Simons, Deborah

From:

Phyllis Clark <

Sent:

Monday, March 18, 2019 9:59 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - TABCC82554 - Cybele Negris - B19-009

Approved

Sent from my iPhone

On Mar 18, 2019, at 5:50 AM, Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents Cybele's travel to Ottawa to attend our Board of Directors and Committee meetings. There are no exceptions, and I have included all of the supporting documentation. If you approve via e-mail, I will add a notation to your signature line, and will attach a copy of your e-mail to the claim.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

<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

<B19-009 - Negris - Ottawa Mar. 3-7, 2019.pdf>

Account	Cost Center (Select One from drop down be	OX) In Canadian S
HST - Registration # 10793 5058 RT0001		349.03
740200 - Meals (domestic)	121 Legal Services (Board)	114.14
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)	▼	0.00
741100 - Hospitality (foreign)	▼	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	2,829,25
741010 - Airfare (foreign)	V	0.00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	97.08
741500 - Taxi fare (foreign)	▼	0.00
740700 - Personal car mileage (domestic)	T ENIGRED V	0.00
741700 - Personal car mileage (foreign)	•	0.00
740030 - Car rental (domestic)	MAD 2.0 9010	0.00
741030 - Car rental (foreign)	MAN CH ZUIS POIL	0.00
740800 - Parking (domestic)	Muse one	0.00
741099 - Other transportation (foreign)	77433086	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	1,506.96
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	121. Legal Services (Board)	82.38
741900 - Incidentals (foreign)	ENTERED	0.90
740000 - Travel (domestic)		0.00
741000 - Travel (foreign)	MAR 2.1 2019	0.00
	10 10 10 10 10 10 10 10 10 10 10 10 10 1	
	A1493176 -	0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Co	ded	0.00

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

(\$3,021.16) 0000**92**%

Variance %

FOR FINANCE USE ONLY

W O	Canada - (Exc	ept NWT, N	(VT, Yukon)		USA - (Excep	t Alaska)	
Page 2	Total Amount	Actual	Calc	1	USD	Actual Credit Card	Total CA
	(incl. HST/GST	HST/GST	HST/GST		Expenses	CAD Exp.	Equivaler
RCM Paid Fares (Air-Domestic)				1			-4
RCM Paid Fares (Rail-Domestic)	-			1			
RCM Paid Fares (Air-Foreign)				1			
RCM Paid Fares (Rail-Foreign)				1			
Employee Paid Fares (Air - Domestic)	/ 2,972.55	143.30	2	1			
Employee Paid Fares (Air- Foreign)	- E	1	1	1			
Employee Paid Fares (Rail- Domestic)				1	_		
Employee Paid Fares (Rail - Foreign)				1			
Hotel Accommodations (Domestic)	/ 1,702.86	195.90		1		 	
Hotel Accommodations (Foreign)		/ v		1		+	
Taxis (Domestic)	97.08	10.40	-	1		-	
Taxis (Foreign)		10.40		1	-		
Mileage (\$0.57km)	_	-					
Business Telephone						 	
Parking	-			-		2 2	
Car Rental (Domestic)						-	
Car Rental/Gas (Foreign)						-	722
Personal Accommodations	- 2		-				<u> </u>
Hospitality			-				
Others (code manually)							
Others (code manually)	-						
					-		
			_				
-							
Others (total)							<u> </u>
Total Expenses	4,772.49	339,20					
Per Diem Country		20	Canada				USA
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts \$20.25				\$20.25			
Lunches \$19.85	1.	19.85	0.95	\$19.85			2077
Dinners \$50.00	/ 2	100.00	4.76	\$50.00			
Total Meals	V	119.85	5.71		V-2-09		
Incidentals \$17.30	√5	86.50	4.12	\$17.30			
Total Expenses	/	206.35	9.83				
Note - Please use the meal allowance c	alculator tab to	determine t	he exact No.	of meal all	owances and inc	cidentals	
Grand Total CAD Expenses		1	4,978.84		Grand Total US	D Expenses	
Grand Total HST/GST		1	349.03			aprasts	
Notes		•		359-43)·		
While in Ottawa, Cybele rode with others for	some of the traval	to/from venu	e and is only	claiming the	o ash form d		1.0
ncluded with the accommodations; Board bu	siness dinners were	e provided on	4 & 5 March	Board hinche	e can rares that we	ere at her own expense; b	reakfast was
<u>,</u>		F-1 , 1898 OII	manion,	-va-a minik	~ if we provided ()	n 5, 0 oc / Walten.	



Travel Expense Form 2018

TA# TABCC82554

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

authorized using the Authority to Travel and Advance form. As the Traveller, prease indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes 🛘 No 🌹 if you indicated "Yes", please check which exception(s) were not pre-approved and require approval: CEO APPROVAL REQUIRED: (Please Initial) ☐ Travel – Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 28) CFO or CEO APPROVAL REQUIRED: (Please initial) Hospitality - Exceptions to Hospitality Policy #51 (Annex 28) Hospitality - No pre-approval obtained for the following: Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 2B) Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 28 and 44.1) Hospitality - Alcoholic beverages provided (Policy Section 44.1) Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1) Hospitality - Entertainment provided (Policy Section 44.1) Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1) Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4) Hospitality - Special forms of hospitality (Annex 28) Hospitality - No pre-approval prior to expenditure (Section 44.7) VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial) Travel - Combining personal and business travel (Policy Section 14.3) Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6) Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1) Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3) Travel - Car travel - Leased Vehicles (Policy Section 23.1) Travel - Expense received over 30 days (Policy Section 33.1) Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 28) Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1) TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial) Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6) Travel - Car rental - upgrade to a larger vehicle than the intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.31 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 (travellar 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. 's Manager confirms that she/he has reviewed this expense claim including all the supporting docu reasonable, exceptions as noted above are approved (as required), and the claim has been completed in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable). Please note, if exceptions have been pre-approved prior to travel, the Travel's Director can proceed in signing the expense claim. By signing below, the VP or CEO confirms that she/he has reviewed the exceptions as noted above requiring her/his approval and hereby grants it. 4. Approved by VP (as required) 6-Approved by CEO & President/Chair of BOD/Chair of 5.Reviewed by CPO (CEO claims, Board claims, dalms. (PRINT NAME) for review@Fibt to CEO approval; other as required) Audit Committee (as required) Stanature of VP Signature of CEO/Chair of Board/Chair of Audit Committee Date Date

Dav.es

7. Discherated by Stramos (PMNT SLAME)

Mar 20)19 Mar 20)19 cd. 000004 Form updated January 2018

Meal allowance and incidental calculator

	Enter	your trav													
		3 Mar.	194 Mar.	195 Mar.	196 Mar.	197 Mar.19							1	1	Total meal allowances
Leave to the same of the same	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast						7	-								ol
Lunch							1			-	_			+	
Dinner			4	: 1 2:		4	+								
The state of the s	_		•			1									2
Incidentals			11	11	11	41	41						100		

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tuo	Mod	Their	-	Total meal allowar
Breakfast			1	100	T C C	T		Jac	Sun	IVION	Tue	Wed	Thu	Fri	
unch	-					1		-			+	-	+		Š
Dinner															Ö
ncidentals															ŏ

Incidentals

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

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



Booking Confirmation



Booking Reference

Date of issue: 05 Feb, 2019

This is your liberary/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 upply to the lickets, bookings and air services detailed below, as well as beggage, dengerous goods and other important information related to your trip.

Data Protection Notice: Your personal date 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. Those 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.



Sunday 03 Mar, 2019

08:55

Vancouver

Vancouver Int. (YVR), BC



16:32 Ottawa

Ottawa Int. (YOW), ON



4hr37

Business Z

Operated by: Air Canada | A321-200 |

≫ Wi-Fi Meal

Return

Thursday 07 Mar. 2019

17:35

Ottawa

Ottawa Int. (YOW), ON



Vancouver

Vancouver Int. (YVR), BC Terminal M



5hr40

Business P

Operated by: Air Canada | A321-200 |

M-Fi

Passengers

[^] Cybele A Negris

Ticket Number

Air Canada - Aeroplan

Travel Options

Regular meal

Seats

AC338 4F

AC343 4F



Purchase summary

		1 adult
Amount paid: \$2972.55	Air Transportation Charges	
Tax information GST no. 10009-2287 RT0001 \$140.31	Base Fare - Depart - Business Class (lowest)	1550,00
GST/HST no. 10009-2287 RT0001	Base Fare - Return - Business Class (lowest)	1176.00
\$2.99	Surcharges	46,00
	Taxes, faes and charges	
	Goods and Services Tax - Canada no, 100092287 RT0001	140 31
	Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)	2.99
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	43.00
	Total airfare and taxes before options	\$2972 ⁵⁵
	GRAND TOTAL (Canadian dollars)	\$297255

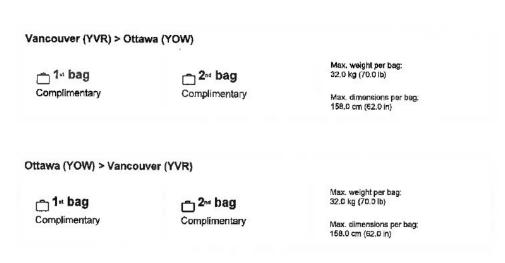
(4)

Check-in and boarding gate deadlines

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 mmes*	Check-in and baggage drop-off deadline You must have checked in, obtained your boarding pass and deposited all checked bags at the beggage 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

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 plandard item (max. size: 23 x 40 x 55 cm [8 x 15.5 x 21.5 in]) and 1 personal 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.



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)



- 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.

item (max. size: 16





- · 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.



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

Business Class (lowest)



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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

General conditions of carriage

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

6. Dangerous goods

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

7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked tuggage 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, qualify 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 carner 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

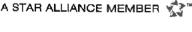
Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation 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

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



AIR CANADA





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 #

: 1 of 2

Reference No.

Arrival/Arrivée

: 03-03-19

Departure/Départ : 03-07-19

3.		

Ms Cybele Negris

Date	Description	Additional Information/Supplementaire	Charges	Credits
03-03-19	Room Charge		249.00	
03-03-19	Municipal Accommodation Tax	((9.96	
03-03-19	Room HST (13%)	200	33.66	
03-04-19	Room Charge		400.00	
03-04-19	Municipal Accommodation Tax	c)	16.00	
03-04-19	Room HST (13%)		54.08	
03-05-19	Room Charge		409.00	
3-05-19	Municipal Accommodation Tax	K (16.00	
03-05-19	Room HST (13%)		54.08	
03-06-19	Room Charge		400,00	
03-06-19	Municipal Accommodation Tax	x (16.00	
03-06-19	Room HST (13%)		54.08	
00-00-10	1 to our Liver of Lands			

For information or reservations, visit us at www.fairmont.com or call fairmont Hotels & Resorts from: Limited States or Centeds 1 850 441 1416 Pour Information et récervations visitez notré web au www.falemont.com ou táléphoner au Hötek Farmont de: Eleta-Unit ou Canada 1 800 441 1414

I appoin that very desicity for then full is not ambient such a suppose to be hald gathamathy liability on the power that then retained powers, company or assumption which to have full any part of the top the damagnet at those openings. One does inclusive under the is wortherpointed or rather of 1.3% pre-vantable after once every de 17th 18th per demonst. I I down strongland charges out Than Shelton and Shall Proof to suffaced, I prop. I typic a town religibles for a \$1.30 fillen beril and \$2.00 filed. I would be may names as. (At pur bequirely bedelte.)

As the person parameteristic and dispersional and alighential following the continuous acts and a specific acts are acts as a specific acts.

1.3 The property of the Continuous (18.30%) are available of the specific acts and a specific acts and a



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

Follo#

Involce #

Cashler/Cassier # : 226475

Page #

: 2 of 2

Reference No.

Arrival/Arrivée

: 03-03-19

Departure/Départ : 03-07-19

Ms	Cybele	Megris	

ate	Description	300	Addition	al Information/Supplementaire	Charges	Credits
*				Total	1,702.86	0.00
				Balance Due/Solde	1,702.86	
GST Sum	mary / Sommaire		HST Summary /	Sommaire		
Room/Cha	umbere	0.00	Room/Chambre	195.90		
F8B/Resta	suration	0.00	F&B/Restauration	0.08		
Other/Aut	'es	0.00	Other/Autres	0.00		
Total		0.00	Total	195.90		

Thank you for choosing Fairmont Hotels & Resorts.

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

Merci d'avoir choisi les Hôtels Fairmont.

Pour donner votre opinion sur votre séjour, vauillez contacter M. Claude Sauvé, Directaur général, à Claude Sauve@fairmont.com. Nous vous invitors également à partager les souventrs 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 of réservations vialtez notre web au www.fairmont.com ou téléphoner au House Feirmont de: États-Lines ou Canade 1 809 441 1414

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2121 HARTLEY AVENUE COCURTAIN BC V3K 623 6045241111

SALE

Server #: 002340 REF#: 00000006 SEC: 36900100106 203842

STOTIES COOP DESS

AMOUNT TIP TOTAL \$38.00 \$4.56 \$42.66

16260

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\$42.56

SET NEWS BC JET 254 SET SEEKT-LODES BRITHERD, BC JET 254

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Purchase

AID: #8999888831918 Entry Method: Chip

23/84/19

Batch#: 088826 21:32:55

Ref#: 00825563858

law E: 885587 Appr Code: 899471

Assunt: \$ 15,90 fip: \$ 2.25 Total: \$ 17,25

Custoner Copy

(ab from 4 March Board dinner to hotel

\$17.25

TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

ocation:	Ottawa		-					*
urpose:	To attend st	rategy, comm	ittee and board	meetings of	Royal Canadian	Mint		
RAVEL EXPEN	SE		Amount		Meals & Inci	dentals		
irfare			\$ 2,972.55	1	Note: Please	use the meal a	allowance cald	culator
Baggage Fees			Der m was w	1		ermine the exa		
Change Fees				1	meal allowan	nces and incide	entals.	
'IA Rail				1				
lotel Accomm	odations		\$ 1,702 86			Rate	#Meals	Total
fileage (\$.055	5/km)		\$ -	1	/Breakfast 20.	25 \$19.10	0	\$ -
arking					Lunches 19.8	\$ \$18.90	0 1	\$ 19-85-
axis			\$ 97.08	6/	Dinners 50.		12	\$ 10045.9
ar Rental				1 10	Incidentals	\$17.30	45	\$96 69.20
asoline				1 "			Total	\$ 115-1
rivate Accomo	odation (\$50/ng	gt)		1	Total Travel E	xpenses		0010
ther				1				906.2
			¢ 4 772 40	•	T. Control of the Con			
	Total Travel	Expenses	\$ 4,772.49					
	Total Travel Total Meal/	Expenses Incidentals	\$.115.15	200.35	- M			
		Expenses Incidentals TOTA	\$.115.15 \$ 4,887.64	26.35 4,978	- M .84 M			
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Travel expense reports must comply with the RCM's Corporate Travel, Hospitality, Conference and Event Policy (Policy # 51).

Simons, Deborah

From:

Phyllis Clark

Sent:

Monday, May 27, 2019 1:33 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - Travel expense claims X 4

Approved

Phyllis Clark Phone:	Email:		
***	77	April 100 a	

CONFIDENTIALITY WARNING

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

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

Dear Phyllis,

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

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

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

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

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

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

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT



Trayel Expense Form 2019

OTJ#: TA #: **TABCC82733** EAHCE# **EAHCE12189**

2978

0.00

Claimant Cost Centre

Amount Owing to:

Cybele Negris 121 Legal Services (Board)

Cost estimate provided on TA \$4,785.35 Hospitality estimate provided on TA

Departure Date 12-May-19

RCM

Travel Location and Reason

(attach supporting documents):

Return Date 16-May-19 THEMIS # (VP and Board claims only)

2,823.24

B19-023	Curr	ency Conversion Table	
	1 Unit of	is Worth	of
To attend Board of Directors meetings and business dinners.	USD		CAD
			CAD
Vancouver/Winnipeg/Vancouver	WOODS 18		CAD
			CAD
			CAD

Total Travel Expenses (inclusive of fares) 2,823,24 Prepaid Fares (Paid using Amex Corporate Billing Account) 0.00 Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card) 0.00 Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMOUNT) Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT) Currency Advanced Returned Outstanding FX to CAD **CAD** Equivalent 0.00 1.00000 0.00

Employee

Expense Coding Account	Cost Center (Select One from	n drop down box)	In Canadian \$		
HST - Registration # 10793 5058 RT0001		125.18			
740200 - Meals (domestic)	121 Legal Services (Board)	*	96.48		
741200 - Meals (foreign)		-	0.00		
740100 - Hospitality (domestic)		_	0.00		
741100 - Hospitality (foreign)		_	0.00		
740010 - Airfare (domestic)	121 Legal Services (Board)	•	1,115.25		
741010 - Airfare (foreign)		▼	0.00		
740020 - Rail fare (domestic)		▼	0.00		
741020 - Rail fare (foreign)		▼.	0,00		
740500 - Taxi fare (domestic)	121 Legal Services (Board)	Ψ.	103.32		
741500 - Taxi fare (foreign)		₩	0.00		
40700 - Personal car mileage (domestic)	121 Legal Services (Board)				
41700 - Personal car mileage (foreign)		▼:	15.82		
40030 - Car rental (domestic)			0.00		
41030 - Car rental (foreign)		▼.	0.00		
40800 - Parking (domestic)			0.00		
41099 - Other transportation (foreign)		▼	0.00		
40400 - Accommodations (domestic)	121 Legal Services (Board)		1,284.81		
41400 - Accommodations (foreign)		₩.	0.00		
40900 - Incidentals (domestic)	121 Legal Services (Board)	•	82.38		
41900 - Incidentals (foreign)	ENTERED		0.00		
40000 - Baggage & Travel (domestic)	ENTERED	▼	0.00		
41000 - Baggage & Travel (foreign)		▼ *	0.00		
	MAY 3 0 2019	▼	0.00		
		•	0.00		
	AP428667	7	0.00		
	. 7	•	0.00		
54200 - Prepaid Fares			0.00		
ut of Balance - Discrepancy in Expenses Co	ded		(0.00)		
	orable)/Unfavorable Variance: Estimate on T	A versus actual expense claim	(\$1,962.11)		
ECEIVED		Variance %	-419		

(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim \$0.00 Hospitality Variance % #DIV/0!

Update: 0000516 Form updated January 2018

W O	Canada - (Exce	pt NWT, N	VT, Yukon)	USA - (Except Alaska)						
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD			
NO.	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent			
RCM Paid Fares (Air-Domestic)			100							
RCM Paid Fares (Rail-Domestic)	Settle									
RCM Paid Fares (Air-Foreign)				3						
RCM Paid Fares (Rail-Foreign)										
Employee Paid Fares (Air - Domestic)	/1,171.01	55.76			100		_			
Employee Paid Fares (Air- Foreign)	V V	,					_			
Employee Paid Fares (Rail- Domestic)										
Employee Paid Fares (Rail - Foreign)										
Hotel Accommodations (Domestic)	1,344.50	59.69	.9							
Hotel Accommodations (Foreign)										
Taxis (Domestic)	103.32	3.97				 				
Taxis (Foreign)	1/4 0	7 11	33							
Mileage (\$0.55km) 30.2	16.61		0.79		-	-	05 W			
Business Telephone	-		- U.I.							
Parking										
Car Rental (Domestic)				8		0 0 0	-			
Car Rental/Gas (Foreign)					× * *	-				
Personal Accommodations				9		 	_			
Hospitality						 - 				
Baggage (Domestic)										
Baggage (Foreign)						-	- 1			
Others (code manually)	122		- 4							
Octobra (code inandany)			3 97			-				
-					-					
Others (total)	-			1	-					
Total Expenses	2,635.44	115.45	0.79							
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 \$20.50				\$20.50		MALON RILLE	Tod on Assent			
Lunches \$20.10				\$20.10		+				
Dinners \$50.65	/ 2	101.30	4.82	\$50.65	_	-				
Total Meals		101.30	4.82	75000	-					
Incidentals \$17.30	5	86.50	4.12	\$17.30						
Total Expenses		187.80	8.94	44144						
Note - Please use the meal allowance c	alculator tab to			of meal alk	owances and in	cidentals				
Grand Total CAD Expenses		ſ	2,823.24		Grand Total US	D Expenses	57.55			
Grand Total HST/GST			125.18	129-15	5	Lapenses				

Notes for Expenses

1) The Fairmont Hotel waived the room charge for the night of 14 May due to excessive noise in the hotel; 2) Group transportation was arranged for transfer from the hotel to RCM and return on 14 May, and from the hotel to RCM on 15 May (copies of confirmations attached); 3) Board of Directors dinners were provided on 13 & 14 May; 4) Board of Directors lunches were provided on 14 & 15 May; 5) Cybele arrived in Winnipeg on 12 May due to the fact that RCM's Annual Public Meeting was being held on Monday, 13 May.



ved by Finance (PRINT NAME)

Travel Expense Form 2019

TA # TABCC82733

*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 presented using the Authority to Travel and Advance form.

authorized using the Authority to Travel and Advance form. As the Traveller, please indicate if this claim contains any exceptions reguling approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes D No 1 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) 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) 0 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 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) П 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. 3 Approved by Traveller's Director with signing authority (PRINT NAME) Signature of Traveller's Director nfirms/that she/he has reviewed this expense claim including all the supporting documentation, that the expenses claimed appear reasonable, exceptions as noted above are approved (as required), and the claim has been completed in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable). Please note, if exceptions have been pre-approved prior to travel, the Travel's Director can proceed in signing the expense civim. By signing belaw, the VP or CEO confirms that she/he has reviewed the exceptions as noted above requiring her/his approval and hereby grants it. 4 Approved by VP (as required) 5-Reviewed by CFO (CEO claims, Board claims; dalms 6.Approved by CEO & President/Chair of 800/Chair of **IPRINT NAME** Signature of VP

May 30/19

000018

Form updated January 2018

Simons, Deborah

From:

Smith, Cindy

Sent:

Thursday, May 16, 2019 3:08 PM

To:

Delegation of Authority

Subject:

Delegation Notice - Jennifer Camelon - Avis de délégation de pouvoirs

VERSION FRANÇAISE CI-APRÈS.

<u>Delegation Notice - Jennifer Camelon</u>

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

Avis de délégation de pouvoirs - Jennifer Camelon

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

Original signed by/Original signé par

Marie Lemay President & CEO/Présidente

Meal allowance and incidental calculator

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

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

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

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

	Enter	your tra	vel date	s here fo	r	CANA	ADA			MON	ITH:	May-1	9		
Numbers only		1:	2] 1:	3 14	15		16			i			1		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															Ö
Lunch			- 18					7	1						o o
Dinner			1		1	THE PERSON NAMED IN									2
Incidentals			1	1 1	1	-	1								5

	Enter	your tra	vel date	s here fo	r the	US				MON	ITH:	4358	6		
		1	2 1:	3 14	15		16								Totai
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															O
Lunch															0
Dinner													1		0
Incidentals															0



Booking Confirmation



Booking Reference



Date of issue 05 Apr, 2019

This is your official filtnerary/Receipt. You must bring it with you to the sirport 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, beokings 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,



Business Class (lowest

Sunday 12 May, 2019 08:05

Vancouver

Vancouver Int. (YVR), BC

Terminal M



12:45 Winnipeg (YWG), MB



2hr40 Business P Operated by: Air Canada | A320-200 | & Wi-Fi Meal



Thursday 16 May 2019

2012

07;00 Win

Winnipeg (YWG), MB



07:59

Vancouver

Vancouver Int. (YVR), BC



2hr59
Business P
Operated by: Air Canada | A319-100 |
MVi-Fi
Meal

Passengers

↑ Cybele A Negris
Ticket Number

Air Canada - Aeroplan

Travel Options

Seats AC290 4F AC295 4F

Purchase summary

		1 adult
Amount paid: \$1171.01 Tax information	Air Transportation Charges	
GST no. 10009-2287 RT0001 \$55,76	Base Fare - Depart - Business Class (lowest)	505.00
2 14	Base Fare - Return - Business Class (lowest)	505.00
	Surcharges	46,00
	Taxes, fees and charges	
	Goods and Services Tax - Canada no. 100092287 RT0001	55.76
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	45.00
	Total airfare and taxes before options	\$1171 ⁰¹
	GRAND TOTAL (Canadian dollars)	\$1171 ⁰¹

(3)

Check-in and boarding gate deadlines

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

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.

Vancouver (YVR) > Winnipeg (YWG)

ام 1ª bag

rang 2™ bag

Max. weight per bag: 32,0 kg (70.0 lb)

Complimentary

Complimentary

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

Winnipeg (YWG) > Vancouver (YVR)

一1ª bag

_ 2™ bag

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

Complimentary

Complimentary

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

Crwmmon

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

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)



- 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) alroots (connecting flights excluded).
- · Flights can only be used in sequence from the place ofdeparture specified on the itinerary.

Fare Rules

Cancellations 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 (lowest)

Changes \$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,
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- Flights can only be used in sequence from the place ofdeparture specified on the itinerary.

Cancellations 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 forfelt 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.

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

(I) General conditions of carriage

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

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 attitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before fiving.

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

10. Schedules and timetables

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

11. Overbooking notice

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

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

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



AIR CANADA

A STAR ALLIANCE MEMBER 💸

.5



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

Royal Canadian Mint

Ms Cybele Nearis

Room Folio # 1808

Cookies

02

Cashier # Page # 92 1 of 2

Arrival

05-12-19

Departure

05-16-19

Date	Description	Additional Information	Charges	Credits
05-12-19	Room Charge		319.00	- Controller
05-12-19	Room PST		25.52	
05-12-19	Room GST		15.95	
05-12-19	Accommodation Tax		15.95	
05-12-19	Accommodation Tax - GST		0.80	
05-13-19	Room Charge		409.00	
05-13-19	Room PST		32.72	
05-13-19	Room GST		20.45	
05-13-19	Accommodation Tax		20.45	
05-13-19	Accommodation Tax - GST		1.02	
05-15-19	Room Charge		409.00	
05-15-19	Room PST		32.72	
05-15-19	Room GST	Reconut aun	20.45	
05-15-19	Accommodation Tax	Rel nur	20.45	
05-15-19	Accommodation Tax - GST		1.02	
05-16-19		1,576.87 Split Into 232.37 And 1,344.50 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		1,344.50

Hotel waited the room change for the night of 14 May due to excessive noise in the hotel.

