends and family.

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

4

REPORT LOST ITEM >

CONTACT SUPPORT>

s.19(1)

MY TRIPS >

Uber

FAQ

Forgot password

Uber B.V. <u>Mr. Treublaan 7</u> 1097 DP Amsterdam

Privacy

Terms

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Simons, Deborah

From: Sent: To: Subject: Simons, Deborah March 19, 2020 5:03 PM Simons, Deborah Second Thursday afternoon trip with Uber

From: pina melchionna < Sent: March 5, 2020 3:48 PM To: Simons, Deborah <simons@mint.ca> Subject: Fwd: Your Thursday afternoon trip with Uber

Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <<u>uber.canada@uber.com</u>> Date: March 5, 2020 at 3:43:10 PM EST To: Subject: Your Thursday afternoon trip with Uber



Total CA\$27.22 March 5, 2020

Thanks for riding, Pina

We hope you enjoyed your ride this afternoon.



s.19(1)

CA\$27.22

Trip Fare	CA\$16.40
Subtotal	CA\$16.40
HST	CA\$3.13
Tolls, Surcharges, and Fees 😨	CA\$7.69

CA\$27.22

A temporary hold of CA\$27.21 was placed on your payment method ••••• at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. Learn More

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

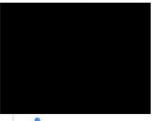
GST Registration Number 736251919RT0001

You rode with

Total







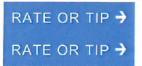
2.

Has passed a multi-step safety screen

4.94★ Rating



How was your ride?

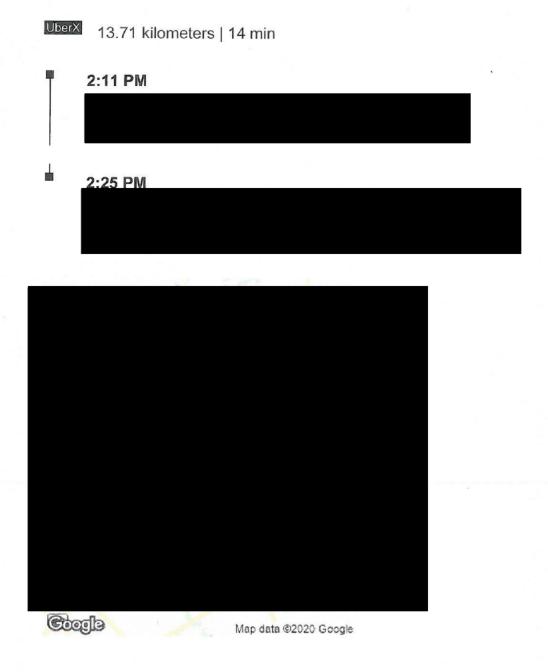






Every rideshare trip in Toronto is insured for a covered auto accident by Intact. Learn more.

s.19(1)





Coople

Map data @2020 Google



Invite your friends and family.

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

REPORT LOST ITEM >

CONTACT SUPPORT> CONTACT SUPPORT >

MY TRIPS >

Uber

s.19(1)

FAQ

Forgot password

Uber B.V. Mr. Treublaan 7 1097 DP Amsterdam

Privacy

Terms

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec

\$ 109.99

.

Ontario: 20.2 On TO airport 26.84 RCM to OTT airport 27.22 TO airport to 35.73 OTT airport to hotel 109.99

Total:

\$ 109.99
\$ 11.78
\$ 98.21

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

\$	109.99
\$	11.78
Ś	98.21

s.19(1)

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Simons, Deborah

From: Sent: To: Subject:

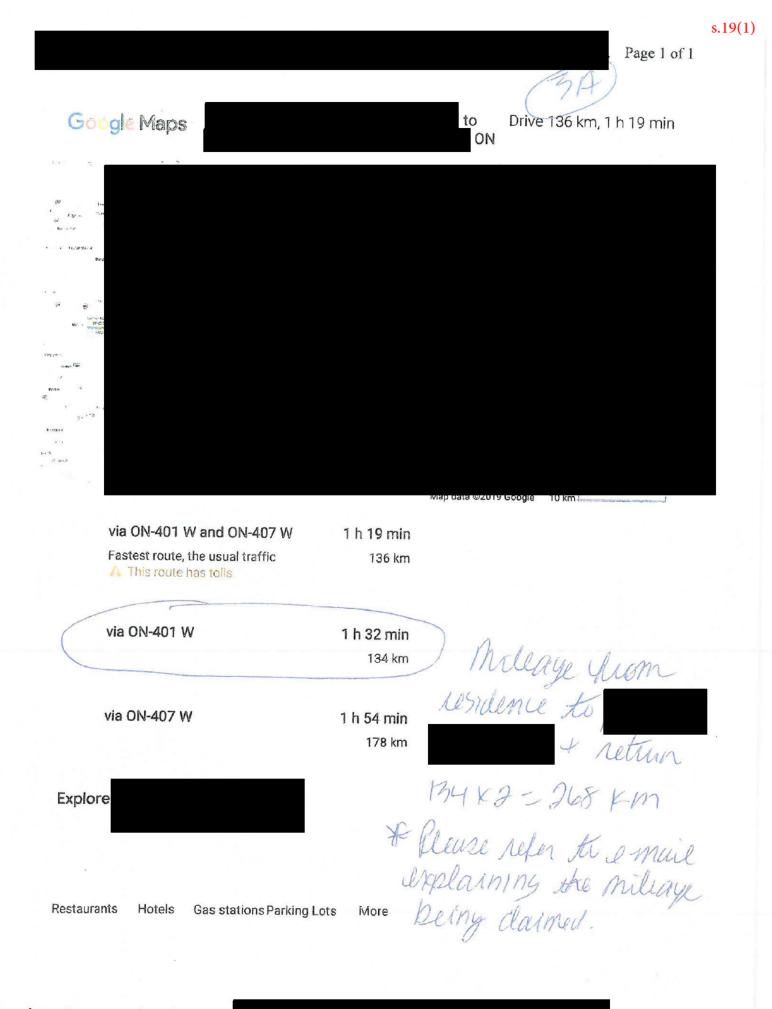
From

Pina Melchionna March 4, 2020 8:20 AM Simons, Deborah mileage from/to pearson airport

I left my car at

wouldn't have to pay for 4 days parking at pearson and took an uber to the airport.

Pina Melchionna, BA, PFP, LL.B, MBA, TEP, ICD.D





Booking Confirmation

s.19(1)

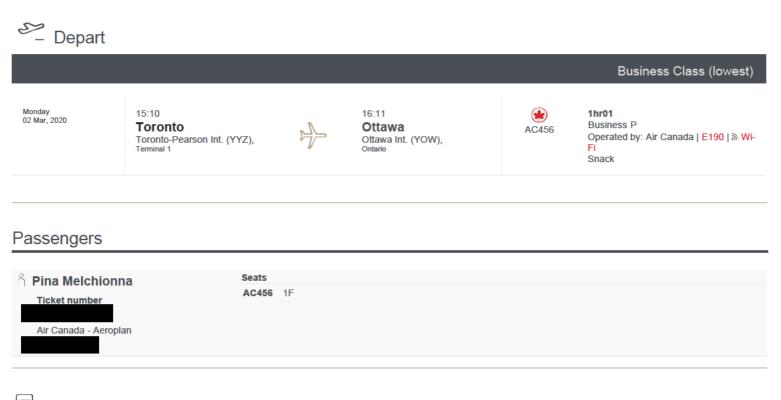


Booking Referenc

Date of issue: 10 Feb, 2020

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

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



⊡ Purchase summary

Amount paid: \$730.12 Tax information GST/HST no. 10009-2287 RT0001 \$84.00

	1 adult
Air Transportation Charges	
Base fare - Business Class (lowest)	602 00
Surcharges	12.00
Taxes, fees and charges	
Air Travellers Security Charge - Canada	7.12
Harmonized Sales Tax - Canada - 100092287 RT0001	84.00
Airport Improvement Fee - Canada	25.00
Total before options (per passenger)	\$73012
GRAND TOTAL (Canadian dollars)	^{\$} 730 ¹²