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414

Pour information et reservations visitez notre web au www.fairmont.com ou tellephoner au HAtels Fairmont de:

\$\frac{4}{8}\text{tats-Unis ou Canada} 1 800 441 1414

l agree that my liability for this bill is not waived and I agree to be held personally liabile 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 survherage at the rate of 1.5% per month after one month. (18.00% per arrunn.)

Je me porte personnellement responsable du réglement total de cotte note eu ces ou le compagnie, l'association ou son représertant dissigné en refuserait le palement. Les comptes en soulfence sont eujets à un implêt de 1,5% par mois oprés un mole. (18,00% par année)



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

Royal Canadian Mint

Ms Cybele Negris

Room

1808

Folio#

Cashier #

92

Page #

2 of 2

Arrival

05-12-19

Departure

05-16-19

Date	Description	Additional Information		Charges	Credits
***			Total	1,344.50	1,344.50
			Balance Due	0.00	
G	ST Summary				
Room	P	56.85			
F&B		0.00			
Other		2.84			
Total		59.69			

Thank you for choosing Fairmont Hotels & Resorts.

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



TERM BUT PROBLEMS 1704 CNR CNRC 100 L

8470HE: 190

Sale : 000000000

Proceeds UEOF. 750001062062 Shadanskari Labuli, Vana Granië SEP- Steelesserijska 196285 in 160 fb Bi Polika iki namananskari

28.23 ____

Total: CAD\$

31.73

APPRINTD CHESSSI 5:49:44 15-Nor -19

Total Cabs = # 103.32

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Total: CAD\$

23.21

APPROVID 086731

12-16: -15

13:36:22

CUSTOMER COPY

RCM to Fairmont

Fairmont Hotel to Annual Public Meeting

Airport to Fairmont Hotel

UNICITY TAXI- 115 NO WALKER P.

WINNIES, Nº RYC BIS RES 17011 SES 2012

THE OVER TO, 1

PARLINE: "TE C THEF IN: NAME

Sale

NACH: MINIMERSON Hanana H. Marifediana en M. Appropriate the state of the st

Total:CAD\$

19.53

APPROVED 020061

B:14:36

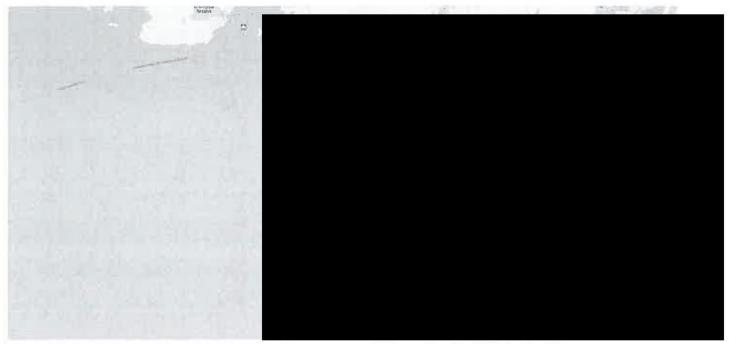
CUSTOHER COPY

Fairmont Hotel to Airport

Google Maps

to Vancouver International Airport

s.19(1) Drive 15.1 km, 31 min



Map data @2019 Google 2 km

via

Fastest route now due to traffic conditions

31 min 15.1 km

via

32 min

Heavy traffic, as usual

14.6 km

10:40 AM-11:33 AM

53 min

4

1 /005/1

Canada Line

15.1 x 2 = 30.2 Km.

TRAVEL EXPENSE REPORT

Claimant:	Cybele Negris	S	De	parture Date		Return Date:	May 16 2019	
ocation:	Winnipeg							
urpose:	To attend, an	nual public m	neeting, commi	ttee and boa	rd meetings of R	loyal Canadian	Mint	
RAVEL EXPE	NSE		Amount	. ,	Meals & Incid	lentals		
Airfare			\$ 1,171 01		Note: Please	use the meal a	llowance calc	ulator
Baggage Fee:	s				below to dete	ermine the exa	ct number of	
Change Fees					meal allowan	ces and incide	ntals.	
'IA Rail	A	*		7				
lotel Accomr	modations <i>U</i>		\$ 1,344.50	1	1 -	Rate	#Meals	Total
/lileage (\$.05	55/km)30-2	-34	\$ 18.87	16.61	Breakfast	\$19.10	0	\$
arking 5	5				Lunches 0	\$18.90	0	\$ -
axis	N .		\$ 103.32	V	Dinners 504	\$47.35	2	\$ 91.90
Car Rental				ļ	Incidentals	\$17.30	-45	\$ 69-20
iasoline							Total	\$ 161.10
rivate Accon	nodation (\$50/ng	t)			Total Travel E	xpenses		
ther				187.8				
	Total Travel	Expenses	\$ 2 ,637.70 \$ 161.10	do				
	Total Meal/I			187.8	8			
		TOTAL	\$ 2,798.80	082	324			
Aeal allowan	nce and incidenta	Lealculator		000	/ /			
nsert Date -		12-May	13-May	14-May	15-May	16-May		7
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
reakfast								0
unch	Para Caralla Caralla	America www.we	1					0
inner		1			1			2
ncidentals	Commission	1	1	1	1	The second second		45
Di Cal						do		
er Diem Cal- nsert Date —		12-May	13-May	14-May	15-May	16-May		1
IIIII BULL	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				1	1	1	04-000	5

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

Simons, Deborah

From:

Murka, Anne-Marie

Sent:

Thursday, May 16, 2019 6:28 PM

To:

Simons, Deborah

Subject:

Fw: May Meetings Expenses

Attachments:

RCMTravel Report-Cybele Negris May 2019 expenses.pdf; ATT00001.htm; RCMTravel Report-Cybele Negris May 2019 expenses.xisx; ATT00002.htm; Taxi Receipts Winnipeg May

2019.pdf; ATT00003.htm; Fairmont Winnipeg.pdf; ATT00004.htm; May2019

Air_Canada_Booking Confirmation

pdf; ATT00005.htm

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Cybele Negris ·

Sent: Thursday, May 16, 2019 6:25 PM

To: Murka, Anne-Marie

Subject: May Meetings Expenses

Hi Anne-Marie

Please find attached my travel expense claim form (signed PDF & excel versions) and the receipts for hotel, airfare and cab

The mileage is for my trip from home to Vancouver airport and Vancouver airport to home

Thanks

Simons, Deborah

From:

Phyllis Clark

Sent:

Wednesday, June 05, 2019 5:20 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claims X 4

Approved

Phyllis Clark Phone:	Email:	
10.50		

CONFIDENTIALITY WARNING

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

On Wed, Jun 5, 2019 at 12:02 PM Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached are four travel expense claims for approval:

Cybele Negris: TABDE82468 (B19-024) – this represents Cybele's expenses related to her attendance at the ICD Directors' Program Module IV in Edmonton at the end of May. There are no exceptions.

Victor Young: TABCC82726 (B19-018) – this represents Victor's expenses related to his travel to Winnipeg to attend last month's Board of Directors meetings. There are no exceptions.

Deborah Trudeau: TABCC82728 (B19-025) – this represents Deborah's expenses related to her travel to Winnipeg to attend last month's Board of Directors meetings. There are no exceptions.

Serge Falardeau: TABCC82730 (B19-026) – this represents Serge's expenses related to his travel to Winnipeg to attend last month's Board of Directors meetings. There are no exceptions.

All four claims have been reviewed and signed by the CFO.

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

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



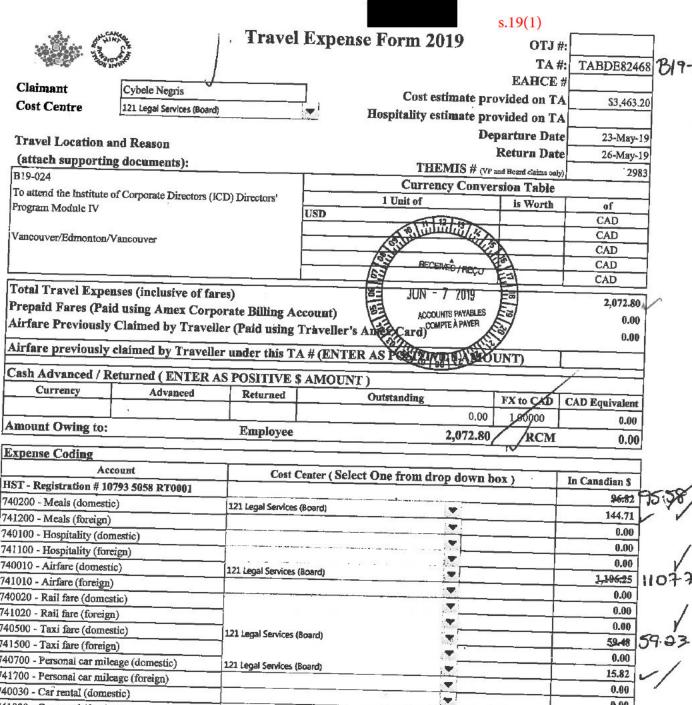
320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnale.ca

mint.ca | monnaie.ca



740010 - Airfare (domestic) 741010 - Airfare (foreign) 740020 - Rail fare (domestic) 741020 - Rail fare (foreign) 740500 - Taxi fare (domestic) 741500 - Taxi fare (foreign) 740700 - Personal car mileage (domestic) 741700 - Personal car mileage (foreign) 740030 - Car rental (domestic) 0.00 741030 - Car rental (foreign) -0.00 740800 - Parking (domestic) 0.00 741099 - Other transportation (foreign) 0.00 740400 - Accommodations (domestic) 121 Legal Services (Board) . 583.81 741400 - Accommodations (foreign) T 740900 - Incidentals (domestic) 0.00 121 Legal Services (Board) 65.90 741900 - Incidentals (foreign) V 0.00 740000 - Baggage & Travel (domestic) ENTERED . 0.00 741000 - Baggage & Travel (foreign) 0.00 0.00 0.00 Af 429694 7 0.00 0.00 154200 - Prepaid Fares 0.00 Out of Balance - Discrepancy in Expenses Coded 0.00 FOR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim (\$1,390.40) -40% (Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim \$0.00 Hospitality Variance % #DIV/01 000034

					1	,			
*0		Canada - (Except NWT, NVT, 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-I	Domestic)				1				
RCM Paid Fares (Rail-					1				
RCM Paid Fares (Air-Foreign)					1				
RCM Paid Fares (Rail-Foreign)					1				
Employee Paid Fares (Air - Domestic)		/1,161.56	55.31	53.81	1		-		
Employee Paid Fares (Air-Foreign)		7,101.00	7.51	20.91	1		 		
Employee Paid Fares (Rail- Domestic)		-		-	1				
Employee Paid Fares (Rail - Foreign)			-						
		7 (11 00	20.07	,	-				
Hotel Accommodations (Domestic)		611.88	28.07	/					
Hotel Accommodations (Foreign)		,		0.40					
Taxis (Domestic)		61.60	2/12	2.37					
Taxis (Foreign)		10/7							
Mileage (\$0.55km)	30.2	16.61		0.79					
Business Telephone			100	V					
Parking									
Car Rental (Domestic)									
Car Rental/Gas (Foreign)									
Personal Accommodations									
Hospitality									
Baggage (Domestic)									
Baggage (Foreign)									
Others (code manually)		-							
Other's (code manually)				-					
00 (44)									
Others (total)		105145							
Total Expenses		1,851.65	85,50	2.75	- 1		L		
Per Diem Country			85.04	Canada				USA	
	1		Total CAD	Calculated		No. of meal	Total USD	Total CAD	
Meal allowance rates		allowances	allowance	GST/HST		allowances	allowance	Equivalent	
Breakfasts	\$20.50				\$20.50				
Lunches	\$20.10				\$20.10				
Dinners	\$50.65	/ 3	151.95	7.24	\$50.65				
Total Meals	i		√ 151,95	7.24					
Incidentals	\$17.30	4	9.20	3.30	\$17.30				
Total Expenses			221.15	10.53					
Note - Please use the n	neal allowance c	alculator tab to	determine t	he exact No.	of meal allo	owances and inc	cidentals		
Grand Total CAD Expenses			1	2,072.80		Grand Total USD Expenses			
Grand Total HST/GST			1	96.82					
Orang Total DST/GS1			Ĺ	2002	95.58				
Notes for Expens	es								
1) The original intention, as per TA TABDE82468 and flight booking, was to return to Vancouver on Monday, 27 May. However the training concluded earlier									
than expected on Sunday, 26 May, allowing Cybele to change her return flight to Sunday, 26 May. This resulted in an Air Canada change fee of \$84.00, but saved									
one night at the hotel, one	breakfast and one	incidentals; 2) Cybe	ale was able to	find a less ex	pensive hotel	than the hotel quo	ted on the TA; 3) Not c	laiming a cab	
fare from the hotel back to the Edmonton airport, as Cybele rode with a fellow classmate; 4) Cybele is only claiming three dinners, as all other meals were provided									

with the training.

. . . .



Travel Expense Form 2019

TABDE82468

ense 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 841. Approver must have Delegation Authority at the time of signing. All travel plans must be preauthorized using the Authority to Travel and Advance form.

As the Traveller, glease indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. Yes No Yes from Indicated "Yes", please check which exception(s) were not pre-approved and require approval: CEO APPROVAL REQUIRED: (Please Initial) Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 28) CFO or CEO APPROVAL REQUIRED: (Please Initial) ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 2B) Hospitality - No pre-approval obtained for the following: Hospitality - External or Internal hospitality exceeding Maximum Cost Per Person (Annex 28) Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 28 and 44.1) Hospitality - Alcoholic beverages provided (Policy Section 44.1) Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1) Hospitality - Entertainment provided (Policy Section 44.1) Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1) Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 45.4) Hospitality - Special forms of hospitality (Annex 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 - Kilomater allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1) Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3) Travel - Car travel - Leased Vehicles (Policy Section 23.1) Travel - Expense received over 30 days (Policy Section 33.1) Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 28) Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1) TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial) Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6) Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.31 Travel - Car rental - upgrade to a larger vehicle than the intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3) Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2) Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, 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 daim, that the above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies. 3.Approved by Traveller's Director with signing authority (PRINT NAME) ms 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). Piease 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) 5.Reviewed by CFO (GEO claims; Board claims; dalms 5.Approved by CEOS President/Chelr of BOD/Cheir of

PRINT NAME to CEO approval; other as required) of CFO Date ed by Finance (PRINT NAME)

000036 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.

Numbers only	Sat	Sun	Mon	Tue	Wed	TL	1						28		24 Total
Breakfast			IVIOIT	Tue	vved	Thu	Fri	Sat	Sun	Mon	Tue	Wed	The state of the last of the l	Fri	allowances
unch		-	-	-	-	-									
Dinner		-	1	-	-	-									
ncidentals	-		13										1		7
io.doi itais	-	U											1		

	Enter y	our trav	el date	s here f	or the	US				MON	TTI.				
	25	00			T	T			1	MON	1111:	4358	6		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Cur				1 2	23	24 Total
Breakfast			-			-		Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Lunch	-		-	-		-									
	J								1				-	+	
Dinner														-	
ncidentals						is min				+	-		1		C C
The second		the same of				1 .						1			0



Booking Confirmation

Original ticket (return on 27 May)



Booking Reference:



Date of issue: 14 Dec, 2018

This is your filnerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to relyiew 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.



23 May, 2019

14:10

Vancouver 1 Vancouver Int. (YVR), BC



16:41

Edmonton Edmonton Int. (YEG), AB



1hr31

Business P Operated by: Air Canada | A319-100 | M Wi-Fi

Subiners Span (191968)

Meal

Return

Business Class (bwss)

Monday 27 May, 2019

10:30

Edmonton Edmonton int. (YEG), AB



11:05

Vancouver Vancouver Int. (YVR), BC

1hr35

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

Meal

Passengers

n Cybele A Negris

Ticket Number

Air Canada - Aeroplan

Travel Options

Negular meal

Seats

AC242 4F

AC239 4F



Purchase summary

		AND THE RESIDENCE OF THE PARTY
		1 adult
Amount paid: \$1077,56 Tax information	Air Transportation Charges	
GST/HST no. 10009-2287 RT0001 \$51.31	Base Fare - Depart - Business Class (lowest)	469.00
\$01.51	Base Fare - Return - Business Class (lowest)	469.00
	Surcharges	24.00
	Taxes, fees and charges	
	Goods and Services Tax - Canada no, 100092287 RT0001	51,31
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	50.00
	Total airfare and taxes before options	\$1077 ⁵⁶
	GRAND TOTAL (Canadian dollars)	\$1077 ⁶⁶

Check-in and boarding gate deadlines

Within	Canada

45

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.

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

15

Boarding gate deadline

You must be present at the boarding gate before it closes,

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

Baggage allowand	De		
Carry-on Baggage On flights operated by Air Canada, Air x 33 x 43 cm (6 x 13 x 17 in)). Your ca	Canada Rouge or Air Canada Express, you mey ca ny-on baggage must be light enough that you can a	ny with you in the cobin 1 standard item (max. size: 23 x 40 x 5 are It in the overhead bin unassisted, See our complete carry-o	S cm (8 x 15.5 x 21.5 in)) and 1 personal liem (faux. size: 16 Ps baggage policy.
Checked Baggage Please see below for details o	n the bags you plan on checking at the b	aggage counter,	
Vancouver (YVR) > Ed	monton (YEG)		
Complimentary	2 ™ bag Complimentary	Mex. weight per bag: 32.0 kg (70.0 lb) Max. dimensions per bag: 158.0 cm (62.0 in)	
Edmonton (YEG) > Van	couver (YVR)		
_ 1∝ bag	r 2⊪ bag	Max. weight per bag: 32.0 kg (70.0 lb)	

Complimentary

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 sirport 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.

Complimentary

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)

 Changes \$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,

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

- 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 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

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- · For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

General conditions of carriage

- You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
- Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircan ada.com or by calling our flight information 2. 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 3. 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 4
- 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 litinerary 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.

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 imited 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 Hems page on our website for

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 7. 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 pershable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, 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.

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

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 attitude, 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

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.

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 intherary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

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

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

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





Booking Confirmation

Change Ree to return on 26 May.



Booking Reference:



Date of issue: 14 Dec, 2018

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 timpe to review it so it contains the general conditions of carriaga 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 cerrier or GDS directly. You should read this documentation, which applies to your booking and specifics, for example, how your personal date is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.



Business Class (lowest)

Thursday 23 May, 2018

14:10

Vancouver Vancouver Int. (YVR), BC



16:39 Edmonton Edmonton Int. (YEG), AB



1hr29 Business P Operated by: Air Canada | A320-200 | M Wi-Fi



Sunday 26 May, 2019

19:00

Edmonton Edmonton Int. (YEG), AB



19:33

Vancouver Vancouver Int. (YVR), BC



1hr33 Business P

Operated by: Air Canada | A319-100 |

Skaineas Class (lowest)

Passengers 4 8 1

[↑] Cybele Negris

Ticket Number

Air Canada - Aeropian

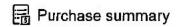
Travel Options

Regular meal

Seats

AC242 4F

AC253 4F



Tax Information		Additional Charges
GST no. 10009-2287 RT0001 \$4.00		adult
	Air Transportation Charges	
	Base Fare	30.00
	Goods and Services Tax - Canada no. 100092287 RT0001	1.50
	Total Additional Fare - per passenger	31,50
	Extras (Change Fee)	
	Change Fee	50,00
	Goods and Services Tax - Canada no. 100092267 RT0001	2.50
	Total Extras (Change Fee) - per passenger	52.50
	Total (per-passenger)	84.00
	GRAND TOTAL(Canadian dollars)	\$8400

①

Check-in and boarding gate deadlines

Within Consda

15 minutes

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 busining pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

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

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

Carry-on Baggage		
On flights operated by Air Canada, Air C x33 x43 cm [6 x 13 x 17 in]). Your carr	Canada Rouge of Air Canada Express, you may can yon baggage must be light enough that you can st	iny with you in the cabin 1 standard item (max. size; 23 x 40 x 5 5 cm (9 x 15.5 x 21.5 in)) and 1 personal item ψ fore it in the overflead bin unassisted, See our complete carry-orn baggage policy.
	2	
Checked Baggage Please see below for details on	the bags you plan on checking at the bags	aggage counter,
Checked Baggage Please see below for details on Vancouver (YVR) > Edn		aggage counter,
Please see below for details on		

EG) > Vancouver (YVR)

1ª bag Complimentary

_ 2™ bag

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

Complimentary

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

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- · Tickets are non-refundable and non-transferable.
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- Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircan ada.com or by calling our flight information 2. 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 3. 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 4.
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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

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 7. 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 demages 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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NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

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

AIR CANADA

A STAR ALLIANCE MEMBER 📌 🏲



Page: 1 of 1



s.19(1)

10222 - 102 Street, Edmonton, Alberta T5J 4C5 Tel: 780-429-3900 Fax: 780-421-3259

Cvbele Nearis

Room:

753

Folio: Cashier:

0

Arrival:

05-23-19

Departure:

05-26-19

Date	Description	Additiona	Information		Charges	Credits
05-23-19	Room Charge	-			185.00	
05-23-19	Rooms - GST				9.53	
05-23-19	Rooms - Tourism Levy				7.62	
05-23-19	Rooms - Destination Ma	rketing Fee (DN			5.55	
05-24-19	Room Charge	•			180.00	
05-24-19	Rooms - GST					
05-24-19	Rooms - Tourism Levy				9.27	
05-24-19	Rooms - Destination Ma	keting Fee (DN	0.0		7.42	
05-25-19	Room Charge	g 1 00 (DII			5.40	
5-25-19	Rooms - GST				180.00	
5-25-19	Rooms - Tourism Levy				9.27	
5-25-19	Rooms - Destination Mar	keting Fee (DA			7.42	
5-26-19		XXXXXXX	XXXX	XX/XX	5.40	611.88
GST Sum	mary on No: 878578491		Total		611.88	611.88
Room	28.07		Balance D	Due	0.00 CDI	V
F&B Other	0.00 38.81				*	
Total	66.88					

Guest Signature:_

Page 1 of 1

Google Maps

vancouver international Airport

Drive 15.1 km, 31 min



Map data ©2019 Google 2 km

via

Fastest route now due to traffic conditions

31-min 15.1 km

via

Heavy traffic, as usual

32 min

14.6 km

10:40 AM-11:33 AM

53 min

*

A /005/

Canada Line

15.1 x 2 = 30.2 Km.

AIRPORT TAXI SERVICE 4608 101 ST. s.19(1) (7808907070) EDMONTON AB

CARD CARD TYPE DATE 2019/06/23 Title 5364 17:44:55 INVOIGE # 291 RECEIPT NUMBER C85033873-001-274-010-0

PURCHASE AMOUNT P. Carlo TOTAL

\$68.00 \$6.80

\$61,60

A0000000031010 AB9D96815F117D25 0080008000-E800 588989827F88ECF8 0080008000-F800

APPROVED

AUTH# 036781 01-027 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

GST#876758418 lab duom airport to

TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Cybele Neg	ris		Departure Da	te: 23-May		Return Dat	e: 26-Ma	y
Location:	Edmonton								\exists
Purpose:	To complet	e Module 4 of	the ICD Direct	or's Educatio	n Program				\exists
TRAVEL EXPENS			Amount	O S LUGCALIO	Meals & In	elelo utolo		_	
Airfare			\$ 1,077.5	5 V					
Baggage Fees					Note : Please use the meal allowance calculator below to determine the exact number of				
Change Fees			\$ 84.00			ances and incid		Ť	
VIA Rail					meal anow	arices and incid	ientals.		
Hotel Accommo	dations		\$ 611.88	V OV)	Rate	# NA I -		_
Mileage (\$.0555	7km)	-34	\$ 18.87	~~ . , , ,	Breakfast 2	V .	#Meals	Total	_
Parking 0.	55	30.2	THE W. STREET OF STREET, SQ.			0./0 \$ 18.90	TOTAL PROPERTY AND ADDRESS OF THE PARTY.	\$ -	
Taxis	11	40	\$ 61 60			3.65 \$4 7.3 5		\$ -	
Car Rental U	,		Marian Marian		Incidentals		MA COM CONTRACT OF STREET	\$ -137.8	-
Gasoline			- Addition and , Market bear	**	meraeritars	\$17.50		\$ 69.2	
Private Accomod	dation (\$50/ng	gt)	ALTERNATION STATE OF THE COM-		Total Travel	Evnenses	Total	\$ 207 0	칏
Other			* ****		rotal rraves	Expenses		221.1	5
	Total Travel	Expenses	\$.1.853.91	1851.65	,			do	
	Total Meal/I		\$ 207.05	1851.65	M				
			\$ 2,060.96	2079.	rio .				
Meal allowance	and incidental			_ , ,					
insert Date \rightarrow	25-May	26-May				23-May	24-May	1	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
Breakfast								0	
Lunch			COMMENT OF THE PROPERTY OF THE	Separate services of the servi	marray craner same income				\dashv
Dinner		1	MARY MAY BE TO BE THE MARK THE			1	1	3	٦,
Incidentals	1	1	dans to commend on the same particular contracts		-	1	1	4	1
Per Diem Calculat	tor							-	_
Insert Date →	25-May	26-May				22:84	2444	įς	
	Sat	Sun	Mon	Tue	Wed	23-May Thu	24-May		
	1	1	====		******	1	Fri 1	Total	7
Claimant Signatur	e: <u>Ch</u>	- Johnson Jak March - Miles	and the state of t	Commencer Service Services	discount was	in mercuration and		4	_

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

Claimant Cybele Negris Travel Expense Form 2019

OTJ#: TA #:

TABDE82469

\$2,020.90

EAHCE#

Cost estimate provided on TA

Hospitality estimate provided on TA

24-Jun-19

Departure Date

Return Date 26-Jun-19

Travel Location and Reason

Cost Centre

(attach supporting documents):

(attach supporting documents):	THEMIS	# (VP and Board claims only)	3007
B19-030		onversion Table	
	1 Unit of	is Worth	of
To attend the ICD Directors Program final exam.	USD		CAD
19 6 8			CAD
Vancouver/Edmonton/Vancouver			CAD
			CAD

Total Travel Expenses (inclusive of fares)

Prepaid Fares (Paid using Amex Corporate Billing Account)

121 Legal Services (Board)

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

0.00

2,082.86

CAD

0.00

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

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

Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
			1	0.00	1.00000	0.00
Amount Owing to:		Employee		2,082.86	RCM	0.00

Expense Coding Account	Cost Center (Select One from drop down box)	
HST - Registration # 10793 5058 RT0001	Cost Center (Select Offe From drop down box)	In Canadian \$
740200 - Meals (domestic)	1201 () 5	96.53
741200 - Meals (domestic)	121 Legal Services (Board)	135,14
740100 - Hospitality (domestic)		0.00
		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	1,016.25
741010 - Airfare (foreign)		0.00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	157.79
741500 - Taxi fare (foreign)	· ·	0.00
740700 - Personal car mileage (domestic)	<u> </u>	0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)	▼	0.00
740800 - Parking (domestic)	▼.	0.00
741099 - Other transportation (foreign)	▼	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	627.72
741400 - Accommodations (foreign)	→	0.00
740900 - Incidentals (domestic)	1.21 Legal Services (Board)	49.43
741900 - Incidentals (foreign)	¥	0,00
740000 - Baggage & Travel (domestic)	7	0.00
741000 - Baggage & Travel (foreign)	ENTERED	0.00
		0.00
	AUG 1.5 2019	0.00
	▼	0.00
	AP434908N	0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Co	ded	0.00
	orable)/Unfavorable Variance: Estimate on TA versus actual expense claim	\$61.96
beleen VIII	Variance %	3%
(Favorable)/	Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
AUS 1 4 2019	Hospitality Variance %	#DIV/0!

*0	Canada - (Exce	ept NWT, N	VT, Yukon)		USA - (Excep	t Alaska)	
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAI
	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalen
RCM Paid Fares (Air-Domestic)							
RCM Paid Fares (Rail-Domestic)	50 500				_		
RCM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)							
Employee Paid Fares (Air - Domestic)	1,067.06	/ 50.81	/		-		
Employee Paid Fares (Air- Foreign)	89 9	,					
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)	657.90	30.18					·
Hotel Accommodations (Foreign)							
Taxis (Domestic)	164.10	6.31	/		_		-
Taxis (Foreign)	•						
Mileage (\$0.55km)							-
Business Telephone	322				7.0		
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)						 	. 970
Personal Accommodations						 	
Hospitality						 	
Baggage (Domestic)	-					 	- 2
Baggage (Foreign)						-	-
Others (code manually)						 	- 12
					-	 	
					8: 5	 	
Others (total)				ŀ	-		
Total Expenses	1,889.06	87.30					-
Per Diem Country		3,551,653,551	Canada	94			TICA
Special teams of the state of	No. of meal	Total CAD	Calculated	Ī	No. of meal	Total USD	USA Total CAD
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts \$20.50	1	20.50	0.98	\$20.50		HAIOTT BILLE	Edutation
Lunches \$20.10	_	20.10	0.96	\$20.10		1	
Dinners \$50.65		101.30	4.82	\$50.65		 	_
Total Meals	V -	141.90	6.76	40000	· ·	 	
Incidentals \$17.30	3	51.90	2.47	\$17.30	-		
Total Expenses		193.80	9.23	017.50		-	

Notes for Expenses

Grand Total CAD Expenses

Grand Total HST/GST

1) Original intention was to travel 24 June, return 25 June. Upon reflection, since Cybele wasn't sure how late her 25 June exam would conclude she chose to change her return flight to 26 June. She is not claiming the change fee, since returning one day later incurred additional hotel costs. Cybele cannot locate her revised flight itinerary, but did provide the return boarding pass as evidence she travelled on 26 June. Air Canada cannot guarantee being able to provide a copy of the revised flight itinerary - if at all possible it will take several weeks. Cybele will forward the revised flight itinerary if she is eventually successful in obtaining a copy. 2) There is a significant difference in hotel cost for the two nights (\$185.00 first night, \$401.00 second night) - Cybele was not successful in negotiating a lower rate for the second night. 3) Meals were provided with the flights; 4) Not claiming mileage for travel from Vancouver airport to residence on 26 June.

2,082.86

96.53

Grand Total USD Expenses



Travel Expense Form 2019

TA # TABDE82469 *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 28) Hospitality - No pre-approval obtained for the following: Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 28) Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 28 and 44.1) Hospitality - Alcoholic beverages provided (Policy Section 44.1) Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1) Hospitality - Entertainment provided (Policy Section 44.1) Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1) Hospitality – Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4) Hospitality - Special forms of hospitality (Annex 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) П 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 (Ann Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1) TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial) Travel - Airfare - uograde to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section Travel - Car rental - upgrade to a larger vehicle than the intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3) 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 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. S Approved by Traveller's Director with signing authority

Olbby Lines	LINDS LIMONS	(PRINT NAME)
Signature of traveller	Signature	Signature of Traveller's Director
Un likele Negris	09/08/19	
Date	Date	Onte
The Traveller's Manager confirms that she/h	9 hat reviewed this suppose claim in the state of the	

nse 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 NECAE)	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 ay 13/2019	Please when to attached
7. Reviewed by Finance (PRINT NAME)		I-mail approval year
09.	1	Phyllis Clark. 13/09/19

Simons, Deborah

From:

Phyllis Clark

Sent:

Tuesday, August 13, 2019 1:37 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABDE82469 - Cybele Negris - B19-030

I do approve. The 30 days exemption is fine. Thank you for the explanation on the hotel room; it provided some comfort.



CONFIDENTIALITY WARNING

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

On Tue, Aug 13, 2019 at 10:07 AM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents the expenses related to Cybele's travel to Edmonton in June for the ICD Directors Program final exam. There are two exceptions: a) The claim is over 30 days; b) Cybele added an extra night to her trip (detailed explanation provided in the "notes for expenses" section of the third page). The claim and exceptions 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





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	г	CANA	ADA			MON	TH:	Jun-1	9		
Numbers only	Sat	Sun	Mon 24	Z5 Tue	26 Wed	Thu	Fri	Sat	Cup	Mon	T.				Total
Breakfast			inen	1	VV Cu	1110		Sat.	Sun	IVION	Tue	Wed	Thu	Fri	allowances
Lunch				1					-	+-		+			
Dinner			1	1					-		+	+	-	-	
Incidentals			1	1	1						+	+	+		

	Enter your travel dates here for the US MONTH:								4361	7					
			24	25	26								T	T -	Total
_	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															allewances
Lunch						-				300		-	_		U
Dinner	1		-		 			-					23		0
															0
Incidentals															0





Booking Confirmation

s.19(1)



Booking Reference

Date of issue 15 Dec. 2018

This is your liberary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Picase also take the time to review it as it contains the general conditions of carriage and applicable teriffs that apply to the tickets, brokings 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)

Menday 24 Jun, 2019 Vancouver Vancouver Int. (YVR), BC



Edmonton Edmonton Int. (YEG), AB





Business Class (lowest)

Tuesday 25 Jun 2019

15:30 Edmonton Edmonton Int. (YEG), AB



16:05 Vancouver Vancouver Int. (YVR), BC



1hr35
Business P
Operated by: Air Canada | A320-200 |
& Wi-Fi
Meal

Passengers

Cybele A Negris

Air Canada - Aeroplan

Travel Options
Regular meal

Seats AC234 4F AC249 4F



Purchase summary

		1 adult
Amount paid: \$1067.06 Tax Information	Air Transportation Charges	
GST/HST no. 10009-2287 RT0001	Base Fare - Depart - Business Class (lowest)	464.00
\$50.81	Base Fare - Return - Business Class (lowest)	464.00
	Surcharges	24.00
	Taxes, fees and charges	
	Goods and Services Tax - Canada no. 100092287 RT0001	50,81
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	50,00
	Total airfare and taxes before options	\$10 6 7 ⁰⁶
	GRAND TOTAL (Canadian dollars)	\$1067 ⁰⁶

①

Check-in and boarding gate deadlines

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 planty of time to check in, drop off your checked bags and pass through security.
45	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 minities	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.

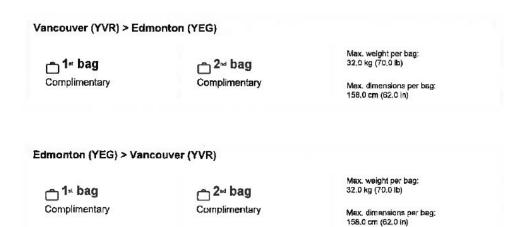
Baggage allowance
C P

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 from (max. size; 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal from (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 eventhead 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.



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.



Business Class (lowest)



- · 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 Montreal 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.
- · 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.



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

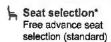
Business Class (lowest)



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- · Flights can only be used in sequence from the place ofdeparture specified on the itinerary.

Cancellations 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 is 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.



 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

() General conditions of carriage

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

6. Dangerous goods

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

7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, qualify 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 fiving.

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

10. Schedules and timetables

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





10:28 7

■ Messages



Cancel

Boarding Pass - Air Canada Add



GATE SEAT

66 4F

EDMONTON-YEG

YEG

VANCOUVER

FLIGHT AC241 DATE **26 JUN** **BOARDING** 11:45

ZONE

PASSENGER -CYBELE NEGRIS

CABIN Business







10222 - 102 Street, Edmonton, Alberta T5J 4C5 Tel: 780-429-3900 Fax: 780-421-3259

Cvhele Nearis

Room:

517

Folio:

9

Cashier: Arrival:

06-24-19

Departure:

06-26-19

Date	Description	Additional Information	Charges	Credits			
06-24-19	Room Charge	185.00					
06-24-19	Rooms - GST		9.53				
06-24-19	Rooms - Tourism Levy		7.62				
06-24-19	Rooms - Destination Marketin	ng Fee (DN	5.55	5.55			
06-25-19		Room# 517 : CHECK#	17.75) Personal				
06-25-19	Room Charge	401.00	3000 00000 03				
06-25-19	Rooms - GST	20.65					
06-25-19	Rooms - Tourism Levy		16.52				
06-25-19	Rooms - Destination Marketi	ng Fee (DN	12.03				
GST Sun	nmary	Total	675.65	0.00			
Registrati Room	on No: 878578491 30.18	Balance Due	675.65 CD	N			
F&B	0.75						
Other	41.72						
Total	72.65						

-\$17.75 = \$657.90

Rersonal = \$ 17.75 RCM = \$ 659.90 (tax \$50.18) \$675.65

Guest Signature:



Cab yhan Vancouler airport to résidence

Cas from notice to Edmonton airport

Cub hion Edmonton airport to notel.

Total cals in BC Total rabs in albuta: \$ 121.60

\$ 41250

\$ 164.10.

CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec

\$ -\$ -

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

Taxis for
BC & \$ 42.50
Saskatchewan & Alberta & \$ 121.60
Manitoba

\$ 164.10 \$ 6.31 \$ 157.79

The figures you need

GRAND TOTAL

TOTAL TAX

SUMMARY Page total

\$ 164.10 \$ 157.79

Claimant:	Cybele Negris	Departure Date: 24-Jun	Return Date: 2	6-Jun
Location:	Edmonton, Alberta			
Purpose:				
	To attend the ICD Directo	ors Program final exam.		

TRAVEL EXPENSE	Amount
Airfare	\$ 1,067 06
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 657.90
Mileage (\$.055/km)	\$ -
Parking	
Taxis	\$ 164.10
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	

Meals & Incidentals

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

	Rate	# Meals	Total			
Breakfast	\$20.50	1	\$	20.50		
Lunches	\$20.10	1	\$	20.10		
Dinners	\$50.65	2	\$	101.30		
Incidentals	\$17.30	3_	\$	51.90		
		-	\$	193.80		

Total Travel Expenses

Total Travel Expenses \$ 1,889.06

Total Meal/Incidentals \$ 193.80

TOTAL \$ 2,082.86

Meal allowance and incidental calculator

Insert Date →			24-Jun	25-Jun	26-Jun]
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast				1				1
Lunch				1				1
Dinner			1	1				2
Incidentals			1	1	1			3

Per Diem Calculator

Insert Date →			24-Jun	25-Jun	26-Jun			1
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
""			1	1	1			3

Date: 09/08/19

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

Simons, Deborah

From:

Phyllis Clark

Sent:

Thursday, August 29, 2019 10:59 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - 5 Travel Expense Claims

Approved

Sent from my iPad

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

Dear Phyllis,

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

TABCC82553 - Fiona Macdonald (Vancouver/Ottawa/Vancouver)

TABCC82973 - Pina Melchionna (Toronto/Ottawa/Toronto)

TABCC82552 - Sandip Lalli (Calgary/Ottawa/Calgary)

TABCC82554 - Cybele Negris (Vancouver/Ottawa/Vancouver)

TABCC82972 - Barry Rivelis (Vancouver/Ottawa/Vancouver)

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

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

<image003.jpg>

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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

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

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

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

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

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

s.19(1)

Blanket TA#:

TABCC82554 B19-034

Claimant Cost Centre

Travel Location and Reason

Cybcle Negris

121 Legal Services (Board)

EAHCE # EAHCE12272
Cost estimate provided on TA \$8,000.00
Hospitality estimate provided on TA

Departure Date 19-Aug-19

Return Date 22-Aug-19
THEMIS # (VP and Board claims only) 3015

(attach supporting documents):		THEMIS # (VP and Board claims only)					
B19-034		Currency C	onversion Table				
To attend Board of Directors meetings and business dinners.		1 Unit of	is Worth	of			
350 A. D. C.	USD			CAD			
Vancouver/Ottawa/Vancouver				CAD			
				CAD			
				CAD			
				CAD			

Total Travel Expenses (inclusive of fares) 4,670.84 Prepaid Fares (Paid using Amex Corporate Billing Account) 0.00 Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card) 0.00 Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMOUNT) Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT) Outstanding FX to CAD **CAD** Equivalent Returned Currency Advanced 0.00 1,00000 0.00 4,670.84 **RCM** 0.00 Amount Owing to: **Employee**

Expense Coding	S - S - 18-1-+ O - 6 1 1 1 1 1	Y G 11 5				
Account	Cost Center (Select One from drop down box)	In Canadian \$				
HST - Registration # 10793 5058 RT0001		341.51				
740200 - Meals (domestic)	121 Legal Services (Board)	67.38				
741200 - Meals (foreign)		0.00				
740100 - Hospitality (domestic)	▼	0.00				
741100 - Hospitality (foreign)		0.00				
740010 - Airfare (domestic)	121 Legal Services (Board)	2,635.25				
741010 - Airfare (foreign)	▼.	0.00				
740020 - Rail fare (domestic)	<u> </u>	0.00				
741020 - Rail fare (foreign)	·	0.00				
740500 - Taxi fare (domestic)	121 Legal Services (Board)	33.28				
741500 - Taxi fare (foreign)	· ·	0.00				
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	16.39				
741700 - Personal car mileage (foreign)		0.00				
740030 - Car rental (domestic)	<u> </u>	0.00				
741030 - Car rental (foreign)	▼	0.00				
740800 - Parking (domestic)		0.00				
741099 - Other transportation (foreign)		0.00				
740400 - Accommodations (domestic)	121 Legal Services (Board)	1,511.12				
741400 - Accommodations (foreign)		0.00				
740900 - Incidentals (domestic)	121 Legal Services (Board)	65.90				
741900 - Incidentals (foreign)	The state of the s	0.00				
740000 - Baggage & Travel (domestic)	ENTERED	0.00				
741000 - Baggage & Travel (foreign)	▼	0.00				
0.00	SEP - 4 2019	0.00				
0.00		0.00				
	AP436369	0.00				
	111470001	0.00				
154200 - Prepaid Fares		0.00				
Out of Balance - Discrepancy in Expenses Co	oded	(0.00)				
FOR FINANCE USE ONLY (Fa-	vorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$3,329.16				
II II there was the	Variance %	-42%				
AUG 3 0 2019 (Favorable)	/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00				
Hospitality Variance						

₩ (C)	Canada - (Exce	ept 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)				ş			
RCM Paid Fares (Rail-Domestic)							
RCM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)							
Employee Paid Fares (Air - Domestic)	/2,768.85	133.60					
Employee Paid Fares (Air- Foreign)		^					
Employee Paid Fares (Rail- Domestic)				1			1.5
Employee Paid Fares (Rail - Foreign)							S
Hotel Accommodations (Domestic)	1,707.56	/ 196.44	/				
Hotel Accommodations (Foreign)					1911		
Taxis (Domestic)	37.27	3.99					
Taxis (Foreign)	1						
Mileage (\$0.57km) 30.2	17.21	/	0.82	1			
Business Telephone							
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality							
Baggage (Domestic)		_					
Baggage (Foreign)	<u> </u>						
Others (code manually)							
	 						
Others (total)						28	
Total Expenses	4,530.89	334.03	0.82				
er Diem Country			Canada				USA
F	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Sreakfasts \$20.50	_			\$20.50			
unches \$20.10		20.10	0.96	\$20.10			- E
inners \$50.65	1	50.65	2.41	\$50.65			
otal Meals	V	70.75	3,37				202
ncidentals \$17.30	4	69.20	3.30	\$17.30			
otal Expenses		139,95	6.66	2 500 000			-
ote - Please use the meal allowance	caiculator tab to (determine t r				20	
rand Total CAD Expenses			4,670.84		Grand Total US	D Expenses	50000
rand Total HST/GST		L	341.54				
lotes for Expenses							
			200	539	<u> </u>		
Travel from the hotel to the Ottawa airpo	rt on 22 August - Cy	bele rode with	n Fiona Macdo	nald, Sandip	Lalli and Barry Ri	velis (Fiona paid the cab	fare); 2)
	rt on 22 August - Cy flight; 3) Breakfast o	bele rode with on 20, 21 & 2	h Fiona Macdo 2 August was i	nald, Sandip included with	Lalli and Barry Ri	velis (Fiona paid the cab ons; 4) RCM provided la	o fare); 2) anch on 21 &



Travel Expense Form 2019

TA # TABCC82554

*IMPORTANT - Travel expense cisims 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 Initia!) ☐ 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 28) Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 2B and 44.1) Hospitality - Alcoholic beverages provided (Policy Section 44.1) Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1) Hospitality - Entertainment provided (Policy Section 44.1) Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1) Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4) Hospitality - Special forms of hospitality (Annex 2B) Hospitality - No pre-approval prior to expenditure (Section 44.7) VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial) Travel - Combining personal and business travel (Policy Section 14.3) Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6) Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare [Policy Section 22.1] Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3) Travel - Car travel - Leased Vehicles (Policy Section 23.1) Travel - Expense received over 30 days (Policy Section 33.1) Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 28) Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1) TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial) Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6) Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3) Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3) Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2) Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2) Missing original itemized receipts. Explanation provided (Policy section 26.2) Other exceptions (traveller has listed and explained on a separate document) Hospitality - External or Internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 28) By staning 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. 2. Expense clál 3.Approved by Traveller's Director with signing authority (PRINT NAME) Signature of Traveller's Director Date 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) S.Reviewed by CFO (CEO claims; Board claims; claims roved by CEO & President/Chair of BOD/Chair of (PRINT NAME) for review prior to CEO approval; other as condead) Signature of VP Signature of CEO/Chair of B d by Finance (PRINT NAME) Form up 10000700 2018

Simons, Deborah

From:

Brown, Sarah

Sent:

Thursday, August 22, 2019 2:30 PM

To:

Delegation of Authority

Subject:

Delegation Notice - Jennifer Camelon - Avis de délégation de pouvoirs

VERSION FRANÇAISE CI-APRÈS.

<u>Delegation Notice – Jennifer Camelon</u>

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

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	CANADA			MONTH: Aug-19							
Numbers only			19		21	2	2								Total	
THE STATE OF THE S	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances	
Breakfast															0	
Lunch				1											1	
Dinner			1		38270-										4	
Incidentals			1	1	1		1								4	

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



Booking Confirmation



Booking Reference

Date of issue 15 Jul, 2019

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

Data Protection Notice: Your personal data will be processed in accordance with the applicable cerrior's privacy policy and, it your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the LATA Travel Contre website or from the cerrior 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 19 Aug. 2019 09:20

Vancouver

Vancouver Int. (YVR), BC

1

16:52 Ottawa

Ottawa Int. (YOW), ON

AC338

4hr32 Business P

Operated by: Air Canada | 319

Meal

- lunch provided

Return

Business Class (lowest)

Thursday 22 Aug, 2019

17:50

Ottawa

Ottawa Int. (YOW), ON



19:59

Vancouver Vancouver Int. (YVR), BC Terminal M



5hr09

Business P Operated by: Air Canada | 319

Meal

-dinner provided

Passengers

↑ Cybele A Negris
Ticket Number

Travel Options
Regular meal

Seats

AC338 4F

AC345 4F

Air Canada - Aeroplan



Purchase summary

Amount paid: \$2768.85 Tax Information GST no. 10009-2287 RT0001 \$130.61 GST/HST no. 10009-2287 RT0001 \$2.99	Base Fare - Depart - Business Class (lowest) Base Fare - Return - Business Class (lowest) Surcharges	1266.0 1266.0 46.0
	Goods and Services Tax - Canada no. 190092287 RT0001	130.6
	Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)	2.99
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	43.0
	Total airfere and taxes before options	\$2768 ⁸
	GRAND TOTAL (Canadian dollars)	\$2768 ⁶

(1)

Check-in and boarding gate deadlines

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	Check-in and baggage drop-off deadline You must have checked in, obtained your bearding 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.

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

Tap = # 133.60

ے] Baggage allowance	e	
	Carry-on Baggage		
	On flights operated by Air Canada, Air Ca x 33 x 43 cm [6 x 13 x 17 in]). Your carry	anada Rouge or Air Canada Express, you may c -on baggage must be light enough that you can s	any with you in the cobin 1 standard item (max. size; 23 x 40 x 55 cm [9 x 15.5 x 21.5 inj) and 1 personal item (max. size; 1 store it in the overhead bin unassisted. See our complete carry-on bat-gage policy
	Checked Baggage Please see below for details on	the bags you plan on checking at the	baggage counter.
	Vancouver (YVR) > Otta	iwa (YOW)	
	_ 1₁ bag	_ 2∞ bag	Max. weight per bag: 32.0 kg (70,0 lb)
	Complimentary	Complimentary	Max. dimensions per bag: 158.0 cm (62,0 ln)
	Ottawa (YOW) > Vancou	iver (YVR)	
	2 2		Max. weight per bag:

Currency

____1∗ bag

Complimentary

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.

32.0 kg (70.0 lb)

Max. dimensions per bag: 158.0 cm (52.0 in)

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.

raction 2™ bag

Complimentary

Fare Rules

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.





Adult - Nonrefundable

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

Business Class (lowest)

A Changes

Adult - \$50 CAD

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片 Cancellations Adult - Nonrefundable

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- 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

(I) General conditions of carriage

- You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the
 boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of
 reservations, and/or ineligibility for denied boarding compensation.
- 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

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

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





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

Royal Canadian Mint Ms Cybole Negris

Room/Chambre : 0486

Follo#

Invoice #

Cashier/Cassler # 226475

Page #

1 of 2

Reference No.

Arrival/Arrivéo

. 08-19-19

Departure/Départ : 08-22-19

Date	Description	Additional Information/Supplementaire	Charges	Credits
08-19-19	Room Charge		549.00	
08-19-19	Municipal Accommodation Tax	4	21.96	
08-19-19	Room HST (13%)		74.22	
08-20-19				Remonul
08-20-19				Tel vo toct
08-20-19	Room Charge		469.00	-
08-20-19	Municipal Accommodation Tax	(18.76	
08-20-19	Room HST (13%)		63.41	
08-21-19	Room Charge		435.00	
08-21-19	Municipal Accommodation Tax	1	17.40	
08-21-19	Room HST (13%)	•	58.81	

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 \$414 Pour information at reservations visited notre web ab www.fairmont.com ou teléphoner au Hétels Fairmont de: Etats-Unis ou Conado 1 800 441 1414

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

Royal Canadian Mint Ms Cybele Nearls

: 0486 Room/Chambre Folio#

Invoice #

Cashler/Cassler # : 226475

:2012

Reference No.

Arrival/Arrivée

: 08-19-19

Departure/Départ : 08-22-19

ate Desc	ription	Addition	al Information/Supplementaire	Charges	Credits
PART			Total	1,743.72	0.00
			Salance Due/Solde	1,743.72	•
GST Summary /	Sommaire	HST Summary /	Sommaire		
Room/Chambre	0.00	Room/Chambre	196,44		
F&B/Restauration	0.00	F&B/Restauration	0.00		
Other/Autres	0.00	Other/Autres	4.16		
Total	0.00	Total	200.69		

Thank you for chonoing Fairment Hotels & Rusers

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

Merci d'avoir choisi les Hôtels Fairmont.

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

Ressonal = #36.16 RCM = #1707.50 (+ap = #196.44)

airport to hotel BLUE LINE TAXI (613) 238 - 1111

s.19(1)

HERMINAL LOS MERCHANT TO: WEHICLE TO ! THE THERE HOW :

324-301-793 4326273A 8005 00056489

TRIP HUMBER: PASSENGENS:- 2451 7

08/19/2019 START: 17:32

EMB: 17:33

FARE APPENDING

32.41

TIP AMOUNT:

4.86

TOTAL :

37 27

SALE :

APPROVAL NUMBER :

Undute il

PASSENGER COPY

CUSTOMER SERVICE 1-809-443-2812 INCUIRVETAX (TAB. COM TAXITAB



CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec

\$ 37.27

\$ 37.27
\$ 3.99
\$ 33.28

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

\$	37.27
5	3 90
\$	33.28

Google Maps Drive 15.1 km, 31 min vancouver international Airport Gorgle Map data 02019 Google 2 km 1via 31-min-Fastest route now due to traffic 15.1 km conditions via 32 mln Heavy traffic, as usual 14.6 km 10:40 AM-11:33 AM

53 min

15.1 x 2 = 30 2 Km.