.1

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

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

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 st bag Complimentary	Complimentary	Max. weight per bag: 32 kg (70 lb) Max. dimensions per bag: 158 cm (62 in)	

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

Currency

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

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, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

Economy Class Premium Economy Business Cl			Business Class
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	3 bags	3 bags	3 bags
	32 kg (70 lb)	32kg (70lb)	32kg (70lb)
Altitude Prestige 25k	2 bags	2 bags	2 bags
	23 kg (50 lb)	23 kg (50 lb)	32 kg (70 lb)
		1 extra bag 23 kg (50 lb)	

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

· View Air Canada's additional checked baggage policy.

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

Business Class (lowest)

⋫	Changes	Departing flight
		 Before departure of first flight Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules. Penalty fee for ticket reissue between \$50 CAD - \$50 CAD New travel dates must be prior to Wednesday, 10 Feb, 2021 The maximum change fee applied is \$50 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
		After departure of first flight Ticket reissue is not allowed.
		Flights can only be used in sequence from the place of departure specified on the itinerary.
		• Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.
r H	Cancellations	 Tickets are non-refundable and are non-transferable. Partially used tickets may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee. Cancellations can be made up to 45 minutes prior to departure. View Air Canada's refund policy.
چ	Minimum stay	There is no maximum or minimum day stay associated with this fare.
يً	Maximum stay	There is no maximum or minimum day stay associated with this fare.
aeropian	Aeroplan	 150% Aeroplan Miles The equivalent in Altitude Qualifying Miles For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

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

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

6. Dangerous goods

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

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

8. International travel

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

9. In-flight health

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

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

10. Schedules and timetables

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

11. Overbooking notice

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

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

!) Air Passenger Protection Regulations Notice:

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

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



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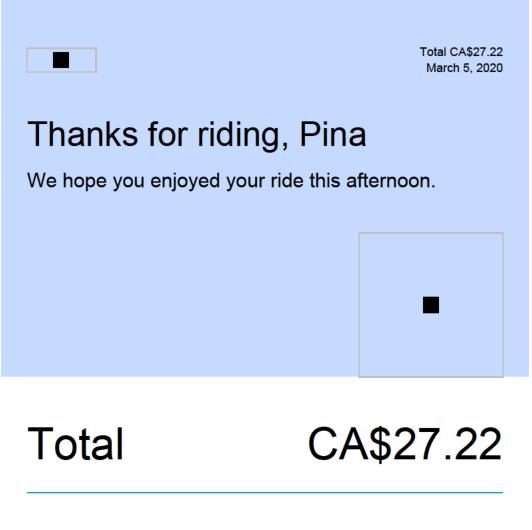
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From:pina melchionnaTo:Simons, DeborahSubject:Fwd: Your Thursday afternoon trip with UberDate:Thursday, March 5, 2020 3:48:57 PM

Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <uber.canada@uber.com> Date: March 5, 2020 at 3:43:10 PM EST To: Subject: Your Thursday afternoon trip with Uber



Trip Fare

CA\$16.40

Subtotal	CA\$16.40
HST	CA\$3.13
Tolls, Surcharges, and Fees	CA\$7.69

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

GST Registration Number 736251919RT0001

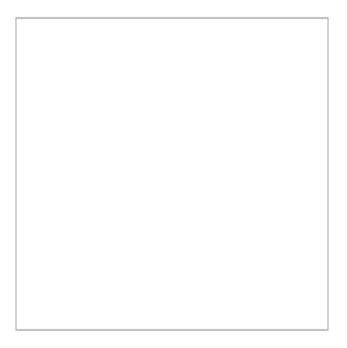
bank statement shortly. Learn More

You rode with
Has passed a multi-step safety screen
4.94 Rating is known for: Excellent Service
How was your ride?