Canada Line

Q /005/

Claimant:

Cybele Negris

Return Date: Aug 22 2019

Location:	Ottawa, Roy	al Canadian I	Mint						
Purpose:									
	RCM Commi	ittee Meeting	gs, Symposium a	and Board Me	etings	1492 23			
TRAVEL EXPENS	SE		Amount		Meals & Incid	dentals			
Airfare			\$ 2,768.85		Note: Please	use the meal a	allowance cal	culat	or
Baggage Fees]		ermine the exa			
Change Fees					meal allowan	ces and incide	entals.		
VIA Rail				/ 1/)				
Hotel Accommo	odations		\$ 1,707 56			Rate	#Meals		Total
Mileage (\$.055/		-34	\$ -18.70	17.21	Breakfast	\$20.50	0	\$	-
Parking 05	10	30.2			Lunches	\$20.10	1	\$	20.10
Taxis	0	M	\$ 37.27		Dinners	\$50.65	1	\$	50.65
Car Rental	:To	U			Incidentals	\$17.30	4	\$	69.20
Gasoline								\$	139.95
Private Accomo	dation (\$50/ng	rt)]	Total Travel E	vnonese.			-
		·-/		1	Total Havel E	xpenses			
		•				xpenses			
	Total Travel I	•	\$-4,532.38	4530.8		xpenses			
		•	\$ 4,532.38 \$ 139.95	4530.8		xpenses			
	Total Travel I	•	\$ 4,532.38 \$ 139.95 L \$ 4,672.33	4,670.5		kpenses			
Other	Total Travel I Total Meal/I	Expenses ncidentals TOTA	\$-4,532.38 \$-139.95 L \$-4,672.33	4530.8		kpenses			
Other Meal allowance	Total Travel I Total Meal/I	Expenses ncidentals TOTA	\$ 4,532.38 \$ 139.95 L \$ 4,672.33	4530.8 4,670.5				ì	
Other Meal allowance	Total Travel I Total Meal/I	Expenses ncidentals TOTA			89 bb	22-Aug	Fri		Total
Other Meal allowance Insert Date →	Total Travel I Total Meal/I and incidenta	Expenses ncidentals TOTA I calculator	19-Aug	20-Aug	39 bb 84 dh ·	22-Aug	Fri		Total 0
Other Meal allowance Insert Date → Breakfast	Total Travel I Total Meal/I and incidenta	Expenses ncidentals TOTA I calculator	19-Aug	20-Aug	39 bb 84 dh ·	22-Aug	Fri		0
Other Meal allowance Insert Date → Breakfast Lunch	Total Travel I Total Meal/I and incidenta	Expenses ncidentals TOTA I calculator	19-Aug	20-Aug Tue	39 bb 84 dh ·	22-Aug	Fri		0
Other Meal allowance Insert Date → Breakfast Lunch Dinner	Total Travel I Total Meal/I and incidenta	Expenses ncidentals TOTA I calculator	19-Aug Mon	20-Aug Tue	39 bb 84 dh ·	22-Aug	Fri		0
Other Meal allowance Insert Date → Breakfast Lunch Dinner Incidentals	Total Travel I Total Meal/I and incidenta	Expenses ncidentals TOTA I calculator	19-Aug Mon	20-Aug Tue	21-Aug Wed	22-Aug Thu	Fri		0 1 1
Other Meal allowance Insert Date → Breakfast Lunch Dinner Incidentals Per Diem Calcula	Total Travel I Total Meal/I and incidenta	Expenses ncidentals TOTA I calculator	19-Aug Mon	20-Aug Tue	21-Aug Wed	22-Aug Thu	Fri		0 1 1
Meal allowance Insert Date → Breakfast Lunch Dinner Incidentals Per Diem Calcula Insert Date →	Total Travel I Total Meal/I and incidenta	Expenses ncidentals TOTA I calculator	19-Aug Mon 1	20-Aug Tue 1	21-Aug Wed	22-Aug Thu	Fri		0 1 1

Departure Date: Aug 19 2019

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



Travel Expense Form 2019

s.19(1)

OTJ#: TA #: **TABCC82554**

Claimant Cost Centre

Cybele Negris	
121 Legal Services (Board)	

EAHCE# **EAHCE12358** Cost estimate provided on TA \$8,000.00 Hospitality estimate provided on TA

Departure Date 18-Nov-19 Return Date 21-Nov-19

Travel Location and Reason

(attach supporting documents):

TOTAL # 2042	THEMIS # (VP and Board claims only)	3047
	TOTALIS # are in	3047

B19-042	Currency Conversion Table			
To attend Board of Directors meetings and business dinners.	1 Unit of	is Worth	of	
	USD		CAD	
Vancouver/Ottawa/Vancouver			CAD	
			CAD	
			CAD	
			CAD	

Total Travel Expenses (inclusive of fares)

5,257.74

Prepaid Fares (Paid using Amex Corporate Billing Account)

0.00

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

0.00

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

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

Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00
Amount Owing to:		Employee	5,257.74	✓ RCM	0.00

Expense Coding	100 0	
Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		350.60
740200 - Meals (domestic)	121 Legal Services (Board)	87.14
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)	. 🔻	.0.00
741100 - Hospitality (foreign)	~	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	3,363.25
741010 - Airfare (foreign)	▼	0.00
740020 - Rail fare (domestic)	▼	0.00
741020 - Rail fare (foreign)	•	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	142.84
741500 - Taxi fare (foreign)	▼	0.00
740700 - Personal car mileage (domestic)	▼	0.00
741700 - Personal car mileage (foreign)	▼	0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)	•	0.00
740800 - Parking (domestic)	—	0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board) ▼	1,248.00
741400 - Accommodations (foreign)	▼	0.00
740900 - Incidentals (domestic)	121 Lega! Services (Board)	65.90
741900 - Incidentals (foreign)	▼	0.00
740000 - Baggage & Travel (domestic)	ENTERED	0.00
741000 - Baggage & Travel (foreign)	CHICAGO	0.00
0.00	DWD on cold	0.00
0.00	DEC 0 9 2019	0.00
		0.00
£ 00 00	AP443990 .	0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Co	ded	(0.00)
FOR FINANCE USE ONLY (Fav	orable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$2,742.26
LIE	Variance %	-349
DEC 0 3 2019 (Favorable)/	Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
DEC 8.3 solo	Hospitality Variance %	#DIV/0

with Ch		Canada - (Exc	ept NWT. N	VT. Yukon)	1	USA - (Excep	t Alaska)	
Page 2		Total Amount	Actual	Calc	1	USD	Actual Credit Card	T / 16/7
		(incl. HST/GST)		HST/GST		Expenses	100000000000000000000000000000000000000	Total CAD
RCM Paid Fares (Air	r-Domestic)	(201/001	HDI/GDI	1	Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Ra				 	1		7 25 375 376 3	
RCM Paid Fares (Air	AND THE RESIDENCE OF THE PARTY		_		1		-	
RCM Paid Fares (Ra			 	_	-			
Employee Paid Fares		3,533.25	170.00				-	
Employee Paid Fares		3,333,23	170.00				-	
Employee Paid Fares		1						
Employee Paid Fares				-				
Hotel Accommodation		1 410.04						
		1,410.24	162.24					
Hotel Accommodation	ns (Foreign)		/					
Taxis (Domestic)		153.55	10.71					202
Taxis (Foreign)		V						- 20
Mileage (\$0.57km)								8
Business Telephone								
Parking		1 97 <u>0</u> 10			9			
Car Rental (Domestic								
Car Rental/Gas (Fore	eign)							
Personal Accommoda	tions							
Hospitality								
Baggage (Domestic)			7/4					
Baggage (Foreign)							2 2	
Others (code manually	y)	-						
- 80						-		
			6 10	- 10 - 11				
Others (total)								
Total Expenses		5,097.04	342.95			-		
Per Diem Country		5,077104	542075	Canada				
	ı	No. of meal	Total CAD	Canada Calculated	1	37		USA
Meal allowance rate		allowances	allowance	GST/HST		No. of meal allowances	Total USD	Total CAD
Breakfasts	\$20.35		20.35			anowances	allowance	Equivalent
Lunches	\$20.60	1		0.97	\$20.35			
Dinners .	\$50.55		20.60	0.98	\$20.60			
Fotal Meals	950.55	1	50.55	2,41	\$50.55			
Incidentals			91.50	4.36	pti	<u> </u>		450
	\$17.30	4	69.20	3.30	\$17.30			
Fotal Expenses			160.70	7.65				
Note - Please use the	meal allowance ca	aculator tab to o	determine t	he exact No.	of meal allo	wances and inc	cidentals	
Grand Total CAD Exp	enses		1	5,257.74		Grand Total US	Expenses	
Grand Total HST/GST	[1	350.60				
Notes for Expen								
) Breakfast on 19, 20 &	21 November was in	ncluded with the ac	commodation	ıs; 2) RCM pro	vided dinner	on 18 & 19 Nove	mber, and lunch on 19 &	20
November; 3) I wo meal	s were provided with	the flights; 4) Cyb	ele rode with	others for trans	sportation fro	m the Ottawa aim	ort to the hotel on 18 No	vember, from
linner to the hotel on 18	November and from	dinner to the hotel	on 19 Novem	ıber (e-mail ex	planation atta	ched).		The state of the s



Travel Expense Form 2019

2	
TA#	TABCC82554

approved in accordance	with the Delegation	of Authority Policy #41. Approver must hav	we Delegation Authority at the time of signing. All travel plans must be	
As the Traveller, please Yes No V If you	e indicate if this cla u indicated "Yes", pk	im contains any exceptions requiring approv ase check which exception(s) were not pre-ap	val per the Corporate Travel, Hospitality, Conference & Event Policy pproved and require approval:	#51.
CEO APPROVAL REQUIR		orate Travel, Hospitality, Conference & Event f	Policy #51 (Annex 26)	
CFO or CEO APPROVAL I Hospita Hospita VP APPROVAL REQUIRED Travel- Travel- Travel- Travel- Hospita	Exceptions to Corp. REQUIRED: (Please ir litty — Exceptions to I litty — No pre-approval of the provided in t	itial) itospitality Policy #51 (Annex 2B) al obtained for the following: rmal or internal hospitality exceeding Maximus rmal or internal hospitality costs exceeding \$5 sholic beverages provided (Policy Section 44.1 d & beverage cost exceeded Maximum Cost Pertalment provided (Policy Section 44.1) pitality or entertainment provided to spouse of pitality paid by the RCM taking place at the re 14.1 and 46.4) dial forms of hospitality (Annex 2B) pre-approval prior to expenditure (Section 44. TRAVELLER IS A VP): (Please initial) and business travel (Policy Section 14.3) el than permitted by policy (Policy Section 20. Iclés - Klometer allowance in excess of the equations of the section of the s	um Cost Per Person (Annex 28) 5,000 (Annex 28 and 44.1) 1) Per Person (Policy Section 44.1) or person accompanying an event participant (Policy Section 44.1) sidence of an RCM employee, Board member or other private residence .7) .6) quivalent lowest practical commercial carrier fare (Policy Section 22.1) [Policy Section 25.2 and 25.3)	•
section Travel - 23.3) Travel - Travel - Travel - (\$3.45), Missing Other ex Hospital By signing below, the Trace Corporate Travel, Hospital	Airfare — upgrade to 20.6) Car rental — upgrade Missing original iter Hotel — upgrade to Hotel — rate in exceor published City Rail original iterwized rexceptions (traveller lity - External or Interveller confirms that ality, Conference & Land or 19.00 in the confirms that ality, Conference & Land or 19.00 in the confirms that ality, Conference & Land or 19.00 in the confirms that ality, Conference & Land or 19.00 in the confirms that ality, Conference & Land or 19.00 in the confirms that ality, Conference & Land or 19.00 in the confirms that ality, Conference & Land or 19.00 in the confirms that ality, Conference & Land or 19.00 in the confirms that ality, Conference & Land or 19.00 in the confirms that ality, Conference & Land or 19.00 in the confirms that ality, Conference & Land or 19.00 in the confirmation of	o a fare class higher than the Standard Allow to a larger vehicle than the Intermediate/State to a larger vehicle than the Intermediate/State to a larger vehicle than the Intermediate/State active I higher than the Standard Guest Room is so of Ottawa (\$200), Winnipeg (\$155), Toronto e Limit. VP pre-approval not obtained. Justificiates. Explanation provided (Policy section 26 las listed and explained on a separate docume mai hospitality up to \$1,500 and within Standards expense claim contoins only eligible allow	permitted by policy, at no additional cost to RCM (Policy section 25.1) to (\$200), Montreal (\$1.90), Vancouver (\$200), and Calgary (\$1.80), Las Vification provided (Policy section 25.2) (6.2) ent] lard Cost Per Person (Annex 2B) vances and legitimate and actual expenses incurred in accordance with the supporting documentation is contained in this expense claim, that the	egas
(2. Translar Name (P)(1)	egris	2.Experse claim prepared by Sin	10015 3. Approved by Traveller's Director with signing authori (PRINT NAME)	8A
			Signature of Traveller's Director Date the supporting documentation, that the expenses claimed appear	
& Event Policy #51 (as ap	plicable). Please not	, if exceptions have been pre-approved prior t	campleted in accordance with the Corporate Travel, Hospitality, Confere to travel, the Travel's Director can proceed in signing the expense claim. have requiring her/his approval and hereby grants it.	
4 Approved by VP (as n (PRINT NAME)	equired)	5. Reviewed by CFO (CEO claims; Board claifor review prior to CEO approval; other as	required) fulfit Committee (as required)	achel
Signature of VP		Signaffire of CFO Nav 27 / 201	Signature of CEO/Chair of Board/Chair of Audit Committee J - Maril Republic Val Date	him
7 Reviewed by Finance	(PRINT NAME)		mills claric galulia	44.61/4.0.89 6 2018

Simons, Deborah

From:

Phyllis Clark <

Sent:

Friday, November 29, 2019 6:44 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABCC82554 - Cybele Negris - B19-042

Approved.



CONFIDENTIALITY WARNING

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

On Thu, Nov 28, 2019 at 2:33 PM Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents Cybele's expenses related to her attendance at last week's Board of Directors meetings in Ottawa. The claim has been reviewed and approved by the CFO, and contains no exceptions. If you approve via e-mail, I will add a notation to your signature line, and will attach a copy of your e-mail to the claim.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

Meal allowance and incidental calculator

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

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

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

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

Numbers only	Company of the last		1	3 19	30	A STATE OF THE PARTY OF THE PAR	21					Noven			Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast				1											
unch							4				-				
Dinner	-			+	4		*		+		_				187 18
ncidentals		-											<u> </u>		
licidentais				1	1		1					Topic Control			
	-			::	<u> </u>	<u> </u>	-11								DE
	Enter	your tra	vel date:	s here fo	r the	US				MON	TH:	Novem	iber		
	-32		18	19	20		21				Т		Т	$\overline{}$	Total

	Pilitoi)	anter your daver dates here for the					MUNIT: November								
	C	18 19 20 21													
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total allowances
Breakfast												The second			
Lunch		1					1				+	-			
Dinner				-								-	-		
	<u> </u>	e e e e e e e e e e e e e e e e e e e			-	-									
Incidentals		de la company de				A Company	1								



s.19(1)

Booking Confirmation



Booking Reference:

Date of issue: 10 Oct, 2019

This is your official filnerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of canadje and applicable tariffs that apply to the tickets, bookings and air services datalled 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.



Monday 18 Nov. 2019

08:50

Vancouver

Vancouver Int. (YVR), BC

16:23

Ottawa

Ottawa Int. (YOW), ON



4hr33

Business Z

Operated by: Air Canada | 321

(lunch)



17:25

Ottawa

Ottawa Int. (YOW), ON



20:04

Vancouver

Vancouver Int. (YVR), BC



5hr39

Business Z Operated by: Air Canada | 321

(dinner)

Passengers

[∧] Cybele A Negris

Travel Options

Seats

AC338 2F

AC343 4F

Ticket Number

Air Canada - Aeroplan

Regular meal



Purchase summary

		1 adult
Amount paid: \$3533,25		
Tex information		
GST no. 10009-2287 RT0001 \$167.01	Base Fare - Depart - Business Class (lowest)	1630.00
GST/HST no. 10009-2287 RT0001	Base Fare - Return - Business Class (lowest)	1630,00
\$2.99	Surcharges	46.00
	Goods and Services Tax - Canada - 100092287 RT0001	167.01
	Harmonized Sales Tax - Canada - 100092287 RT0001	2.99
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	43,00
	Total airfare and taxes before options	\$3533 ²⁵
	GRAND TOTAL (Canadian dollars)	\$3533 ²⁵

(

Check-in and boarding gate deadlines



Within Canada

90	Recommended check-in time
minutes	You should check in no fater than the times indicated at laft, This will ensu

You should sheek 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,

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

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

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

Baggage allowance	•
Carry-on Baggage	
On flights operated by Air Cunada, Air Ca x 33 x 43 cm [6 x 13 x 17 in]). Your carry-	nade Rouge or Air Canada i on baggage must be light on

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: 18 rough that you can store it in the overhead bin unassisted, See our complete carry-on bargage policy.

Checked Baggage

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

Vancouver (YVR) > Ottawa (YOW)

🖰 1ª bag

___2™ bag

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

Complimentary

Complimentary

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

Ottawa (YOW) > Vancouver (YVR)

1= bag

rag die dag

Max, weight per bag: 32.0 kg (70.0 lb)

Complimentary

Complimentary

Max, dimensions per bag: 158.0 cm (62.0 ln)

Currency

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

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

Baggage Allowance for Air Canada Altitude and Star Alliance Members

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

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

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

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

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



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 ofdeparture specified on the itinerary.

Parcellations Adult - Nonrefundable

- 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

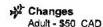
selection (standard)

 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 (lowest)



- 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.

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- 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.

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

(General conditions of carriage

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

6. Dangerous goods

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

7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked Juggage 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, qualify 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

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.

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 afroraft 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.

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 defined boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all

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 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.



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

Ms Cybele Negris

11-21-19

Room/Chambre : 0370

Folio#

Invoice #

Cashier/Cassier # : 615

Page #

: 1 of 2

Reference No.

Arrival/Arrivée

11-18-19

Departure/Départ : 11-21-19

XX/XX

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	

XXXXXXXXXXX

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 welved and I agree to be held personally liable in the event that the indicated person, company or association falls to pey for any part of or the full emount of these charges. Overdue belance 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 hotals.)

Je me porte personnellement responsable du réglement total de cette note au cas ou la compagnie, hassociation ou son teprésentant désigné en refusereit le paiement. Les comptes en souffrance sont eujete à un raidrêt de 1,5% par mois agrès un mois. (18,00% par année) 1/ai accepté la livraison du journel The Globe and Mail, Si Javais refusé, Jaurais pu obtenit un crédit à mon compte de 1,00% per jour (du Lundi au Vendraci) et de 2,00% je Samed. (Dans les hôtels participents.)

1,410.24



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

: 0370

Folio#

Invoice #

Cashier/Cassier # : 615

Page #

2 of 2

Reference No.

Arrival/Arrivée

: 11-18-19

Departure/Départ : 11-21-19

ate	Description		Addition	al Information/Supplémentaire	Charges	Credits
				Total	1,410.24	1,410.24
				Balance Due/Solde	0.00	
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	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 sgree that my liability for this bill is not walved and I agree to be held personally fable in the event that the indicated person, company or association falls to pay for any part of or the full errount of these charges. Overdue belance subject to a surcharge at the rate of 1.6% per month after one month. (18.00% per annum.)

I have accepted delivery of The Globs and Mail. Had I refueed, I would have been a ligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porta personnallament responsable du règlement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserant le palement. Les comptes en acuffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par ennée). J'al socsepté la livraison du journat The Globe and Mell. Si Javais refusé, jaurais pu obtenir un crédit à mon compt de 1.00\$ par jour (du Lundi au Vendradi) et de 2.006 le Samedi. (Dans les hôtels parlicipants.)

Board sel Directors BLUE LINE TAXI OTTAWA

613-238-1111

PURCHASE

MERCHANT:

MEDALLION:

DRIVER ID:

11-18-2019

FARE AMOUNT: EXTRA AMOUNT:

TOTAL:

OPPLICATION NAME:

Approval Code : RESP CD :

DESCRIPTION: _

APPROVED:

ATD:

ITO : ENTRY METHOD:

TRIP NUMBER

START: 19:03

s.19(1)



MERCHANT: HEDALLTON: 00052295 DRIVER ID: 0313 TRIP NE HAER 18:26 11/19/2019 END: 18:26 START 18:25

16.17 FARE HIUUNT: \$ 2.00 12.17 TYP APPUNT: TOTAL: CAD \$:

30R00031010 AID: WION NAME: APPROVED: 685491 Approv. al Code : RESI- it : TTC : CONTACTLESS CHIP ENTRY HETHOD: ***PASSENGER COPY****

DEC KEPTION:

THOUTRYSTAX LTAB. COM

0644 19: 84 END: 19:83 10.00 CAD S: 12.00 BEARARAG CONTACTLESS CHIP ***PASSENGER COPY***

NEW YOR SBX

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INGUIRY@TAXITAB.COM

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> LUSTOMER SERVICE 1-860-443-2812 INDUTRYUTAXI IAB. COM 1A/11A8



Cab from Vancower airport to residence

BONNY'S TAXI QC 83 5759 SIDLEY STREET BURNABY

CARD CARD TYPE 2019/11/21 DATE 1924 20:50:37 TIME CLERK ID RECEIPT NUMBER

PURCHASE \$39.00 AMOUNT \$5.85 TIP TOTAL

H85002792-001-087-004-0

A0000000031010 4F4ADC615F0875F6 0000000000-

APPROVED

AUTH# 011201 THANK YOU

01-027

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT -OUNESTAIN THIS CORY FOR YOUR RECORDS

to Vancaster airport

Cash Receipt

For prompt, safe and courteous service call...

Black 7op & Checker Cabs 604-681-3201 or 604-731-1111

1375 Vernon Drive Vancouver, BC V6A 3V4 www.btccabs.ca

Thank You GST#100436724

CRA Calculated Taxi Tax 2019

Taxis for

Ontario &

\$ 70.00

Quebec

\$ 70.00
\$ 7.50
\$ 62.50

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

\$ -

Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ 83.55

\$ 83.55 \$ 3.21 \$ 80.34

The figures you need

GRAND TOTAL TOTAL TAX SUMMARY Page total \$ 153.55 5 10.71 \$ 142.84

Simons, Deborah

From:

Cybele Negris

Sent:

Friday, November 22, 2019 12:59 AM

To:

Simons, Deborah

Subject: Attachments: November 2019 Cybele Negris travel expenses November 2019 board meeting taxi receipts.pdf; ATT00001.htm;

clh_gst_folio_cad5111419603.pdf; ATT00002.htm; Air Canada - 18 Nov_Vancouver - Ottawa (Booking Reference_______.rtfd.zip; ATT00003.htm; Board Travel Report-Cybele Negris

Nov 2019.pdf; ATT00004.htm; image001.png; ATT00005.htm

Hi Debi

Please find attached my expense report for the November 2019 board meeting.

The taxi receipts include to and from airport in Vancouver, hotel to airport in Ottawa, hotel to Mamma Teresa's Restaurant and hotel to Le Cellier Restaurant for the two board dinners.

The Ottawa to hotel taxi I caught a ride with Barry Rivelis and he paid for the cab.

From the restaurants back to hotel

drove me and Deborah back on the 18th and Victor

Young paid on the 19th

Please let me know if I'm missing anything.

Thanks

Cybele

Claimant:								Nov 21 201	
Location:	Royal Canad	ian Mint, Ott	awa ON	- 10 H - 74 W					
Purpose:	Board of Dire	ectors and Co	mmittee Meeti	ngs					
TRAVEL EXPENS	SE		Amount	/	Meals & Inci	dentals			
Airfare			\$ 3,533.25] 🗸		use the meal a	llowance cal	culator	
Baggage Fees				1		ermine the exa			
Change Fees			***************************************	1		nces and incide		•	
VIA Rail			***************************************	1	,	and an incide	Treats.		
Hotel Accomm	odations		\$ 1,410.24	/	de la	7 Rate	#Meals	Total	
Mileage (\$.057,	/km)		\$ -	[Breakfast 20		1	\$ -20.50	
Parking			***************************************	994	AND THE RESERVE	60 \$20:10	1	\$ 20.10	
Taxis			\$ 153.55		AND DATE	\$50.65	1	\$ 50.65	
Car Rental			******************************		Incidentals	\$17.30	4	\$ 69.20	
Gasoline			***************************************			Ψ17.50 [\$ 160.45	
rivate Accomo	dation (\$50/ng	t)	## ## ## ## ## ## ## ## ## ## ## ## ##	Total Travel Expenses					
Other		•	***************************************	-	TOTAL TITLE	.npc//aca		160-70	
	Total Travel E	xpenses	\$ 5,097.04	V	4			do	
	Total Meal/I		\$ -160.45		as				
			\$ 5,257.49						
Meal allowance	and incidental			9/03/	. 1				
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	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
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nsert Date →			18-Nov	19-Nov	20-Nov	21-Nov			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
	1		1	1	1	1 !		4	

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

Simons, Deborah

From:

Phyllis Clark

Sent:

March 12, 2020 11:38 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - TABCC83398 - Cybele Negris - B20-006

Approved



CONFIDENTIALITY WARNING

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

On Thu, Mar 12, 2020 at 9:36 AM Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents the expenses related to Cybele's travel to Ottawa to attend last week's Board of Directors meetings. There are no exceptions, and the claim has been reviewed and approved by the Acting 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

OTJ#: Blanket TA#:

TABCC83398 Ro

Claimant Cost Centre

Cybele Negris	
121 Legal Services (Board)	~

Cost estimate provided on TA

Hospitality estimate provided on TA

Travel Location and Reason

(attach supporting documents):

Return Date

("VP and Board claims only)

	THEMIS	# (VP and Board claims only)	3112		
	Currency Conversion Table				
	1 Unit of	is Worth	of		
USD			CAD		
			CAD		
-			CAD		
			CAD		
	USD	Currency C	1 Unit of is Worth		

Total Travel Expenses (inclusive of fares) 5,727.73 Prepaid Fares (Paid using Amex Corporate Billing Account) 0.00 Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card) 0.00 Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMOUNT) Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT) Currency Advanced Returned Outstanding FX to CAD | CAD Equivalent 0.00 1.00000 Amount Owing to: Employee 5,727.73 **RCM** 0.00

Account	Cost Center (Select One from drop down box)	In Country of
HST - Registration # 10793 5058 RT0001	(Street One it om drop down box)	In Canadian \$
740200 - Meals (domestic)	121 Legal Services (Board)	384.86
741200 - Meals (foreign)		67.76
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	0.00
741010 - Airfare (foreign)	V - company	3,690.75
740020 - Rail fare (domestic)	121 Legal Services (Board)	0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	0.00
741500 - Taxi fare (foreign)	The degree of th	33.89
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	0.00
741700 - Personal car mileage (foreign)	ENTERED _	16.25
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)	MAD 1.7 2020 -	0.00
740800 - Parking (domestic)	MAN I CUZU Y	0.00
741099 - Other transportation (foreign)	AP451491 -	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	0.00
41400 - Accommodations (foreign)		1,451.84
40900 - Incidentals (domestic)	121 Legal Services (Board)	0.00
41900 - Incidentals (foreign)		82.38
40000 - Baggage & Travel (domestic)	RECEIVE / -	0.00
41000 - Baggage & Travel (foreign)		0.00
.00	MAR 1 3 2020	0.00
.00		0.00
		0.00
		0.00
54200 - Prepaid Fares	A CONTRACTOR OF THE PARTY OF TH	0.00
out of Balance - Discrepancy in Expenses Coc	led	0.00
	rable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$2.221.42)
1		(\$2,321.42)
(Favorable)/I	Variance % Unfavorable Variance: Estimate on Hospitality versus actual expense claim	-29%
(= wrotablop	W 7	\$0.00
	Hospitality Variance %	#DIV/0!

	Canada - (Exce	ept NWT, N	VT, Yukon)		USA - (Except	: Alaska)	161
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAI
	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalen
RCM Paid Fares (Air-Domestic)							- quivalen
RCM Paid Fares (Rail-Domestic)							
RCM Paid Fares (Air-Foreign)				8			
RCM Paid Fares (Rail-Foreign)	1	ź					- 88
Employee Paid Fares (Air - Domestic)	3,874.50	183.75	1				-
Employee Paid Fares (Air- Foreign)			111				- 10 m
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)		4			V		
Hotel Accommodations (Domestic)	1,640.56	188.72			2 2		
Hotel Accommodations (Foreign)		1					
Taxis (Domestic)	37.96	4.07	ASS.				
Taxis (Foreign)	51	6 37		8		1	
Mileage (\$0.565km) 30.2 🗸	17.06		0.81				<u> </u>
Business Telephone						-	
Parking				1	_		
Car Rental (Domestic)							
Car Rental/Gas (Foreign)				1			
Personal Accommodations						 	
Hospitality				1			
Baggage (Domestic)							
Baggage (Foreign)							300
Others (code manually)				-	*		
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				ł			
Others (total)				ŀ			
Total Expenses	5,570.08	376.54	0.81	Ì			
Per Diem Country	× .		Canada		-		USA
	No. of meal	Total CAD	Calculated	Γ	No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts \$20.35				\$20.35			-quivaient
unches \$20.60	1	20.60	0.98	\$20.60		1	
Dinners \$50.55	1	50.55	2.41	\$50.55			
Total Meals	-	71.15	3.39	4,71,00,00	120-1-0		
incidentals \$17.30	5	86.50	4.12	\$17.30			
Total Expenses		157.65	7.51	427100			

Notes for Expenses

Grand Total HST/GST

Grand Total CAD Expenses

Breakfast on 2, 3, 4 & 5 March was included with the accommodations; RCM provided lunch on 3, 4 & 5 March and dinner on 2, 3 & 4 March. Cybele did not pay for any cabs in Ottawa other than transportation from the Ottawa airport (she shared a cab with another Board member for travel back to the Ottawa airport and the other Board member paid for the cab); Cybele originally booked her flights for 1 March (Vancouver/Ottawa) and 6 March (Ottawa/Vancouver) based on the original meeting schedule, but when the meeting schedule was adjusted to reflect an earlier finish time on 5 March, she was able to change her return flight from 6 to 5 March, thereby saving one night at the hotel, incidentals on 6 March, and a per diem on 6 March - Corporate Secretariat approved this change. The total airfare is therefore \$3,874.50 (original ticket \$3,302.25 + farc difference for revised return \$519.75 + change fee \$52.50).

Grand Total USD Expenses



Travel Expense Form 2020

TA # TABCC83398

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

authorized using the Authority to Travel and Advance form.	out to see the property and the see plants unbot he high
As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Yes D No D If you indicated "Yes", please check which exception(s) were not pre-approved and	
CEO APPROVAL REQUIRED: (Please initial) Travel ~ Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (a	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 – Rob pre-approval detained for the following: Hospitality – External or Internal hospitality exceeding Maximum Cost Per	Person (Annex 2B)
 Hospitality External or Internal hospitality costs exceeding \$5,000 (Anne.) 	
 Hospitality – Alcoholic beverages provided (Policy Section 44.1) Hospitality – Food & beverage cost exceeded Maximum Cost Per Person (I 	Policy Section 44.1)
☐ Hospitality – Entertainment provided (Policy Section 44.1)	v 200 . 22.200
 Hospitality – Hospitality or entertainment provided to spouse or person at Hospitality – Hospitality paid by the RCM taking place at the residence of: 	사는 사람들이 어디어 가장 아이들이 가장 아이를 가지 않아 있다면 가장에 가장이 가장이 가장이 가장이 가장이 가장이다면 하는데 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그
(Policy Sections 44.1and 46.4)	an Activities produced the most per other private residence
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 for ☐ Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section)	
☐ Travel - Car travel - Leased Vehicles (Policy Section 23.1)	511 23.2 Bit 23.3
☐ Travel – Expense received over 30 days (Policy Section 33.1) ☐ Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and wit	thin Maximum Cost Per Person (Annex 2B)
☐ Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy S	
TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)	
 Travel – Airfare – upgrade to a fare class higher than the Standard Allowable Airfare section 20,6) 	e Class permitted by policy, at no additional cost to RCM (Policy
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 (Bollov section 22.2)
Travel – Missing original itemized receipts. Explanation provided (Policy section 33.2)	
 Travel – Hotel – upgrade to a level higher than the Standard Guest Room permitted b Travel – Hotel – rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), M 	
(\$145), or published City Rate Limit. VP pre-approval not obtained. Justification prov	
 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 Pe 	r Person (Annex 28)
By signing below, the Traveller confirms that this expense claim contains only eligible allowances and l Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required support above noted exceptions are complete and accurate, and that the claim has been completed in accorda	ing documentation is contained in this expense claim, that the
1 Traveller Name (PRINT NAME) (2 Expense claim prepared by	3 Approved by Traveller's Director with signing authority
GITAL (PRINT NAME), KEDDY DIMOND	(PRINT MANE)
Mar linder in Plesson Vinnous	
Signature of traveller Signature	Signature of Traveller's Director
Dele Nearis 10/03/2020	
Parks Parks	Cabe a second page of the second
10/03/2020!	Oate
The Traveller's Manager confirms that she/he has reviewed this expense claim including all the support	
reasonable, exceptions as noted above are approved (as required), and the claim has been completed i & Event Policy #51 (as applicable).Please note, if exceptions have been pre-approved prior to travel, th	
signing below, the VP or CEO confirms that she/he has reviewed the exceptions as noted above regulri-	
4 Approved by VP (as required) 5 Reviewed by CFO (OEO claims; Board claims; claims	6.Approved by CEO & President/Chair of SOD/Chair of
(PRINT NAME) for review prior to CEO approval, other prequired)	Audit Committee (as required)
M. a M	When as les in other mais
Signature of VP Signature of CPO	Signature of CEO/Chair of Board/Chair of Audit
1 11/ 50	Committee
BOO ZINTER	Signature of LEO/Chair of Board/Chair of Audit Other Committee O-Mail and Wall High

Clovies

7 Reviewed by Finance (PRINT NAME)

Hd 17 2020

Form update of TU3 2018

Smith, Cindy

From:

Smith, Cindy

Sent:

March 11, 2020 8:15 AM

To:

Delegation of Authority

Subject:

Delegation Notice - Jennifer Camelon - Avis de délégation de pouvoirs

VERSION FRANÇAISE CI-APRÈS.

Delegation Notice - Jennifer Camelon

Please be advised that Jennifer Camelon will be absent from the Mint March 11, 2020. 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 le 11 mars 2020. 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

Meal allowance and incidental calculator

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

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

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

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

	Enter	your trav	el date	Enter your travel dates here for						MON	TH:	Mar-20	00		Total
Numbers only				2	3	4	ā						1		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															
Lunch				1											1 A 1 A 2 A
Dinner		1													Manage &
							The second second second					THE RESERVE AND DESCRIPTION OF THE PERSON NAMED IN COLUMN TWO	STATE OF THE PERSON NAMED IN		Contract of the Contract of th
ncidentals		1		1	1	1	1								
ncidentals		1		1	1	1	1							<u> </u>	
ncidentals	Enter	your trav	el date	s here f	or the	US	1		_1	MON	TH:	4389	1		
Incidentals	Enter	your trav	vel date	s here f	or the	US 4	5			MON	TH:		1		Total
ncidentals	Enter Sat	your trav	vel date	s here f	or the Wed	US 4	5 Fri	Sat	Sun	MON Mon	TH:	4389 Wed	1 Thu	Fri	Total allowances
		1		2	3	4		Sat	Sun				No surface.	Fri	
Breakfast		1		2	3	4		Sat	Sun				No surface.	Fri	
ncidentals Breakfast Lunch Dinner		1		2	3	4		Sat	Sun				No surface.	Fri	



Passenger: Negris Cybele A (ADT)

Booking Reference:

Ticket number: 0142128910687

Revised tilket Petern hom 6 5 March Issuing date

Air Canada Reservations, 1-888-247-2262

Issuing date: Mar-03, 2020

& Dinner included

ELECTRONIC TICKET RECEIPT

This is your litinerary/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.

NOTE: You may be receiving this Hinerary Electronic Ticket Receipt due to a change in your Itinerary. Please contact the Air Canada Contact Centre immediately if you have any questions concerning any schedule change.

Froto	To	Flight	Departure	Arrival
OTTAWA, Macdonald Cartier Intl (YOW)	VANCOUVER, International (YVR) Terminal: M	AC343	17:25 Thursday 05 Mar 2020	20:04 Thursday 05 Mar 2020
Fare: Business Class (flexible), D Fare basis: DOZCEF Booking status: OK Frequent flyer number:	Operated by: AIR CANADA Alrcraft type:Airbus Industrie A321 Number of stops: 0			: Business Class on: 05:39 02F

OK = Confirmed

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. 23 x 40 x 55 cm [9 x 15.5 x 21.5]) and 1 personal item (max. size: 16x 33 x43 cm [6 x 13 x17 in]). Your carry-on baggage must be light enough that you can store 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. YOWYVR

1st Checked Bag:

Free of Charge

UPTO70LB 32KG AND62LI 158LCM OR ANTLERS OR BICYCLE OR

SPORTING FIREARMS

2nd Checked Bag:

Free of Charge

UPTO70LB 32KG AND62LI 158LCM OR ANTLERS OR BICYCLE OR

SPORTING FIREARMS

Name of the carrier whose baggage rules apply: AIR CANADA

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.









s.19(1)

Booking Reference:

Date of issue: 25 Jan, 2020

This is your official timerary/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 date 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 wabsize or from the cerrier 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.



08:50

Vancouver

Vancouver Int. (YVR), Terminal M

16:23

Ottawa

Ottawa Int. (YOW),

4hr33

AC338

Business P

Operated by: Air Canada | A321-200 |

Business Class (lowest)

lunch

Breakfast



Sunday 01 Mar, 2020

Friday 06 Mar, 2020

06:50 Ottawa Ottawa Int. (YOW),



09:29 Vancouver Vancouver Int. (YVR),



5hr39 Business Z Operated by: Air Canada | A321-200 | Breakfast

Passengers

[↑] Cybele A Negris

Ticket Number

Air Canada - Aeroplan

Seats

AC338 4F

AC341 4F

Purchase summary

	5 8 5 8 5 8 5 8 5 8 5 8 5 8 5 8 5 8 5 8	1 adult
Amount paid: \$3302.25	No. of Congress Street	
Tax information GST no. 10008-2287 RT0001 \$156.01 GST/HST no. 10009-2287 RT0001 \$2.99	Base Fare - Depart - Business Class (towest)	1395,00
William Committee Committe	Base Fare - Return - Business Class (lowest)	1640.00
	Surcharges	46.00
Total tax	Air Travellers Security Charge - Canada	14.25
I CHUI TUX	Goods and Services Tax - Canada - 100052257 RT0001	156.01
	Harmonized Seles Tax - Canada - 100092287 RT0001	2,99
# 1000 = X	Airport Improvement Fee - Canada	48.00
\$ 159.00	Total before options (per passenger)	\$330225
	GRAND TOTAL (Canadian dollars)	\$3302 ²⁶

1

Check-in and boarding gate deadlines

Within	Cana	da

90

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

45 minutes1

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

15 minutes

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

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

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 flem (max. size; 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size; 1 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 corry-on baggage policy.
Checked Baggage Please see below for details on the bags you plan on checking at the baggage counter.

Vancouver (YVR) > Ottawa (YOW)

🖺 1ª bag

2nd bag

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

Complimentary

Complimentary

Max. dimensions per bag:

158 cm (62 in)

Ottawa (YOW) > Vancouver (YVR)

1- bag

_ 2™ bag

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

Complimentary

Complimentary

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

Currency

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

Stopovers

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

Baggage Allowance for Air Canada Altitude and Star Alliance Members

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

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

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

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

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

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

Business Class (lowest)



Changes

Departing flight

- Before departure of first flight
 Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 Penalty fee for flicket reissue between \$50 CAD \$50 CAD
 Now travel dates must be prior to Sunday, 24 Jan, 2821
 The maximum change fee applied is \$100 CAD per direction, per passenger, plus any applicable taxes and tare 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 penaky. Please see the complete fare rules for details.



Cancellations

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



Minimum stay

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



Maximum stay

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



Aeroplan

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

Business Class (lowest)



Changes

Return flight

- Before departure of first flight
 Ticket refissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 Ponally fee for ticket refisaue between \$50 CAD \$50 CAD
 New travel dates must be prior to Sunday, 24 Jan, 2021
 The maximum change fee applied is \$150 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- After departure of first flight
- Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 Penalty fee for ticket reissue between \$50 CAD \$50 CAD
- Taker resource a growed but may be support to deficient containers. Preads reset to the lank above for complete rate rules.
 Penally fee for fecket roises between \$50 CAD \$0 CAD
 Now travel dates must be prior to Monday, 01 Mar, 2021
 The maximum change fee applied is \$60 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/infant discounts may apply.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- Failure to show up for your flight (No Show) may result in a panelty. Please see the complete fare rules for details.



Cancellations

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



Minimum stay

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



Maximum stay

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



Aeroplan

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

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

General conditions of carriage

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

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

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

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 attitude, 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

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.

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 checked baggage policy

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

Baggage Allowance for Altitude and Star Alliance Members

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Air Canada Attitude status level must be valid at time of check-in to qualify for waiver of charges

Frequent Flyer Status	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100k,	3 bags	3 bags	3 bags
Elite 75k, Elite 50k & Elite 35k	32kg (70lb)	32kg (70lb)	32kg (70lb)
Altitude Prestige 25k	2 bags	2 bags	3 bags
	23kg (50lb)	23kg (50lb)	32kg (70lb)
Star Alliance Gold	As per fare paid + 1	As per fare paid + 1	As per fare paid + 1
	additional bag	additional bag	additional bag
	23kg (50lb)	23kg (50ib)	32kg (70lb)
Star Alliance Silver	As per fare paid	As per fare paid	As per far paid
	23kg (50lb)	23kg (50lb)	32kg (70lb)

Fare rules Summary

Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance. Tickets are non transferable.

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

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

FARE DETAILS					
Form of payment:	CXXXXXXX	CXXXXX	Air Transportation Charges:	CAD 3576.00	
E	XXXX		Taxes, Fees and Charges:		
Endorsements:	CAD3081.00 NO	NREF-BG AC	Goods and Services Tax - Canada - 100092287 RT0001(XG)	CAD 24.75	
1.11	1		Air Travellers Security Charge - Canada(CA)	CAD PD 14.25	
10491	tax	these	Harmonized Sales Tax - Canada - 100092287 RT0001(RC)	CAD PD 2.99	A
H 1		2 amounts.	Airport Improvement Fee - Canada(SQ)	CAD PD 25.00	
TO IL	1.75	onorginal	Airport Improvement Fee - Canada(SQ)	CAD PD 23.00	
0	U- 7.7	ticket	Goods and Services Tax - Canada - 100092287 RT0001(XG)	CAD PD 156.01	¥
			Total Amount:	CAD 519 75A	0

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.

Within Canada

When you should check in: 90 minutes Check-in / baggage drop-off ends: 45 minutes

Boarding Gate Deadline: 15 minutes

To/From the US

When you should check in: 120 minutes Check-in / baggage drop-off ends: 60 minutes

Boarding Gate Deadline: 15 minutes

International (including Mexico and the Caribbean)

When you should check in: 120 minutes Check-in / baggage drop-off ends: 60 minutes

Boarding Gate Deadline: 15 minutes

From Algiers (Algeria), Casablanca (Morocco) and Tel Aviv (Israel)

When you should check in: 180 minutes Check-in / baggage drop-off ends: 60 minutes

Boarding Gate Deadline: 30 minutes

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

6. Dangerous goods

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

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

8. International travel

Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country 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 airlines 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

Schedule and Itinerary Changes

- Please contact the Air Canada Contact Centre immediately if you have any questions concerning any schedule change.
- Any changes made to Air Canada bookings may affect other travel services you may have booked/reserved (i.e. car and/or hotel reservations). It is your responsibility to verify whether or not other travel services are affected as a result of such changes.
- If the flight for which you have a confirmed upgrade has been cancelled and we were not able to rebook you in the Business
 Class cabin, any eUpgrade Credits or frequent flyer miles/points that were used for the initial upgrade will be returned to your
 account.
- You can change your new seat assignment on aircanada.com. If you wish to change your new flight, please contact the Air Canada Contact Centre.

CONDITIONS OF CONTRACT AND OTHER IMPORTANT NOTICES

PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THEREOF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER.

Air Passenger Protection Regulations Notice (for flights to, from and within Canada, including connecting flights):

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 Regulations*. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

Pursuant to these regulations, general terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage must be provided by your carrier. For Air Canada, this information can be found in Air Canadas General Conditions of Carriage and Tariffs.

NOTICE of Liability Limitations

The Montreal Convention or the Warsaw Convention system may be applicable to your journey and these Conventions govern and 000114

may limit the liability of air carriers for death or bodily injury, for loss of or damage to baggage, and for delay.

Where the Montreal Convention applies, the limits of liability are as follows:

- 1. There are no financial limits in respect of death or bodily injury.
- 2. In respect of destruction, loss of, or damage or delay to baggage, 1,288 Special Drawing Rights (approximately \$2,400 CAD) per passenger in most cases.
- For damage occasioned by delay to your journey, 5,346 Special Drawing Rights (approximately \$9,800 CAD) per passenger in most cases

Where the Warsaw Convention system applies, the following limits of liability may apply:

- 1. 16,600 Special Drawing Rights (approximately EUR 20,000; US \$20,000) in respect of death or bodily injury if the Hague Protocol to the Convention applies, or 8,300 Special Drawing Rights (approximately EUR 10,000; US \$10,000) if only the Warsaw Convention applies. Many carriers have voluntarily waived these limits in their entirety, and US regulations require that, for journeys to, from or with an agreed stopping place in the US, the limit may not be less than US \$75,000.
- 17 Special Drawing Rights (approximately EUR 20; US \$20) per kg for loss of or damage or delay to checked baggage and
 332 Special Drawing Rights (approximately EUR 400; US \$400) for unchecked baggage.
- 3. The carrier may also be liable for damage occasioned by delay.

Where neither the Montreal Convention nor the Warsaw Convention system applies: For travel wholly between points in Canada, the liability limit for loss or delay of, or damage to baggage is 1,288 Special Drawing Rights (approximately \$2,400 CAD) per passenger.

Further information may be obtained from Air Canada as to the limits applicable to your journey. If your journey involves carriage by different carriers, you should contact each carrier for information on the applicable limits of liability.

Regardless of which Convention applies to your journey, you may benefit from a higher limit of liability for loss of, damage or delay to baggage by making at check-in a special declaration of the value of your baggage and paying any supplementary fee that may apply. Alternatively, if the value of your baggage exceeds the applicable limit of liability, you should fully insure it before you travel.

Time limit for action: Any action in court to claim damages must be brought within two years from the date of arrival of the aircraft, or from the date on which the aircraft ought to have arrived. Baggage claims: Written notice to the carrier must be made within 7 days of the receipt of checked baggage in the case of damage, and, in the case of delay, within 21 days from the date on which it was placed at the disposal of the passenger.

Notice of Contract Terms Incorporated by Reference

- Your contract of carriage with the carrier that provides you with carriage by air, whether international, domestic or a domestic
 portion of an international journey is subject to this notice; to any notice or receipt of the carrier; and to the carriers individual
 terms and conditions (Conditions), related rules, regulations and policies (Regulations) and any applicable tariffs.
- 2. If your carriage is by more than one carrier, different Conditions, Regulations and any applicable tariffs may apply for each carrier.
- The Conditions, Regulations and any applicable tariffs of each carrier are, by this notice, incorporated by reference into and made part of your contract of carriage.
- 4. The Conditions may include, but are not restricted to:
 - o Conditions and limits on the carriers liability for the bodily injury or death of passengers.
 - Conditions and limits on the carriers liability for the loss of, damage to or delay of goods and baggage, including fragile or perishable goods.
 - o Rules for declaring a higher value for baggage and for paying any supplementary fee that may apply.
 - Application of the carriers Conditions and limits of liability to the acts of the carriers agents, servants and representatives, including any person providing either equipment or services to the carrier.
 - o Claims restrictions, including time limits by which passengers must file claims or bring actions against the carrier.
 - Rules about reconfirmations or reservations; check in times; the use, duration and validity of air transportation services;
 and the carriers right to refuse carriage.
 - Rights of the carrier and limits on the carriers liability for delay or failure to perform a service, including schedule changes, substitution of alternative carriers or aircraft and re-routing, and, when required by applicable law, the obligation of the carrier to notify passengers of the identity of the operating carrier or substituted aircraft.
 - Rights of the carrier to refuse carriage to passengers who fail to comply with applicable laws or who fail to present all necessary travel documents.
- 5. You can obtain more information about your contract of carriage, and find out how to request a copy, at-places where transportation on the carrier is sold. Many carriers also have this information on their websites. When required by applicable law, you have the right to inspect the full text of your contract of carriage at the carriers airport and sales offices, and upon request, to receive a copy by mail or other delivery service from each carrier free of charge.
- If a carrier sells air transportation services or checks baggage specifying carriage on another carrier, it does so only as agent for the other carrier.

China departing flights only

1. Passenger notifications

In the event that a flight is delayed, cancelled or diverted due to an unforeseen problem, we will make every effort to keep you well informed at the airport and onboard the affected aircraft. Based on the information we have, we will promptly provide timely updates, within 30 minutes of becoming aware of such a cancellation, delay or diversion, and explain the reason for the delay, cancellation or diversion through various methods, such as:

- o onboard/gate announcements
- o our Flight Status tool on our website
- the airport Flight Information Display Systems
- o calling Air Canada Reservations

You may also register for our Flight Notification Service to receive delay or cancellation information or gate change details for your flight.

2. Flight delays and cancellations

If you are affected by a situation that causes a delay or flight cancellation, we provide the details of how Air Canada will assist you.

3. Response plan for Tarmac Delays

Our contingency plan for lengthy tarmac delays at Chinese airports is intended to provide you with information regarding Air Canadas policies and procedures for handling your travel on our airline in the event of a lengthy ground delay, while you are onboard our aircraft at a Chinese airport.



-\$519.75

AIR CAN* Travel & Entertainment Airlines

Air Canada Yare difference for changing return flight from 6 March to 5 March.

s.19(1)



-\$52.50

AIR CAN*
Travel & Entertainment Airlines

ELIGIBLE FOR INSTALLMENTS

Air lanada Change Ka

Mar 3, 2020



1 Rideau Street Ottawa, ON, Canada K1N 857 T (613) 241-1414 F (613) 562-7030

G.S.T. / H.S.T Registration #843511775

Royal Canadian Mint Ms Cybele Negris ON

Canada

Room/Chambre : 0490

Folio #

invoice #

Cashier/Cassier # : 226475

Page #

1 of 2

Arrival/Arrivée : 03-01-20 Departure/Départ : 03-05-20

Date	Description	Additional Information/Supplémentaire	Charges	Credits
03-01-20	Room Charge		349.00	
03-01-20	Municipal Accommodation Tax	(13.96	
03-01-20	Room HST (13%)		47.18	
03-02-20	Room Charge		349.00	
03-02-20	Municipal Accommodation Tax	(13.96	
3-02-20	Room HST (13%)		47.18	
3-03-20	Room Charge		349.00	
3-03-20	Municipal Accommodation Tax	1	13.96	
3-63-20	Room HST (13%)		47.18	
3-04-20	Room Charge		349.00	
3-04-20	Municipal Accommodation Tax	(13.96	
3-04-20	Room HST (13%)		47.18	

For information or inservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from; United States or Caracas 1800 441 1414
Pour Information et réservations visitor notre web au www.fairmont.com ou téléphoner au Hôtels harmont de: Elata-Unis ou Carado 1 800 441 1414

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

Royal Canadian Mint Ms Cybele Negris

ON Canada Room/Chambre : 0490

Folio #

Invoice #

Cashier/Cassier # : 226475

Page #

-2 of 2

Arrival/Arrivée

: 03-01-20

Departure/Départ : 03-05-20

ate	Description		Addition	al Information/Supplémentaire	Charges	Credits
1923				Total	1,640.56	0.00
				Balance Due/Solde	1,640.56	
GST S	ummary / Sommaire		HST Summary /	Sommaire		
RoomA	Chambre	0.00	Room/Chambre	188.72		
	stauration	0.00	F&B/Restauration	0.00		
Otherla	utres	0.00	Other/Autres	0.00		
Total		0.00	Total	188.72		

Thank you for choosing Fairmont Hotels & Resorts.