RATE OR TIP
License Plate:
PTC License
Example in the intervents is increased for a second state.
Every rideshare trip in Toronto is insured for a covered auto
accident by Intact. Learn more.
UberX 13.71 kilometers 14 min
2:11 PM
, Canada
· · · · · · · · · · · · · · · · · · ·
2:25 PM

2:25 PM

, Canada





Invite your friends and family.

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

try Uber. Share code:



CONTACT SUPPORT

MY TRIPS

FAQ

Forgot password

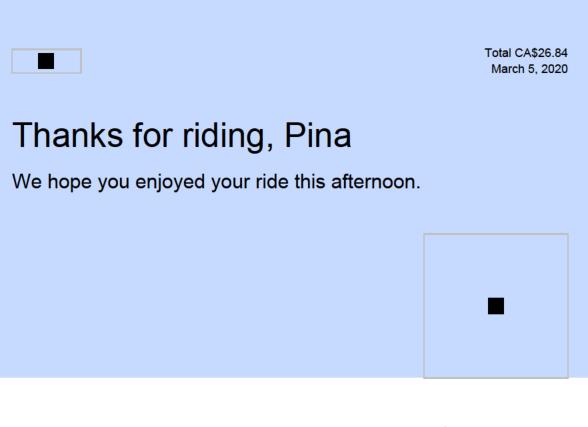
Uber B.∨. Mr. Treublaan 7 1097 DP Amsterdam

Privacy

Terms

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

----- Forwarded message ------From: Uber Receipts <<u>uber.canada@uber.com</u>> Date: Thu, Mar 5, 2020 at 1:45 PM Subject: Your Thursday afternoon trip with Uber To:



Total	CA\$26.84		
Trip Fare	CA\$17.29		

s.19(1)

н	51
	_

CA\$3.09

CA\$6.46

Tolls.	Surcharges,	and Fees	L

CA\$26.84

A temporary hold of CA\$26.84 was placed on your payment method **at the start of the trip.** This is not a charge and has or will be removed. It should disappear from your bank statement shortly. <u>Learn</u> <u>More</u>

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

You rode with	
Has passed a multi-step safety screen 4.93 Rating is known for: Excellent Service	
How was your ride?	
RATE OR TIP	



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



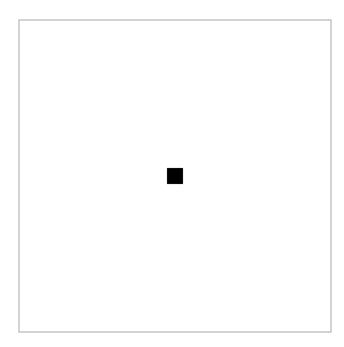
16.42 kilometers | 22 min

12:13 PM

333 Sussex Dr, Ottawa, ON K1N 1J9, Canada

12:35 PM

1000 Airport Parkway Private, Ottawa, ON K1V, Canada



Invite your friends and family.

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

Uber. Share code:

REPORT LOST ITEM

CONTACT SUPPORT

MY TRIPS

FAQ

Forgot password

Uber B.V. <u>Mr. Treublaan 7</u> <u>1097 DP Amsterdam</u>

Privacy

Terms

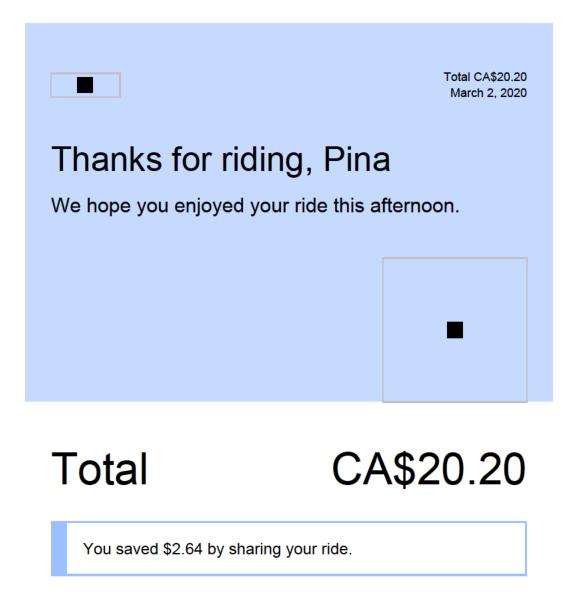
Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