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

Merci d'avoir choisi les Hôtels Farmont.

Pour donner votre opinion sur votre séjour, veuillez contacter M. Claude Sauvé, Deadeur général, à Claude Sauve@fairmont.com. Nous vous invitons également à partager les souvenirs de votre expérience sur notre forum - www.everyonessnoriginal.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 tiséphoner au Höleis Feirmail de. Clais Une ou Canada | 800 441 1414

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BLUF LINE TAXE

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2543

NO: 14:17

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57-91-2550 START: 15:16

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HE MOUNT:

187 . 134. TOTAL :

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> ELISTOPEN SERVICE, 1: 200-449-2012 (MOSERVA) NA TANK CON FORL TAN

Cab gram attawa airport to boke.

CRA Calculated Taxi Tax 2019

Taxis for

Ontario &

\$

37.96

Quebec

\$ 37.96
\$ 4.07
\$ 33.89

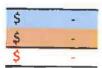
Taxis for

Nova Scotia &

PEI &

New Foundland &

New Brunswick



Taxis for

BC &

Saskatchewan &

Alberta &

Manitoba

\$
\$ -
\$ -

The figures you need

GRAND TOTAL

TOTAL TAX

SUMMARY Page total

\$ 37.96 \$ 33.89

to Vancouver International Airport - Gerogie Mapa Page 1 of 1 Google Maps BC to Drive 15.1 km, 31 min vancouver international Airport Map date 02019 Speople 2 lons 31-min Fosteet route now due to traffic 15.1 km conditions 32 mln Heavy treific, as usual 14.6 km MA 88:11-MA 04:01 53 min A /005/ Canada Line

15.1 x2 = 30 2 Km.

Claimant:	Cybele Negr	ÍS	De	parture Dat	e: <u>M</u> arch 1 2020		Return Date	March 5 2020	2
Location:	Royal Canad	lian Mint - 33	0 Sussex]
Purpose:	Strategy, co	mmittee and	board meetings						
TRAVEL EXPENS	SE	-11 38	Amount		Meals & Incid	lentals			1
Airfare			\$ 3,822.00	V	Note: Please	use the meal	allowancecal	culator	
Baggage Fees			- Her-4- Managar 14-14-1	below to determine the exact number of					
Change Fees			\$ 52.50	V	meal allowan	ces and incide	entals.		
VIA Rail					1.				
Hotel Accomme	odations		\$ 1,640.56	1,0		Rate	#Meals	Total	1
Mileage (\$.057)	/km)	30	\$ 17.10	17.06	Breakfast	\$20.35	0	\$ -	1
Parking 0.5	565	30.2	98	2	Lunches	\$20.60	1	\$ 20.60	V
Taxis	1	do	\$ 37.96		Dinners	\$50.55	1	\$ 50.55	-
Car Rental	7	01			Incidentals	\$17.30	5	\$ 86.50	~
Gasoline								\$ 157.65	1
Private Accomo	dation (\$50/ng	gt)	Total Travel Expenses						
Other			The state of the s						
	Total Travel	Expenses	\$ 5,570.12	5570	·08 ds				
	Total Meal/I	ncidentals	\$ 15765						
		TOTA	\$ 5,727.77	572	1.73 de	2			
Meal allowance	and incidenta	l calculator							
Insert Date \rightarrow		1-Mar	2-Mar	3-Mar	4-Mar	5-Mar]	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
Breakfast				-	i i			0	L
Lunch			1				William Brown March Company	1	-
Dinner		1				The state of the state of	March Common Com	1	~
Incidentals		1	1	1	1	1	Markey VIII	5	-
Per Diem Calcul	lator								
Insert Date \rightarrow		1-Mar	2-Mar	3-Mar	4-Mar	5-Mar			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
	E-MARK - MINESTA ALLEN ANNO	1	1	1	1	1		5	V
Claimant Signati	ure: C	hegis			_{Date:} Marc	h 6, 2020	- Service of the Serv		

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

From:

Simons, Deborah

Sent:

March 3, 2020 5:45 PM

To: Subject: 'Cybele Negris'; List, Christine; Phyllis Clark

RE: Flight change? - approval needed

Hi Cybele,

No problem at all —I will simply add a notation to your travel expense claim, explaining why the extra flight cost (and explaining the savings).

Best,

Debby

From: Cybele Negris

Sent: March 3, 2020 5:30 PM

To: Simons, Deborah <simons@mint.ca>; List, Christine <List@mint.ca>; Phyllis Clark

Subject: Flight change? - approval needed

Hi Phyllis, Debby and Christine

I was thinking of changing my Friday am flight to Thursday 525 pm as it seems my other Vancouver counterparts are all leaving at that time.

I had thought based on the schedule that there would be no way to make that flight so had booked for Friday morning

If I change, the difference in flight would be \$572.50 but there would be one less night of hotel and per diem

Is that acceptable? I didn't want to change until I got an ok

Thanks

Cybele

Cybele Negris, ICD.D I

From:

Cybele Negris

Sent:

March 7, 2020 1:20 AM

To:

Simons, Deborah

Subject: Attachments: Travel Expense Report 0004.png; ATT00001.htm; 0004.png; ATT00002.htm;

Cybele A Negris 05-Mar

Ottawa-Vancouver.pdf; ATT00003.htm; Air_Canada_Booking_Confirmation_

original.pdf; ATT00004.htm; Board Travel Report Cybele Negris March 2020.pdf; ATT00005.htm; TaxiReceiptMarch2020.pdf; ATT00006.htm; March2020hotel.pdf;

ATT00007.htm; image001.png; ATT00008.htm; ATT00009.htm

Hi Debby

Hope you're having a nice start to your weekend. Here's my expense report and supporting receipts.

The Original booking for my flight was \$3302.25 (receipt attached below)

The change in flight from March 6 to March 5 had a fare difference of \$519.75 (reflected in the other receipt attached and also shown on my credit card charge in blue below)

There was an additional change fee of \$52.50 (there seems to be no indication of the change fee on the Itinerary receipt but below are the charges on my credit card)

Let me know if this will suffice. Otherwise I will have to call Air Canada to see if they can go back and provide me a separate receipt for the change fee. From past experience this could take weeks or longer.

The mileage is for travel from my home to Vancouver airport and airport to home 15km each way

There was only one taxi charge for Ottawa airport to hotel.

Barry Rivelis and I shared a taxi from hotel to airport and he paid for it so should be on his expense sheet

I've included our original communication we had about the cost savings on the one night hotel and per diem to justify the change.

Mar 3, 2020

From:

Phyllis Clark

Sent:

Monday, March 18, 2019 9:59 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim - TABCC82554 - Cybele Negris - B19-009

Approved

Sent from my iPhone

On Mar 18, 2019, at 5:50 AM, Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents Cybele's travel to Ottawa to attend our Board of Directors and Committee meetings. There are no exceptions, and I have included all of the supporting documentation. If you approve via e-mail, I will add a notation to your signature line, and will attach a copy of your e-mail to the claim.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

<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

<B19-009 - Negris - Ottawa Mar. 3-7, 2019.pdf>

From: Simons, Deborah
To: "Cybele Negris"
Subject: Travel Expense Claim

Date:Friday, March 22, 2019 1:43:19 PMAttachments:EFT Notification - Cybele Negris.pdf

image001.jpg

Dear Cybele,

I am pleased to advise that you will receive an electronic transfer of funds today, in the amount of \$4,978.84 as a reimbursement of your travel expenses to attend the March Board/Committee meetings.

A copy of the transfer is attached.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

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

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca



Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

CYBELE NEGRIS

Telephone Fax Date Vendor account Date of payment Reference No.

21/03/2019

PV142335

613-993-3500

Fax

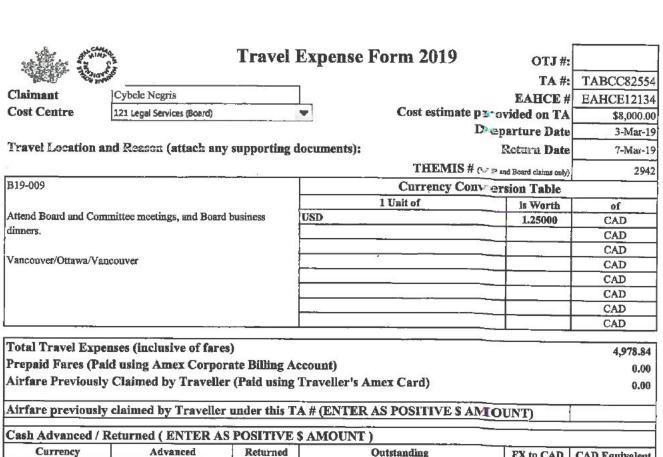
E-mail murka@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82554 B19-009	19/03/2019	CAD CAD	4,978.84	0.00	4,978.84	THEMIS # 2942 EAHCE12134 OTTAWA BLANKET TA

TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Cybele Negri	\$	De	parture Date	Mar 3 2019		Return Date	: Mar 7 2019	
Location:	Ottawa							<u> </u>	
Purpose:	To attend str	ategy, commit	tee and board	meetings of R	toyal Canadian M	int			
TRAVEL EXPENSE		-017	Amount	8	Meals & Incide		inees		
Airfare			\$ 2,972.55	Note: Please use the meal allowance calculator					
Baggage Fees				below to determin € the exact number of					
Change Fees					meal allowance				
VIA Rail				ii ii					
Hotel Accommo	dations		\$ 1,702.86			Rate	#Meals	Total	
Mileage (\$.0555	/lileage (\$.0555/km)			6	Breakfast 20.09	\$19.10	0	\$ -	
arking				10	Lunches 19.85	\$18.90	_0-1	\$ 19-85-	
Taxis Car Rental			\$ 97.08	N/	Dinners 50.00		12	\$ 10045.95	
				M	Incidentals	\$17.30	45	\$96569-20	
Gasoline	Gasoline			00 /			Total	\$ 115-15	
Private Accomo	dation (\$50/ng	t)		001 20					
Other	ther			H					
other									
Juner	Total Travel 6	xpenses	\$ 4,772.49		- kn				
other	Total Travel &	Expenses ncidentals	\$ 4,772.49 \$. 115.15 /	260.35	- po				
otner		Expenses ncidentals TOTAL	\$ 4,772.49 \$.115.15 (\$ 4,887.64	26.35 4,978	- M 84 M				
	Total Meal/I		\$ 4,772.49 \$. 115.15 / \$ 4,887.64	26.35 4,978	- M .84 M				
Meal allowance	Total Meal/I		\$ 4,772.49 \$.115.15 / \$ 4,887.64	260.35 4,978 5-Mar	- M 84 M	7-Mar		1	
Vleal allowance	Total Meal/I	calculator		8. 83		7-Mar Thu	Fri	Total	
Meal allowance Insert Date →	Total Meal/I	calculator 3-Mar	4-Mar	5-Mar	6-Mar	The State of the S	Fri	Total	
Meal allowance Insert Date → Breakfast	Total Meal/I	calculator 3-Mar	4-Mar	5-Mar	6-Mar	The State of the S	Fri	0	
Other Meal allowance Insert Date → Breakfast Lunch Dinner	Total Meal/I	calculator 3-Mar	4-Mar	5-Mar	6-Mar	The State of the S	Fri	0 -0-/	
Meal allowance Insert Date → Breakfast Lunch Dinner	Total Meal/I	calculator 3-Mar	4-Mar	5-Mar	6-Mar Wed	The State of the S	Fri	0 -0-1	
Meal allowance Insert Date → Breakfast Lunch	and incidental Sat	calculator 3-Mar	4-Mar Mon	5-Mar Tue	6-Mar Wed	Thu	Fri	0 -0-/	
Meal allowance Insert Date → Breakfast Lunch Dinner Incidentals	and incidental Sat	calculator 3-Mar	4-Mar Mon	5-Mar Tue	6-Mar Wed	Thu	Fri	0 -0-1	
Meal allowance Insert Date → Breakfast Lunch Dinner Incidentals Per Diem Calcul	and incidental Sat	calculator 3-Mar Sun	4-Mar Mon 1	5-Mar Tue	6-Mar Wed	Thu	Fri	0 -0-1	

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



-	ses (inclusive of far				4,978.84
	[1] [1] [1] [1] [1] [2] [2] [2] [2] [2] [2] [2] [2] [2] [2	rate Billing Account			0.00
Airfare Previously	Claimed by Travelle	er (Paid using Travel	ller's Amex Card)		0.00
	120		NTER AS POSITIVE \$ AM	OUNT)	
		O DOCUMENTS A LACO		7	
Cash Advanced / R	eturned (ENTER A	S POSITIVE \$ AMO	DUNT)		
Cash Advanced / R Currency	eturned (ENTER A	Returned Returned	Outstanding	FX to CAD	CAD Equivalent
Cash Advanced / R Currency					CAD Equivalent

Account	Cost Center (Select One from d	rop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001			349.03
740200 - Meals (domestic)	121 Legal Services (Board)		114.14
741200 - Meals (foreign)	and a supplemental springs and entire and entire control of the supplemental and a supplemental	_	0.00
740100 - Hospitality (domestic)		-	0.00
741100 - Hospitality (foreign)		•	0.00
740010 - Airfare (domestic)	121 Legal Services (Soard)	•	2,829.25
741010 - Airfare (foreign)		•	0.00
740020 - Rail fare (domestic)			0.00
741020 - Rail fare (foreign)			0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	₹	97.08
741500 - Taxi fare (foreign)			0,00
740700 - Personal car mileage (domestic)		*	0.00
741700 - Personal car mileage (foreign)			0.00
740030 - Car rental (domestic)			0.00
741030 - Car rental (foreign)		•	9.60
740800 - Parking (domestic)		7	9,00
741099 - Other transportation (foreign)		•	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	▼	1,506.96
741400 - Accommodations (foreign)		▼	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	▼	82,38
741900 - Incidentals (foreign)		•	0.00
740000 - Travel (domestic)		•	0.00
741000 - Travel (foreign)		•	0.00
		1.	
		•	0.00
154200 - Prepaid Fares			0.00
Out of Balance - Discrepancy in Expenses Co	ded		0,0

FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	0634021.16)
<u>l</u>	Variance %	-38%

W C	Canada - (Exce	pt NW 1, N	v i, x ukon)	L	USA - (Ex cept	Alaska)	
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CA
	(incl. HST/GST)	HST/GST	HST/GST	Į	Expens 😂 s	CAD Exp.	Equivaler
RCM Paid Fares (Air-Domestic)				[-
RCM Paid Fares (Rail-Domestic)				[
RCM Paid Fares (Air-Foreign)				Ī			
RCM Paid Fares (Rail-Foreign)				Ī			
Employee Paid Fares (Air - Domestic)	2,972.55	143.30		1			0 12 1
Employee Paid Fares (Air- Foreign)				Ì		 	
Employee Paid Fares (Rail- Domestic)				ı		-	
Employee Paid Fares (Rail - Foreign)				1			
Hotel Accommodations (Domestic)	1,702.86	195.90		Ì			
Hotel Accommodations (Foreign)				ł			
Taxis (Domestic)	97.08			ŀ			
Taxis (Foreign)	71.00			ŀ			
Mileage (\$0.57km)	-			ł			
Business Telephone				}			
Parking			\vdash	ł		 	
Car Rental (Domestic)							
Car Rental/Gas (Foreign)				- 1	-		
Personal Accommodations		•		- 1			
		200		- 1	7000		
Hospitality	2 2022			1			
Others (code manually)	0.000						
		-					
				,			
Others (total)					Hada samaran Mag		20 70
Total Expenses	4,772.49	339.20		Į			
Per Diem Country			Canada				USA
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts \$20.25			200000	\$20.25			1
Lunches \$19.85	1	19.85	0.95	\$19.85			
Dinners \$50.00	2	100.00	4.76	\$50.00			
Total Meals		119.85	5.71		r de la company		
Incidentals \$17.30	5	86.50	4.12	\$17.30	-	 	
Total Expenses		206.35	9.83				
Note - Please use the meal allowance	calculator tab to			of meal allo	owances and in	eidentals	
Grand Total CAD Expenses			4,978,84				
Grand Total HST/GST			349.03		Grand Total US	Expenses	
Notes			349,03				
While in Ottawa, Cybele rode with others fo	r come of the towns	to/from	see and is only	olaimine 4k	a cab faren d	. 1	
included with the accommodations; Board b	usiness dinners wer	e provided or	A & 5 March	Roard lunche	can lares that we	ere at her own expense; b	reakfast was

Updated 07/01/18



7.Roviewed by Finance (PRINT NAME)

Travel Expense Form 2018

TABCC82554

*IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Enjent Policy #51, (as applicable) and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of a igning. 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 28 and 44.1) Hospitality - Alcoholic beverages provided (Policy Section 44.1) Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1) Hospitality -- Entertainment provided (Policy Section 44.1) Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event partic (part (Policy Section 44.1) Hospitality - Hospitality peid by the RCM taking place at the residence of an RCM employee, Board recember 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 - Kliometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.2) 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 on (Annex 28) Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1) TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial) Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6) Travel - Car rental - upgrade to a larger vehicle than the intermediate/Standard size permitted by policy, at no a diditional cost to ROM (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. Explenation 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. 2.Expense change confirms that she/he has reviewed this expense claim including all the supporting doc reasonable, exceptions as noted above are approved (as required), and the claim has been completed in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable). Please note, if exceptions have been pre-approved prior to travel, the Travel's Director can proceed in signing the expense claim. By signing below, the VP or CEO confirms that she/he has reviewed the exceptions as noted above requiring her/his approval and hereby grants it. 4. Approved by VP (as required) 5.Reviewed by CPO (CEO claims; Board delms; dalms 6.Approved by CEO & President/Chair of BOD/Chair of (PRINT NAME) to CEO approval) other as required) Audit Committee (as required) Signature of VP Signature of CEO/Chair of Board/Chair of Audit Committee

Date

000133



Booking Confirmation



Booking Reference:

Date of issue, 05 Feb, 2019

This is your filterary/Receipt. You must bring it with you to the algorit for check-in and we recommend you keep a copy for your records. Please also take the time to no seew it as it contains the general conditions of carriege and applicable teriffs that apply to the tickets, bookings and air services detailed below, as well as beggage, dangerous goods and other important information related to your print.

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. Statem 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 a supple, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.



Business Class (lowest)

Sunday 03 Mar, 2019

08:55 Vancouver Vancouver Int. (YVR), BC Terminal M

16:32 Ottawa Ottawa Int. (YOW), ON 4hr37 Business Z Operated by: Air Canada | A321-200 | M-Fi Meal



Business Class (lowest)

Thursday 07 Mar, 2018

17:35 Ottawa

Ottawa Int. (YOW), ON



20;15

Vancouver Vancouver Int. (YVR), BC Terminal M

AC343

6hr40

Business P Operated by: Air Canada | A321-200 |

Meal

Passengers

[^] Cybele A Negris

Ticket Number

Air Canada - Aeroplan

Travel Options Regular mea! Seats AC338 4F

AC343 4F

Purchase summary

Amount paid: \$2972,55	A 31 2 32 32	1 adult
Tax Information	Air Transportation Charges	
GST no. 10009-2287 RT0001 \$140.31	Base Fare - Depart - Business Class (lowes:1)	1550.00
GST/HST no. 10009-2287 RT0001	Base Fare - Return - Business Class (lowes:1)	1176.00
2.99	Surcharges	46,00
	Taxos, fees and charges	
	Goods and Services Tax - Canada no. 1000 ⊕ 2287 RT0001	140,31
	Harmonized Sales Tex - Canada (GST/HST 3¥10009-2287 RT0001)	2.99
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Foe - Canada	43,00
	Total airfare and taxes before options	\$2972 ⁵⁵
	GRAND TOTAL (Canadian dollars)	\$207255

(1)

Check-in and boarding gate deadlines

Within Canada	
90 minufes	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	Check-in and baggage drop-off deadline You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.
15	Boarding gate deadline You must be present at the boarding gete 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 from (nex. size: 23 x 40 x 5.5 cm [8 x 15.6 x 21.5 in]) and 1 personal item (max. size: 16 x 32 x 43 cm [8 x 15 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overfread 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,

Vancouver (YVR) > Ottawa (YOW)

1" bag

🗀 2⊷ bag

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

Complimentary

Complimentary

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

Ottawa (YOW) > Vancouver (YVR)

_1 1 bag

_ 2™ bag

Max. weight per bag; 32.0 kg (70,0 lb)

Complimentary

Complimentary

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.

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.

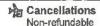
Fare Rules

Business Class (lowest)

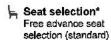


- Before day of departure The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
- · Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only).
- Same-day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





- · 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 chan to effect 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 tichest (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 clifference, 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 amo until 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).

Aeroplan Miles

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

Business Class (lowest)



- 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 Ott awa, 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 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).

E 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) General conditions of carriage

- You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be availabile 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 aircana da.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
- Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a
 comparable seat in the same class of service and will refund any applicable fees.
- Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same prears 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. Beyon at 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.

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 coulci 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.

In-flight health

Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerblated 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 to reign regulatory authorities. More information is available on our website.

10. Schedules and timetables

Fime 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.

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

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





1 Rideau Street Ottawa, ON, Canada K1N 857 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775 Room/Chambre : 0485

Folio#

invoice #

Cashier/Cassler # : 22647/5

Page #

11 012

Reference No.

Arrival/Arrivée Departure/Départ : 03-07-19

: 03-03-19

Ms Cybele Negris

Date	Description	Additional Information/Supplémentaire	Charges	Credits
03-03-19	Room Charge		249.00	
03-03-19	Municipal Accommodation Tax	Į.	9.96	
03-03-19	Room HST (13%)		33.66	
03-04-19	Room Change		400.00	
03-04-19	Municipal Accommodation Tax	(18.00	
03-04-19	Room HST (13%)		54.06	
03-05-19	Room Charge		400.00	
03-05-19	Municipal Accommodation Tax	: (16.00	
03-05-19	Room HST (13%)		54.08	
03-06-19	Room Charge		400.00	
03-06-19	Municipal Accommodation Tax	rt.	15.00	
03-03-19	Room HST (13%)		54.08	

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Reserts from: United States or Ceresta 1 RES 441 1414 Pour information at reservettons visitez notre web su provintalismont.com cu téléphones au Hôtels Farmon, de Eleca-Unia de Conada - 800 441 1414

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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 Room/Chambre : 0485

Folio#

Invoice #

Cashler/Cassier # : 22647 (5

Page #

: 2 of 2

Reference No.

Arrival/Arrivée

: 03-03-19

Departure/Départ : 03-07-19



Date	Description		Addition	nl Information/Supplementaire	Chargos	Credits	
12		-		Total	1,702.86	0.00	
				Balance Due/Solde	1,702.86		
GST 8	Rummary I Sommeire		HST Summary /	Sommaire			
Room	Chembre	90.0	Room/Chanthre	195.90			
FBB/R	estauration	0.00	F&B/Restauration	90.90			
Other	Autres	0.00	Other/Autres	0.00			
Total		0.00	Total	195.90			

Thank you for choosing Fairment Hote's & Resorts.

To provide feedback about your stay, please contact Mr. Claude Sawé, Control Manager, at Claude Sawe@fairmont.com.

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

Merci d'avoir chois: les Hôtels Feirmont.

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

Fet information or reservations, vieit us at evenufizionem.com or cell Feirmant titulale & Rosorts front: United States or Capata: 1 800 441 1414 Pour Information of reservations visitez notre web au www.feirmood.com ou téléphoner su visite Feirmant de: Étas-Une ou Canade: 1 800 441 1414 Fagrag Erg, ng Sakalay Tar Sia, 197 na ng Yapindo (Ancil agrag ta ta trans) pao orah y Sakala a Nara yani da sakala a Sakala a Nara yani da Sakala yani da Sakala a Nara yani da Sakala a Nara yani da Sakala a Nara yani da Sakala yani da Sakala yani da Sakala a Nara yani da Sakala yani

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

SEL AR TAX 200 HARTLEY AVENUE COONTLAN SO VOX 523 604624998

SALE

Server 6, 007340

REF#: UMMORAN SEQ 36500000000 20.19.42

03/07H9 CODE 08250

AMOUNT TIP TOTAL \$38.00 \$4.56 \$42.56

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go - APPROVED - DOS

AD: ADDRESSED ON ON ON

PRINCE COTE Again BEL AR TAN HOM GOOLETLAN BC

CUSTOMER COPY

Cab from Vancouva airport to residence

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Cas chim attawa airport to LEP BOT TURE TO TEL SAC BOD LEET

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Purchase

MANAGERY

ALD: APPERENTATION Entry Retried: Chip

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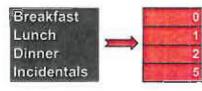
Cab from 4 Much Board dinner to hotel.

Meal allowance and incidental calculator

		3 Mar.1	94 Mar.1	a <mark>r.195 Mar.196 Mar.197 Mar.19</mark> Tue Wed Thu Fr	6 Mar.19	7 Mar.19	Part State of the								Total meal allowances
	Sat	Sat Sun	Mon		Fri	Fri Sat Sun	Mon	Tue	ue Wed Th	Thu	u Fri				
Breakfast															0
Lunch															10
Dinner		1			1										2
Incidentals		1	1	1	1										5

	Enter	your trav	your travel dates here								_				
															Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															O
Lunch															0
Dinner															0
Lunch Dinner Incidentals															0

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



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

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

From:

Phyllis Clark

Sent:

Monday, May 27, 2019 1:33 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - Travel expense claims X 4

Approved

Phyllis Clark Phone:	Email:	
-------------------------	--------	--

CONFIDENTIALITY WARNING

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

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

Dear Phyllis,

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

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

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

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

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

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

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT

From: Simons, Deborah
To: Cybele Negris
Subject: Reimbursement

Date: Thursday, June 6, 2019 11:46:00 AM

Attachments: 08330820 4.pdf

mage002.jpg

Dear Cybele,

I am pleased to advise that you will receive an electronic transfer of funds on June 7^{th} , in the amount of \$2,823.24 as a reimbursement of your travel expenses to attend the May Board/Committee meetings.

A copy of the electronic funds transfer notification is attached.

Best.

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

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

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca



Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

ELECTRONIC FUNDS TRANSFER

CYBELE NEGRIS

Telephone Fax Date Vendor account Date of payment

Reference No.

613-993-3500

06/06/2019 07/06/2019 PV144698

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82733 B19-023	28/05/2019	CAD	2,823.24	0.00	2,823.24	THEMIS # 2978 EAHCE12189 WINNIPEG BOD MEETINGS
		CAD		<u></u>	2,823.24	BOD FILETINGS

TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Cybele Negri	5	De	parture Date	: May 12 2019]	Return Date	May 16 2019		
Location:	Winnipeg			55 An 655 -5						
Purpose:	To attend, ar	nnual public n	neeting, comm	ittee and boa	rd meetings of F	Royal Canadia	n Mint			
TRAVEL EXPE	NSE		Amount		Meals & Incid	dentals				
Airfare			\$ 1,171.01		Note: Please	use t Ine meal a	llowance cal	culator		
Baggage Fee:	S					ermi me the exa				
Change Fees						ces a rad incide				
VIA Rail	AN	•] _						
Hotel Accom	modations 0		\$ 1,344.50	1	1 - 1	Rate	#Meals	Total		
Mileage (\$.05	55/km)30-2	34-	\$ 18.87	16-40	Breakfast	\$19.10	0	\$ -		
Parking 5	5				Lunches 🥬	\$18.90	0	\$ -		
Taxis	M		\$ 103.32	V	Dinners 404	\$47.35	2	\$ 91-90		
Car Rental					Incidentals	\$17.30	-45	\$ 69.20		
Gasoline							Total	\$ 161.10		
Private Accon	nodation (\$50/ng	t)		Total Travel Expenses						
Other										
	Total Travel	Expenses	\$ 2,637.70	\$ 2 ,637.70 2635.44 M						
	Total Meal/I	ncidentals	\$ 161.10	\$ 2 ,637.70 2635.44 dr \$ 161.10 187.80						
		TOTAL	\$ 2,798.80	280	2010					
		6 I W		189	5.24					
Insert Date -	ce and incidenta		22.55	44.04	45.84			7		
Insert Date —	-	12-May	13-May	14-May	15-May	16-May				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total		
Breakfast			_		· · · · · · · · · · · · · · · · · · ·		T - manuscratter -	0		
Lunch					ļ		***************************************	0		
Dinner	707-74-71-7	1		ļ	1 1		***************************************	2		
Incidentals		1	1 1	1	1			45		
Per Diem Calo	culator					do				
Insert Date →		12-May	13-May	14-May	15-May	16-May		1		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total		
		1	1	1	1	1		5		

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

From:

Murka, Anne-Marie

Sent:

Thursday, May 16, 2019 6:28 PM

To:

Simons, Deborah Fw: May Meetings Expenses

Subject: Attachments:

RCMTravel Report-Cybele Negris May 2019 expenses.pdf; ATT00001.htm; RCMTravel

Report-Cybele Negris May 2019 expenses.xlsx; ATT00002. Thim; Taxi Receipts Winnipeg May

2019.pdf; ATT00003.htm; Fairmont Winnipeg.pdf; ATT0000 =.htm; May2019

_Air_Canada_Booking Confirmation

pdf; ATT00 ○05.htm

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Cybele Negris <

Sent: Thursday, May 16, 2019 6:25 PM

To: Murka, Anne-Marie

Subject: May Meetings Expenses

Hi Anne-Marie

Please find attached my travel expense claim form (signed PDF & excel versions) and the receipts for hotel, airfare and cab

The mileage is for my trip from home to Vancouver airport and Vancouver airport to home

Thanks



Travel Expense Form 2019

OTJ#: TA#: TABCC82733

Claimant Cost Centre Cybele Negris

121 Legal Services (Board)

EAHCE # EAHCE12189

Cost estimate p rovided on TA

S4,785.35

Hospitality estimate p rovided on TA

eparture Date
Return Date

12-May-19 16-May-19

Updated 18/03/19

Travel Location and Reason

(attach supporting documents): THEMIS # (P and Board claims only) 2978 B19-023 Currency Conversion Table 1 Unit of is Worth of To attend Board of Directors meetings and business dinners. USD CAD CAD Vancouver/Winnipeg/Vancouver CAD CAD CAD

Total Travel Expenses (inclusive of fares)	2 922 24
Prepaid Fares (Paid using Amex Corporate Billing Account)	2,823.24
Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card)	0.00
	0.00
Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMIOUNT)	

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

Currency Advanced Returned Outstanding FX to CAD CAD Equivalent

0 0 1.00000 0.00

Amount Owing to: Employee 2,823.24 RCM 0.00

Account	Cost Center (Select One from drop down box)	7-6-11-5
HST - Registration # 10793 5058 RT0001	(to the box)	In Canadian
740200 - Meals (domestic)	121 Legal Services (Board)	125.1
741200 - Meals (foreign)		96.4
740100 - Hospitality (domestic)		0.0
741100 - Hospitality (foreign)	▼	. 0,0
740010 - Airfare (domestic)	121 Legal Services (Board)	0.0
741010 - Airfare (foreign)	TEA TEGER SERVICES (DOUG)	1,115.2
740020 - Rail fare (domestic)	AND THE RESIDENCE OF THE PROPERTY OF THE PROPE	0.0
741020 - Rail fare (foreign)	-	0.0
740500 - Taxi fare (domestic)	121 Legal Services (Board)	0.00
741500 - Taxi fare (foreign)	121 Legal Services (DOSIO)	103.32
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	0.00
741700 - Personal car mileage (foreign)		15.82
740030 - Car rental (domestic)	<u> </u>	0.00
741030 - Car rental (foreign)	*	0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)	X	0.00
740400 - Accommodations (domestic)		0.00
741400 - Accommodations (foreign)	121 Legal Services (Board)	1,284.81
740900 - Incidentals (domestic)		0.00
741900 - Incidentals (foreign)	121 Legal Services (Board)	82.38
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (domestic)		0.00
41000 - Baggage & Travel (Ioreign)		0.00
		0.00
· · · · · · · · · · · · · · · · · · ·		0.00
	- X	0.00
54000 P		0.00
54200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Co		(0.00
FOR FINANCE USE ONLY (Fav.	orable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$1,962.11
	Variance %	-41%
(Favorable)/	Unfavorable Variance: Estimate on Hospitality versus actual expense claim	000140.00
	Hospitality Variance %	#DIV/0

		Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Except	t Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air	r-Domestic)							
RCM Paid Fares (Ra	il- Domestic)							
RCM Paid Fares (Air	r-Foreign)							*
RCM Paid Fares (Rai	il- Foreign)	57-75-7911						
Employee Paid Fares	(Air - Domestic)	1,171.01	55.76					
Employee Paid Fares	(Air- Foreign)							-
Employee Paid Fares	(Rail- Domestic)							
Employee Paid Fares	(Rail - Foreign)							
Hotel Accommodation	ns (Domestic)	1,344.50	59.69	- 60				
Hotel Accommodation	ns (Foreign)							
Taxis (Domestic)	20 TEAL	103.32	- 0					
Taxis (Foreign)								
Mileage (\$0,55km)	30.2	16.61		0.79			 	
Business Telephone		1000						0.00
Parking							 	
Car Rental (Domestic	3			\vdash			+	
Car Rental/Gas (Fore				\vdash			 	-00
Personal Accommoda	0.			\vdash				
Hospitality						-		100
Baggage (Domestic)						·	 	
Baggage (Foreign)							 	
Others (code manuall	νl	*****		\vdash			+ +	_
Others (code manual	<i>J J</i>		50 0				-	
							+	
Others (total)		-						
Total Expenses		2,635.44	115.45	0.79				
Per Diem Country		2,033.44	115,45	202				
2 et Diem Country	İ	No. of meal	Total CAD	Canada	10	NI		USA
Maalalla		allowances		Calculated GST/HST	V.	No. of meal allowances	Total USD	Total CAD
Meal allowance rate Breakfasts	\$20.50	anowances	allowance	GS1/HS1	020.50	anowances	allowance	Equivalent
Name of the second seco					\$20.50	-		
Lunches Dinners	\$20.10	2	101.20	4.80	\$20.10			
	\$50.65	2	101.30	4.82	\$50.65			
Total Meals	018.00		101,30	4.82		,		
Incidentals	\$17.30	5	86.50	4.12	\$17.30			
Total Expenses	1 . 11	1-1-4-4-1-4	187.80	8.94				
Note - Please use the	e mear anowance c	aiculator (ad to	uetermine t	ne exact No.	or mear alle	wances and in	cidentals	
Grand Total CAD Ex	penses			2,823.24		Grand Total US	D Expenses	
Grand Total HST/GS	T		j	125.18				
Notes for Exper	ises							
1) The Fairmont Hotel	waived the room char	ge for the night of	14 May due to	excessive nois	e in the hote	; 2) Group transpo	ortation was arranged for	transfer from

the hotel to RCM and return on 14 May, and from the hotel to RCM on 15 May (copies of confirmations attached); 3) Board of Directors dinners were provided on 13 & 14 May; 4) Board of Directors lunches were provided on 14 & 15 May; 5) Cybele arrived in Winnipeg on 12 May due to the fact that RCM's Annual Public

Meeting was being held on Monday, 13 May.



7 Reviewed by Finance (PRINT NAME)

Travel Expense Form 2019

TA # TABCC82733

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

authorized using the Authority to Tra	gation of Authority Policy #41. Approver must have Delegation and Advance form.	on Authority at the time of 😒 igning. All travel plans must be pre-
As the Traveller please Indicate If the Yes No 1 If you Indicated "Yes	his claim contains any exceptions requiring approval per the or, please check which exception(s) were not pre-approved and	Curporate Travel, Hospita Bity, Conference & Event Policy #51, irrequire approval:
CEO APPROVAL REQUIRED: (Please In) Travel – Exceptions to	tial) Corporate Travel, Hospitality, Conference & Event Policy #51 (<i>i</i>	Annex 28)
CFO or CEO APPROVAL REQUIRED: (PH		
	ns to Hospitelity Policy #51 (Annex 28) pproval 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 (Annel-Alcoholic beverages provided (Policy Section 44.1) 	x 28 and 44.1)
☐ Hospitality	 Food & beverage cost exceeded Maximum Cost Per Person () 	Policy Section 44.1)
☐ Hospitality ☐ Hospitality	 Entertainment provided (Policy Section 44.1) Hospitality or entertainment provided to spouse or person at 	
☐ Hospitality	Hospitality paid by the RCM taking place at the residence of a	in RCM employee, Board m. Smher or other private private private
(Policy Sec	tons 44.1and 46.4)	
	- Special forms of hospitality (Annex 2B) - No pre-approval prior to expenditure (Section 44.7)	
	AL IF TRAVELLER IS A VP): (Please initial)	
□ Travel - Combining per	sonal and business travel (Policy Section 14.3)	
☐ Travel - Airfare - High ☐ Travel - Privately owne	er level than permitted by policy (Policy Section 20.6) d vahicles - Kilometer allowance in excess of the equivalent low	west practical commercial constant
- Daver - Hotel - Mate i	n excess of specified or published City Rate Limits (Policy Sectionsed Vehicles (Policy Section 23.1)	on 25,2 and 25,3)
☐ Travel – Expense recei	ved over 30 days (Policy Section 33.1)	
☐ Hospitality - External o ☐ Hospitality - Food & be	r Internal hospitality up to \$1,500 but less than \$5,000 and wit werage cost not exceeding Maximum Cost Per Person (Policy Se	hin Maximum Cost Per Pers on (Annex 28)
TRAVELLER'S DIRECTOR APPROVAL REC		
☐ Travel – Airfare – upgi	wire or (riease initial) ade to a fare class higher than the Standard Allowable Airfare	Class permitted by policy, at no additional cost to RCM (Policy
		permitted by policy, at no a ciditional cost to RCM (Policy section
	grade to a larger vehicle than the intermediate/Standard size t if itemized receipts. Explanation provided (Policy section 33.2)	
☐ Travel – Hotel – ungrad	le to a level higher than the Standard Guest Room negwitted by	roller at an additional and
(at a) or beginning of	A wate cities As bie-approve not obtained; tostilication bioxi	y pointy, at the adultorial cost to RCM (Policy section 25.1) ontreal (\$190), Vancouver (\$200), and Calgary (\$180), Eas Vegas ided (Policy section 25.2)
	ed receipts. Explanation provided (Policy section 26.2) eller has listed and explained on a separate document)	
☐ Hospitality - External o	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 le	egitimate and actual expenses kicurred in accordance with the
with a see 1 to act, unabarquità, countieleta	te & Event Policy #51 (as applicable), that all reguled supportion and accurate, and that the claim has been completed in accordan	la documentation is contained to the
		The state of the s
2. Traveller Rume (PRINT NAME)	2-Expense claim overland by	3 Approved by Traveller's Director with signing authority
JAK DIOCO	PRINT NAMEL - CONTY DIFFICIS	(PRINT NAME)
My simons	wery simon	
Signature of travellar	Signature //	Signature of Traveller's Director
your negri	5 62/05/19	
Date / 2010 (110	Date	Date
he Troveller's Manager confirms that s	ne/he has reviewed this expense claim including all the support	ing documentation, that the symptoms delical
easandore, exceptions as nated above a	're approved (as required), and the claim has been completed in	accordance with the Corn
CASH CANTA 43T (02 MINICOREAL LIEUZ	r note, if exceptions hove been pre-approved prior to travel, the at she/he has reviewed the exceptions as noted above requirin	Travel's Director can proceed to
		g resynus approver and neverby 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)	Andit Committee (as required)
	Octro by Camelan	Kloung delas in attached
Signature of VF	Signature of CFO	Signature of CEO/Chair of Signat/Chair of Audit
		Signature of CEO/Chair of Scarci/Chair of Audit Committee
	12-7X1	I mus wereval guern
Date	Data	Date

From:

Smith, Cindy

Sent:

Thursday, May 16, 2019 3:08 PM

To:

Delegation of Authority

Subject:

Delegation Notice - Jennifer Camelon - Avis de délégation de pouvoirs

VERSION FRANÇAISE CI-APRÈS.

<u>Delegation Notice - Jennifer Camelon</u>

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

Avis de délégation de pouvoirs - Jennifer Camelon

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

Original signed by/Original signé par

Marie Lemay President & CEO/Présidente

Meal allowance and incidental calculator

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

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

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

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

	Enter	your trav	el date	s here f	ог	CAN	ADA			MON	TH:	May-1	9		
Numbers only			1	3 1	4 1	5	16							7	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast									2 775-0						all the latest
Lunch								_			+		-	-	
Dinner		1		1	+	1						-	 -		
			 			-				-	-				
Incidentals		1		1.1	11	11	11		9.00			2000		The second second second	The state of the s
Incidentals			<u></u> :	1	1	1	_1								5
Incidentals	Enter	vour trav	rel date	s here fo	or the	IIS.	_!			MON	TH.	4250	2		5
Incidentals		your trav				US 5	16			MOM	TH:	4358	6		Total
Incidentals	Enter Sat	12					16 Fri	Sat	Sun	MON	_			Fri	Total
Incidentals Breakfast		12	1:	3 1	4 1	5		Sat	Sun		TH:	4358 Wed	6 Thu	Fri	allowances
Breakfast		12	1:	3 1	4 1	5		Sat	Sun		_			Fri	
Breakfast Lunch		12	1:	3 1	4 1	5		Sat	Sun		_			Fri	allowances
Breakfast		12	1:	3 1	4 1	5		Sat	Sun		_			Fri	allowances



Booking Confirmation



Booking Reference:



Date of issue: 05 Apr. 2019

This is your official litherary/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 thinke to review it as it contains the general conditions of carriage and applicable tartifs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related it 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 certific 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,



Business Class (lowest)

Sunday 12 May, 2019 08:05 Vancouver Vancouver Int. (YVR), BC



12:45 Winnipeg (YWG), MB



2hr40
Business P
Operated by: Air Canada | A320-200 |
Mw-Fi
Meal



Business Class (lowest)

Thursday 16 May, 2019

07:00 Winnipeg (YWG), MB



07:59

Vancouver

Vancouver Int. (YVR), BC



2hr59
Business P
Operated by: Air Canada | A319-100 |
® Wi-Fi
Meal

Passengers

Cybele A Negris
 Ticket Number
 T



Travel Options

Seats AC290 4F AC295 4F



Purchase summary

		1 adult
Amount paid: \$1171.01	Air Transportation Charges	
Tax information SST no. 10009-2287 RT0001	Base Fare - Depart - Business Class (lowes::: Base Fare - Depart - Business Class (lowes::::)	505.00
\$55.76	Base Fare - Return - Business Class (lowess t)	505.00 505.00
	Surcharges	46,00
	Taxes, fees and charges	
	Goods and Services Tax - Canada no. 1000 ⊋ 2287 RT0001	55.76
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	45,00
	Total airfare and taxes before options	\$1171 ⁰¹
	GRAND TOTAL (Canadian dollars)	\$1171 ⁰¹



Check-in and boarding gate deadlines

Within Canada

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.

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

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.

- .		
Baggage allowance		
Carry-on Baggage		
On flights operated by Air Canada, Air C x33x43 cm [5 x 13 x 17 in]). Your carry	anada Rouge or Air Canada Express, you may ca -on baggage must be light enough that you can st	ry with you in the cabin 1 standard item (max, size: 23 x 40 x 5 5 cm [6 x 15.5 x 21.5 in]) and 1 personal item (max, size: ore it in the overhead bit unassisted. See our complete carry-orth baggage policy.
Checked Baggage Please see below for details on	the bags you plan on checking at the b	eggage counter.
Vancouver (YVR) > Win	nipeg (YWG)	
_ 1ª bag	_ 2 [™] bag	Max. weight per bag: 32,0 kg (70,0 lb)
Complimentary	Complimentary	Max. dimensions per bag: 158,0 cm (62.0 in)
	(+	
Minnings (VAIC) > Vans	AND	× -
Winnipeg (YWG) > Vand	ouver (TVR)	
_ 1∝ bag	r 2™ bag	Mex. weight per bag; 32.0 kg (70.0 lb)

Complimentary

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.

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

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

Complimentary

Note: If you axceed 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.

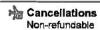
Fare Rules

Business Class (lowest)

♪ Changes \$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.





- 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 of ifference, 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 Reusse

Business Class (lowest)



- 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).
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- · Flights can only be used in sequence from the place ofdeparture specified on the itinerary.

ਮ੍ਰੇਡ Cancellations Non-refundable

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
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 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).

Maroplan Miles

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

General conditions of carriage

- 1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
- 2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at airca and account or by calling our flight information system at 1-886-422-7533 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. Beycand 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 applicabile 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 cherry 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

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.

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

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



Fairmont WINNIPEG

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

Royal Canadian Mint

Ms Cybele Nearis

Room

1808

Folio#

533289

Cashier #

92

Page #

1 of 2

Arrival

05-12-19

Departure

05-16-19

Date	Description	Additional Information	Charges	Credits
05-12-19	Room Charge		319.00	The state of the s
05-12-19	Room PST		25.52	
05-12-19	Room GST		15.95	
05-12-19	Accommodation Tax		15.95	
05-12-19	Accommodation Tax - GST		0.80	
05-13-19	Room Charge		409.00	
05-13-19	Room PST		32.72	
05-13-19	Room GST		20.45	
05-13-19	Accommodation Tax		20.45	
05-13-19	Accommodation Tax - GST		1.02	
05-15-19	Room Charge	A	409.00	
05-15-19	Room PST		59-54-250-7-1-25-25-7-	
05-15-19	Room GST	- Reconut	20.45	
05-15-19	Accommodation Tax	Rei no	20.45	
05-15-19	Accommodation Tax - GST	/ / / / /	1.02	
05-16-19		1,576.87 Split Into 232.37 And 1,344.50		1,344.50

Hotel waited the room Charge for the night of 14 May due to excessive noise in the hotel. Fairmont
WINNIPEG

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

Royal Canadian Mint

Ms Cybele Nearis

Room

1808

Folio#

533289

Cashier #

92

Page #

2 of 2

Arrival

05-12-19

Departure

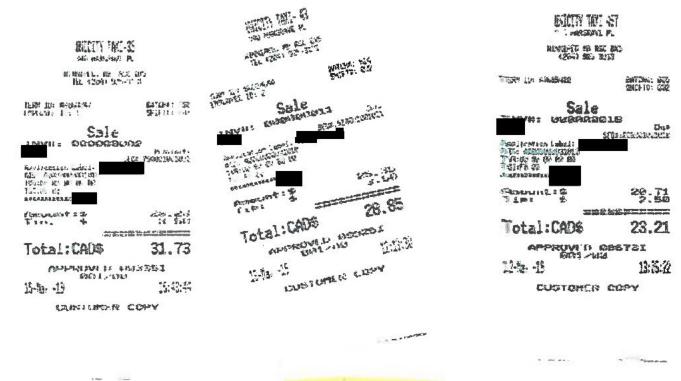
05-16-19

Date	Description	Addit	ional Information	Charges	Credits
(Total	1,344.50	1,344.50
			Balance Due	0.00	
G	ST Summary				
Roon	n	56.85			
F&B		0.00			
Other	r	2.84	W		
Total		59.69			

Thank you for choosing Fairmont Hotels & Resorts.

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

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



RCM to Fairmont

Fairmont Hotel to Annual Public Meeting

Airport to Fairmont Hotel

Total Cabs = \$ 103.32

Sale

UNITEDI-116

***** 4- *

From: Sent: Hollywood Limousine Service Inc. <info@hollywoodlimoservice.com>

Tuesday, May 07, 2019 12:38 PM

To: Subject:

Simons, Deborah

Conf#

or RCM Board members [05/14/2019 - 07:3:0 AM]

Hollywood Limousine Service Inc.

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

CA

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

816545420

Confirmation

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

Reservation Confirmation

AP // //A

Pick-up Date: Pick-up Time:

05/14/2019 - Tuesday

ServiceType:

07:30 AM L

Passenger:

RCM Board members

Phone Number:

No. of Pass:

12

Vehicle Type:

Passenger Van Kim Musick

Primary/Billing Contact: Payment Method:

Direct Bill/Invoice

Trip Routing Information:

PU: --: The Fairmont Hotel Winnipeg, MB

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

Charges & Fees

 Flat Rate
 \$100.00

 Std Grat 10.00%
 \$10.00

 GST 5.00%
 \$5.00

 Reservation Total:
 \$115.00

 Payments/Deposits:
 \$0.00

 Authorizations:
 \$0.00

 Total Due:
 \$115.00

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

From:

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

Sent:

Tuesday, May 07, 2019 12:38 PM

To:

Simons, Deborah

Subject:

Conf# For RCM Board members [05/14/2019 - 04:4.5 PM]

Hollywood Limousine Service Inc.

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

CA

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

816545420

Confirmation

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

Reservation Confirmation #

Pick-up Date:

05/14/2019 - Tuesday V

Pick-up Time:

04:45 PM

ServiceType:

Point-to-Point

Passenger:

RCM Board members &

Phone Number:

No. of Pass:

12 W

Vehicle Type:

Passenger Van Kim Musick

Payment Method:

Direct Bill/Invoice

Trip Routing Information:

Primary/Billing Contact:

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

DO: -- : The Fairmont Hotel Winnipeg, MB

Charges & Fees

 Flat Rate
 \$100.00

 Std Grat 10.00%
 \$10.00

 GST 5.00%
 \$5.00

 Reservation Total:
 \$115.00

 Payments/Deposits:
 \$0.00

 Authorizations:
 \$0.00

 Total Due:
 \$115.00

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

From:

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

Sent: To:

Tuesday, May 07, 2019 12:39 PM

10:

Simons, Deborah

Conf#

Subject:

For RCM Board members [05/15/2019 - 07:0 AM]

Hollywood Limousine Service Inc.

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

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

816545420

Confirmation

Reservation Confirmation #

lation #

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

AM

Pick-up Date:

05/15/2019 - Wednesday !

Pick-up Time:

07:00 AM L

ServiceType:

Point-to-Point

Passenger:

RCM Board members L

Phone Number:

No. of Pass:

12 V

Vehicle Type:

Passenger Van

Primary/Billing Contact:

Kim Musick

Payment Method:

Direct Bill/Invoice

Trip Routing Information:

PU: --: The Fairmont Hotel Winnipeg, MB

DO: --: The Royal Canadian Mint Winnipeg, MB 4

Charges & Fees

 Flat Rate
 \$100.00

 Std Grat 10.00%
 \$10.00

 GST 5.00%
 \$5.00

 Reservation Total:
 \$115.00

 Payments/Deposits:
 \$0.00

 Authorizations:
 \$0.00

 Total Due:
 \$115.00

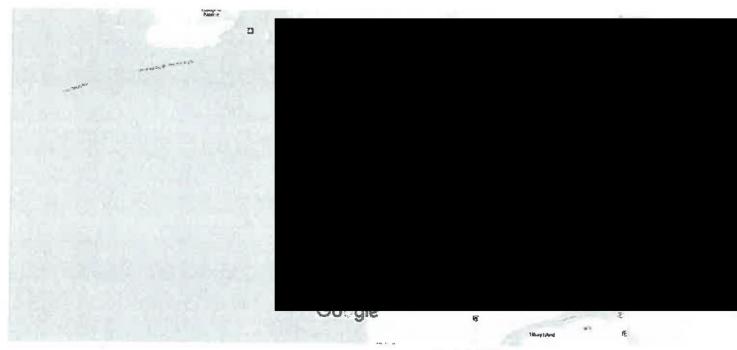
Terms & Conditions/ Reservation Agreement: All deposits are NON refundable. There is a 50% cancellation fee, which applies anytime after booking the vehicle. Company is not llable in the event of mechanical breakdown while on charter and will only be responsible for making up lost time at a mutually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

Page 1 of 1

Google Maps

BC to Vancouver International Airport

Drive 15.1 km, 31 min



Map data @2019 Google 2 km L

via

Fastest route now due to traffic conditions

31 min 15.1 km

via

32 min

Heavy traffic, as usual

14.6 km

10:40 AM-11:33 AM

53 min

005/

Canada Line

15.1 x 2 = 30.2 . Km.