From:pina melchionnaTo:Simons, DeborahSubject:Fwd: Your Monday afternoon trip with UberDate:Wednesday, March 4, 2020 8:20:57 AM

Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <uber.canada@uber.com> Date: March 2, 2020 at 1:26:18 PM EST To: Subject: Your Monday afternoon trip with Uber



s.19(1)

CA\$20.20

Trip Fare	CA\$11.90
Subtotal	CA\$11.90
HST	CA\$2.32
Promotions	CA\$0.00
Tolls, Surcharges, and Fees	CA\$5.98

A temporary hold of CA\$20.20 was placed on your payment method at the start of the trip. This is not a charge and has or will be removed. It should disappear from your

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

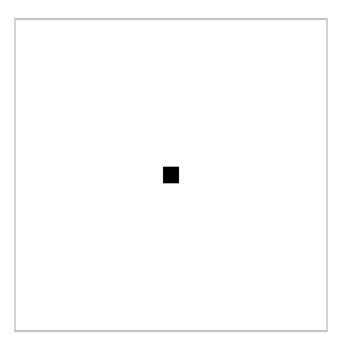
GST Registration Number 821432606RT0001

bank statement shortly. Learn More

You rode with	
Has passed a multi-step	

safety screen
4.81 Rating
Excellent Service
How was your ride?
RATE OR TIP
License Plate:
PTC License
Every rideshare trip in Toronto is insured for a covered auto accident by Intact. Learn more.
Pool 13.47 kilometers 13 min

1:12 PM			
			Canada
			-
1:26 PM			
	,	Canada	

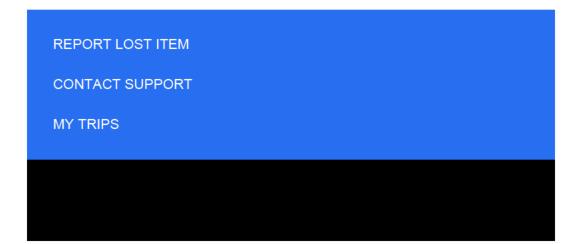




Invite your friends and family.

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

try Uber. Share code:



FAQ

Forgot password

Uber B.∨. Mr. Treublaan 7 1097 DP Amsterdam

Privacy

Terms

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

share your savings

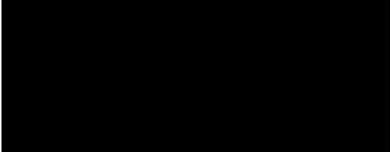
You saved \$2.64 by sharing your ride.

From:	Pina Melchionna
То:	Simons, Deborah
Subject:	mileage from/to pearson airport
Date:	Wednesday, March 4, 2020 8:20:41 AM

From	, ON. I left my car at	
	ON) so I wouldn't have to pay for 4 days parking at pearson and took an uber to the	

airport.

Pina Melchionna, BA, PFP, LL.B, MBA, TEP, ICD.D



s.19(1)

From: Simons, Deborah Sent: Thursday, March 26, 2020 9:15 AM To: 'pina melchionna' Subject: Reimbursement Attachments: _____08755642_4.pdf

Dear Pina,

I am pleased to advise that you will receive an electronic transfer of funds on March 27th in the amount of \$3,069.56 as a reimbursement of your travel expenses to attend this month's Board and Committee meetings in Ottawa. A copy of the electronic funds transfer notification is attached.

Best,

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

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

Tel/Tél. : 613-716-4439 simons@mint.ca | simons@monnaie.ca mint.ca | monnaie.ca



Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

PINA MELCHIONNA

Fax E-mail simons@mint.ca

Telephone	613-993-3500
Fax Date	25/03/2020
Vendor account	25/05/2020
Date of payment	27/03/2020
Reference No.	PV153578

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC83397 B20-008	24/03/2020	CAD	3,069.56	0.00	3,069.56	THEMIS # 3114 EAHCE12467 BLANKET TA OTTAWA
	C	CAD			3,069.56	