From:

Phyllis Clark

Sent:

Wednesday, June 05, 2019 5:20 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claims X 4

Approved

Phyllis Phone:	Email:	

CONFIDENTIALITY WARNING

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

On Wed, Jun 5, 2019 at 12:02 PM Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached are four travel expense claims for approval:

Cybele Negris: TABDE82468 (B19-024) – this represents Cybele's expenses related to her attendance at the ICD Directors' Program Module IV in Edmonton at the end of May. There are no exceptions.

Victor Young: TABCC82726 (B19-018) – this represents Victor's expenses related to his travel to Winnipeg to attend last month's Board of Directors meetings. There are no exceptions.

Deborah Trudeau: TABCC82728 (B19-025) – this represents Deborah's expenses related to her travel to Winnipeg to attend last month's Board of Directors meetings. There are no exceptions.

Serge Falardeau: TABCC82730 (B19-026) – this represents Serge's expenses related to his travel to Winnipeg to attend last month's Board of Directors meetings. There are no exceptions.

All four claims have been reviewed and signed by the CFO.

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

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

From: Simons, Deborah
To: Cybele Negris
Subject: Travel Expense Claim

Date: Thursday, June 13, 2019 1:52:00 PM

Attachments: 08356266 4.pdf

image002.jpg

Dear Cybele,

I am pleased to advise that you will receive an electronic transfer of funds on 14 June, in the amount of \$2,072.80. This amount represents the expenses related to your recent trip to Edmonton to attend the ICD Directors' Program Module IV. A copy of the EFT notification is attached.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

320 SUSSEX DRIVE | 320, PROM. SUSSEX

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

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca



Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

ELECTRONIC FUNDS TRANSFER

CYBELE NEGRIS

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

13/06/2019 14/06/2019 PV144933

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABDE82468 B19-024	07/06/2019	CAD	2,072.80	0.00	2,072.80	THEMIS # 2983 EDMONTON ICD MODULE IV
		CAD		<u></u>	2,072.80	IV

TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTOR

Claimant:	Cybele Negri	s	Der	oarture Date	23-May]	Return Date	26-May
Location:	Edmonton				<u> </u>			
Purpose:	To complete	Module 4 of	the ICD Director	s Education	Program			
TRAVEL EXPENSE	E		Amount		Meals & Inci	dental s		
Airfare			\$ 1,077 56	V	Note: Please	use the meal a	allowance cale	culator
Baggage Fees					below to det	ermin a the exa	ect number of	:
Change Fees			\$ 84.00			nces an dincide		
VIA Rail				1 10				
Hotel Accommo	dations		\$ 611.88	V OP	0	Rate	#Meals	Total
Mileage (\$.0555,		-34	\$ _18.87	16-61	Breakfast 20	\$ \$19.10		\$ -
Parking 0.5	55	30.2				10 \$18.90	0	\$ -
Taxis	1	M	\$ 61.60	1		65 \$47.35	3	\$ 137.8
Car Rental	· /	(U)			Incidentals	\$17.30	4	\$ 69.2
Gasoline							Total	\$ 207.0
Private Accomod	lation (\$50/ng	t)	19.75.07.007		Total Travel &	xpens⊜s		2011
Other								0811)
	Total Travel 6	expenses	\$.1,853.91	1851.65	10			D
	Total Meal/I		\$.1,853.91 \$ 207.05	221.15	00)			V
		TOTAL	\$ 2,060.96	2072.8	ò			
Meal allowance	and incidental	calculator						
Insert Date →	25-May	26-May				23-May	24-May	1
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast	Charles (CONTROLL) - DODONOR - NO CONTROL	br transcomment on the control		VIII-1000 4000000000000000000000000000000000	100			0
							Annual Control of the	0
	**************		1			1	1	3
Lunch	non or none-intelligence in page 1 - 1-200	1	and a second control of the second control o	THE CHERT POOL CONCENSES	refer to provide a series and provide a series of the seri			
Lunch Dinner	1	1		THE CHARGE TO COLUMN THE COLUMN T	The second secon	1	1	4
Lunch Dinner Incidentals Per Diem Calcula	1 tor	San parties of the ball de sand		The second secon	***************************************	All the state of t	1	4
Lunch Dinner Incidentals Per Diem Calcula	25-May	San parties of the ball de sand		MARIE TRANSPORTE (MECHANISM		All the state of t	1 24-May	4
Lunch Dinner Incidentals Per Diem Calcula Insert Date →	-	1	Mon	Tue	Wed	1		4 Total

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



Travel Expense Form 2019

OTJ#: **TABDE82468** TA #:

EAHCE#

CAD

2,072.80

Claimant Cost Centre

Program Module IV

Cybele Negris 121 Legal Services (Board)

Cost estimate provided on TA \$3,463.20 Hospitality estimate p rovided on TA

Departure Date 23-May-19 Return Date 26-May-19

Travel Location and Reason

Vancouver/Edmonton/Vancouver

(attach supporting documents): To attend the Institute of Corporate Directors (ICD) Dir

Total Travel Expenses (inclusive of fares)

		THEMIS #	? and Board claims only)	2983
	e ara	Currency Co	n ersion Table	
irectors'	1	Unit of	is Worth	of
	USD			CAD
				CAD
				CAD
				CAD

	Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMI OUNT) Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT)	Cash Advanced / Re	turned (ENTER A	S POSITIVE \$ AMO	OUNT)		
Cash Advanced / Returned (ENTER AS POSITIVE S AMOUNT)		Coch Advonced / De		CI THE CHEST PRINTED IN A SHAPE	TANK TON A		
Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card)				orate Billing Account			2,072.

Account	Cost Center (Select One from drop down box)	In Canadian S
HST - Registration # 10793 5058 RT0001	T DVX)	
740200 - Meals (domestic)	121 Legal Services (Board)	96.8
741200 - Meals (foreign)		144.7
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)	The second secon	0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	0.00
741010 - Airfare (foreign)		1,106.25
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	0.00
741500 - Taxi farc (foreign)		59.48
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	0.00
741700 - Personal car mileage (foreign)		15.82
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)	•	0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	0.00
741400 - Accommodations (foreign)		583.81
740900 - Incidentals (domestic)	121 Legal Services (Board)	0.00
741900 - Incidentals (foreign)		65.90
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
		0.00
		0.00
		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Co.	ded	0.00
	orable)/Unfavorable Variance: Estimate on TA versus actual expense claim	0.00
CATEMATICE ODE ONLI		(\$1,390:40)
(Fave 1-1-)/	Variance %	-40%
(ravorable)/	Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
	Hospitality Variance %	000 #BIV/01

Updated 18/03/19

Form updated January 2018

*0		Canada - (Exce	ept NWT, N	VT, Yukon)	1	USA - (E × cep	t Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
<u> </u>		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-	Domestic)						0.135 2.24	Equivalent
RCM Paid Fares (Rail	-Domestic)							
RCM Paid Fares (Air-	Foreign)							
RCM Paid Fares (Rail	-Foreign)		-		ľ.		-	
Employee Paid Fares	(Air - Domestic)	1,161.56	55.31					
Employee Paid Fares ((Air- Foreign)						 	
Employee Paid Fares ((Rail- Domestic)							
Employee Paid Fares ((Rail - Foreign)				3			
Hotel Accommodation		611.88	28.07		Š			
Hotel Accommodation					8		-	
Taxis (Domestic)	, ,	61.60	2.12					
Taxis (Foreign)								
Mileage (\$0.55km)	30.2	16.61		0.79	8			
Business Telephone		10.01		0.77				
Parking								
Car Rental (Domestic)								
Car Rental/Gas (Foreig					9			
Personal Accommodat								
Hospitality	юдз							
Baggage (Domestic)								
Baggage (Foreign)								
Others (code manually)							
Others (total)								
Total Expenses		1,851.65	85.50	0.79				
Per Diem Country		2,002.00	50100	Canada	- 1		- 8	
		No. of meal	Total CAD	Calculated		No. of meal	W-4-1 TYON	USA
Meal allowance rates		allowances	allowance	GST/HST	52	allowances	Total USD	Total CAD
Breakfasts	\$20.50	35 M (1/34 M (\$20.50		allowance	Equivalent
Lunches	\$20.10				\$20.10			
Dinners _	\$50.65	3	151.95	7.24	\$50.65			
Total Meals	400.00		151.95	7.24	320.03			
Incidentals	\$17.30	4	69.20	3.30	\$17.30			12
Total Expenses	\$1780		221.15	10.53	317.30			
Note - Please use the	meal allowance c	alculator tab to			of meal all	wances and in-	idantala	
			1					
Grand Total CAD Expo Grand Total HST/GST				2,072.80		Grand Total USD	Expenses	
STARU TOURI H51/GST			ļ	96.82				

Notes for Expenses

1) The original intention, as per TA TABDE82468 and flight booking, was to return to Vancouver on Monday, 27 May. However the training concluded earlier than expected on Sunday, 26 May, allowing Cybele to change her return flight to Sunday, 26 May. This resulted in an Air Canada change fee of \$84.00, but saved one night at the hotel, one breakfast and one incidentals; 2) Cybele was able to find a less expensive hotel than the hotel quoted on the TA; 3) Not claiming a cab fare from the hotel back to the Edmonton airport, as Cybele rode with a fellow classmate; 4) Cybele is only claiming three dinners, as all other meals were provided with the training.



7. Reviewed by Finance (PRINT NAME)

Travel Expense Form 2019

TA # TABDE82468

"IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Covent Policy #51, [es applicable] and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of conference and Advance form.

authorized usi	ing the Aut	hority to Travel a	nd Advance for	n.		
As the Travell Yes 🔲 No 1	er, plesse 🗗 ií you	indicate If this clindicated "Yes", p	laim contains ar lease check which	ny exceptions requiring ch exception(s) were no	g approval per the ot pre-approved and	Corporate Travel, Hospita Rincy, Conference & Event Policy #51. require approval:
		D: (Please initial) Exceptions to Con	porate Travel, Ho	ospitality, Conference &	& Event Policy #51 (A	innex 2B)
CFO or CEO AP	PROVAL RE	QUIRED: (Please	initial)			
				y #51 (Annex 2B)		
	Hospitalit	ty – No pre-appro				
	ä			l hospitality exceeding I hospitality costs exce		
		Hospitality - Ale	coholic beverage	s provided (Policy Sect	ion 44.1)	H9490934603.400.2
	0			ost exceeded Maximur		olley Section 44.1)
	5	Hospitality - En	sertainment pro	vided (Policy Section 4	9.1) English of namon ac	companying an event partice pant (Policy Section 44.1)
		Hospitality - Ho	spitality paid by	the RCM taking place a	t the residence of a	n RCM employee, Board m = mber or other private residence
	323	(Policy Sections	44.1and 46.4)			a liner of other private residence
	_			spitality (Annex 28)		
	_	Hospitality - No	pre-approval pr	for to expenditure (Sec	tion 44.7)	
VP APPROVALE	REQUIRED	CEO APPROVAL II	TRAVELLER IS A	(VP); (Please initial)		
	Travel - C	ombining persons orfare – Higher le	of and business to	ravel (Policy Section 14 ed by policy (Policy Sec	.3) tin= 30.6)	
	Travel - P	rivately owned ve	hicles - Kilomete	r allowance in excess o	of the equivalent low	rest practical commercial cis rrier fare (Policy Section 22.1)
	massie (in ext	ess or specified (or published city Nate	Umits (Policy Section	n 25.2 and 25.3)
0		ar travel – Leased xpense received o				
	Hospitalit	y - External or inte	emai hospitality	up to \$1,500 but less t	han \$5,000 and with	in Maximum Cost Per Pers on (Annex 28)
	Hospitalit	y - Food & bevera	ge cost not exce	eding Maximum Cost F	er Person (Policy Se	ction 44.1)
TRAVELLER'S DE	RECTOR AF	PROVAL REQUIRE	D: (Please initial	1)		
	Travel – A	irfare – upgrade	to a fare class h	igher than the Standar	d Allowable Airfare	Class permitted by policy, sat no additional cost to RCM (Policy
						ermitted by policy, at no a diditional cost to RCM (Policy section
=	Travel - C	ar rental — upgrac Nesing original Bo	le to a larger veh	icle than the intermed Explanation provided (iate/Standard size to	o accommodate 3 or more employees (Policy section 23.3)
	Travel - H	otel - upgrade to	a level bloher th	an the Standard Guest	Room permitted by	policy, at no additional cost to RCM (Policy section 25.1)
0	II DACI - II	Dre - Late at exc	ess of Dirawa (5)	(2155), with the grant (2155),	101011to (\$200), Mo	intreal (\$190), Vancouver (\$200) and colors (\$400) (\$200)
	וט ווטרדטון טו	BARMINIER FILL US	re minit, ve pre	-approval not obtained IOR provided (Pol)cy se	. Justineation provid	ded (Policy section 25,2)
	Other exce	eptions (traveller	has listed and ex	plained on a separate	document)	
	Hospitality	- External or inte	mal hospitality	up to \$1,500 and withi	n Standard Cost Per	Person (Annex 28)
θy signing below	v, the Trave	eller confirms that	this expense cio	im contains only eligib	le allowances and le	gitimate and actual expenses incurred in accordance with the
enibelate 11946	a' surabutan	A. COMERCIENCE OF	EVENT PORCY #51	(as applicable), that a	l! reguired supportin	a documentation is contained to the same and
anove notes exc	eptions are	сотриги апа ас	curate, and that	the claim has been co	mpleted in accordan	ce with these policies.
/ v - Hash	- drien(n.w		1 /			
LINDI7	777	COS S	(DOINT MANA)	ELIT DUNA	Summis	3.Approved by Traveller's Director with signing authority
Malata.	17	711	111	a tall	101000	(PRINT NAME)
Il Willy	Mil	Mans	LUON	s dim	ONS)	
Signature of tr	aveller		Signature	1		Signature of Traveller's Director
(10hol	· Al	eyns	1	03/06	119	
Date	47	1900	Date	7100		Date
00	100	119				And the state of t
The Traveller's N	danager co.	nfirms that she/h	e has reviewed ti	his expense claim înciu	ding all the supports	ng documentation, that the expenses claimed appear
газопасне, ексе	ptions as n	oted above are a	pproved (as reau	ired), and the claim bo	s been completed in	accordance with the Company
igning below, th	ie VP or CE	O confirms that si	e, y exceptions n he/he has review	iove been pre-approve: led the exceptions as n	o prior to trovel, the oted above reculsive	Trove's Director can proceed in signing the expense claim. By ther/his approvol and hereby grants it.
				,,	oreo appre requiri	menying approved and neverby grants it.
4 Approved by	VD (n= ===	deadl	F Barran 11			
(PRINT NAME)		44 60)		ly CFO (CEO claims; So for to CEO approval; o		6 Approved by CEO & President/Chair of 80D/Chair of Audit Committee (as required)
			1	00	we employ that j	Charles to required
_			10	nece		HOUSE RUE TO AHRAIMED
Signature of VI			Signature of C	30		Signature of CEO/Chair of Board/Chair of Andiz
						Committee

Meal allowance and incidental calculator

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

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

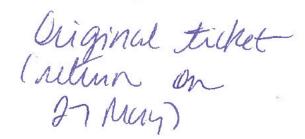
Note: You may only claim a meal allowance if an actual meal expense was incurred by the traveller You may claim an incidental for each partial or full day of travel

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

	Enter y	your tra	vel date	s here t	for	CAN	ADA_			MON	TH:	May-1	9			
Numbers only	25	20											23		24	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		allowances
Breakfast				انفا		0 11								1		10
Lunch									THE STATE OF						_	
Dinner				+						+	1		1	-	-	
Canada Cara and Cara	-		-	4					-				-	-		
Incidentals	3		1	- 1		•										
Incidentals		1	<u> </u>								1	14	1		1	Z Z
Incidentals	Entery	our tra	vel date	s here f	for the	US				MON	TH:	4358	<u> 1</u> 6		_1	4
Incidentals	25			s here f	or the	US				MON	TH:	4358				Total
Incidentals	-			s here f	for the	US Thu	Fri	Sat	Sun	MON	TH:	4358 Wed	6 23	Fri	24	Total allowances
Incidentals Breakfast	25	26	3				Fri	Sat	Sun				23		24	Total allowances
	25	26	3				Fri	Sat	Sun				23		24	allowances
Breakfast Lunch	25	26	3				Fri	Sat	Sun				23		24	allowances
Breakfast	25	26	3				Fri	Sat	Sun				23		24	allowances



Booking Confirmation





Booking Reference:



Date of issue: 14 Dec, 2018

This is your litherary/Receipt. You must bring it with you to the sirport for check-in and we recommend you keep a copy for your records. Please also take the time to ever 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 the tire.

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 disclosed and transferred. We also invite you to view Ak Canada's Privacy Policy directly.



Bhistriass Chas ((cividal)

Thursday 23 May, 2019

14:10

Vancouver

Vancouver Int. (YVR), BC

Terminal M



16:41 Edmonton Edmonton Int. (YEG), AB



1hr31 Business P Operated by: Air Canada | A319-100 | WI-FI Meal



Monday 27 May, 2019

10:30 Edmonton Edmonton Int. (YEG), AB



11:05 Vancouver Vancouver Int. (YVR), BC



1hr35
Business P
Operated by: Air Canada | A320-200 |
& Wi-Fi
Meal

Business Class (Idwest)

Passengers

റ് Cybele A Negris

Ticket Number

Air Canada - Aeroplan

Travel Options

Regular meal

Seats AC242 4F AC239 4F

Purchase summary

		1 adu
Amount paid: \$1077,56 Tax Information	Air Transportation Charges	
SST/HST no. 10009-2287 RT0001 \$51.31	Base Fare - Depart - Business Class (lowest)	469.
	Base Fare - Return - Business Class (lowest)	469.
	Surcharges	24.
	Taxes, fees and charges	
	Goods and Services Tax - Canada no. 10009≥287 RT0001	51.
	Air Travellers Security Charge - Canada	14.
	Airport improvement Fee - Canada	60.
	Total airfare and taxes before options	\$107
	GRAND TOTAL (Canadian dollars)	\$107

Check-in and boarding gate deadlines

90

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

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.

) Baggage allowanc	_		
Daggage allowand	e		
Carry-on Baggage			30
On flights operated by Air Canada, Air C x 33 x 43 cm [8 x 13 x 17 in]). Your cam	Canada Rouge or Air Canada Express, you may oa y-on ขออดูนยูย must be light enough that you can st	ny with you in the cabin 1 standard item (mex. size; 23×40 ore it in the overhead bin unassisted. See our complete carr	> <5 \$ om [8 x 15.5 x 21.5 in]) and 1 personel item (max. size: 16
Checked Baggage Please see below for details on	the bags you plan on checking at the b	aggage counter.	
Vancouver (YVR) > Edn	nonton (YEG)		
亡 1∗ bag	2∾ bag	Mex. weight per beg: 32.0 kg (79.0 lb)	
Complimentary	Complimentary	Max. dimensions per bag: 158.0 cm (62.0 in)	
Edmonton (YEG) > Vand	couver (YVR)		
		Max. weight per bag:	
🗖 1ª bag	_ 2∞ bag	32.0 kg (70.0 lb)	
Complimentary	Complimentary	Max. dimensions per bag: 158.0 cm (62.0 ln)	

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 Fee amounts are displayed in the currency of the lifet departure only on your local, on the departure airport does not charge in local currency. The currency exchange rate will 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.

Fare Rules

Business Class (lowest)

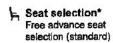


- . Before day of departure The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
- Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only).
- same-day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



 Free advance seat selection on Air Canada and Air Canada Rouge, as well as 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 Roug

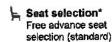
Business Class (lowest)



- 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.

Parcellations 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 for 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.



 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

General conditions of carriage

- 1. Your 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
- 2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircea an ada.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.
- Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Bey and 24 hours, voluntary changes to your librarary may require the payment of additional fees and fare upgrades, if you are travelling on a non-refundable ticket, A, in 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 permits and. Dangerous goods include, but are not 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 application. So the 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 to see on the inherent nature of an item (e.g. its 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

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. Pleas 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 exacer bated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs we ho 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 correct. Schedules are subject to change without 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, airport ticket counters and boarding locations.

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

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





Booking Confirmation

Change Ree to return on 26 May.



Booking Reference:

Date of issue: 14 Dec, 2018

This is your official itinerary/Recoipt. You must bring it with you to the sirport 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 beggage, dengances 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 disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.



Populi

Blusiness Class (lowest)

Thursday 23 May, 2019 14:10

Vancouver

Vancouver Int. (YVR), BC

Terminal M

1

16:39 Edmonton Edmonton Int. (YEG), AB **⊕** AC242

1hr29
Business P
Operated by: Air Canada | A320-200 |
3 Wi-Fi



Sustants Glass (lowest)

Sunday 26 May, 2019

Edmonton Edmonton Int. (YEG), AB



19:33

Vancouver

Vancouver Int. (YVR), BC

Terminel M



1hr33
Business P
Operated by: Air Canada | A319-100 |
3 W-Fi

Passengers

[^] Cybele Negris

Ticket Number

Travel Options

Sents AC242 4F AC253 4F

Air Canada - Aeroplan

Purchase summary

Tax Information GST no. 10009-2287 RT0001 \$4,00		Additional Charges adult
	Air Transportation Charges	
	Base Fare	30.00
	Goods and Services Tax - Canada no. 10 12 092287 RT0001	1.50
	Total Additional Fare - per passenger	31,50
	Extras (Change Fee)	
	Change Fee	50.00
	Goods and Services Tax - Canada no. 10 € 092287 RT0001	2.50
	Total Extras (Change Fee) - per passenges h	52.50
	Total (per passenger)	84.00
	GRAND TOTAL(Canadian dollars)	\$8400

(1)

Check-in and boarding gate deadlines

Within	Canada
--------	--------

90

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

Check-in and baggage drop-off deadline
You must have checked in, obtained your boarding pass and deposited all checked bags of 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,

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

Carry-on Baggage			
On flights operated by Air Canada, x 33 x 43 cm [6 x 13 x 17 in]). Your	Air Canada Rouge or Air Canada Express, you may can carry-on baggage must be light enough that you can ste	y with you in the cabin 1 standard Hem (max, size; $23 \times 40 \times 26 \times 19 \times 15.5 \times 21.5 \text{ fn}$) and re it in the overhead bin unassisted. See our complete carry- $20 \times 10 \times 100$ baggage policy,	1 personal licm (max, size: 16
Checked Baggage Please see below for details	s on the bays you plan on checking at the ba	tggage counter.	
Vancouver (YVR) > E	Edmonton (YEG)	all	
ு 1∗ bag	range 2 m bag	Max. weight per bag; 32.0 kg (70.0 lb)	
	Complimentary	COLUMN AND THE PROPERTY AND THE	

☐ 1st bag

Complimentary

Every 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 locat currency. The currency exchange rate will be determined by the date of travel.

Max. weight per bag:

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

32.0 kg (70.0 lb)

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

👝 2™ bag

Complimentary

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)

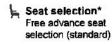


- . Before day of departure The change fee per direction, per passenger, is \$50.00 CAD plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
- Same-day confirmed changes at check-in or at the airport are permitted at no charge (same-day flights only).
- Same-day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





- · 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 cheanged.
- 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 tick set (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 is 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 of ifference, 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.



 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).

ss Aeroplan Miles

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

Business Class (lowest)



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

म्ब्रि Cancellations Non-refundable

- Tickets are non-refundable and non-transferable.
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- . Customers who no-show their flight will forfeit the fare paid.
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 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

General conditions of carriage

- 1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be avail so the 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 parameters, 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 airca and ade.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 sam person whose name appears on the original ticket.
- 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, A is a 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 briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted alarm devices are page on our website for more information.

Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applica to terriffs, Air Canada may refuse carriage of property in checked juggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carriy 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 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

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

9. In-flight health

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

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.

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, altroid ticket counters and boarding priorities are available at all

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS.

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



Page: 1 of 1



s.19(1)

10222 - 102 Street, Edmonton, Alberta T5J 4C5 Tel: 780-429-3900 Fax: 780-421-3259

Cvbele Negris

Rc.om: Folio: Ca shier: 753 0

Arrival:

05-23-19

De parture:

05-26-19

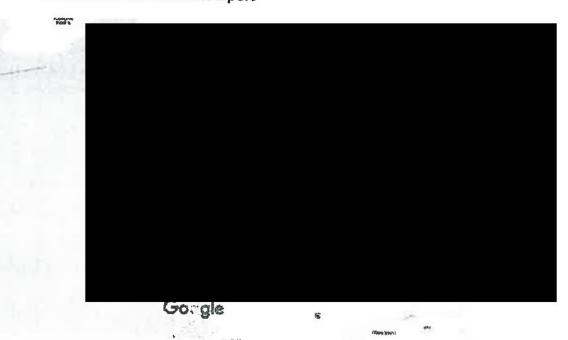
Date	Description	Additiona	I Information		Charges	Credits
05-23-19	Room Charge				185.00	
05-23-19	Rooms - GST				9.53	
05-23-19	Rooms - Tourism Le	evv			7.62	
05-23-19	Rooms - Destination					
05-24-19	Room Charge	3. 2. (5.55	
05-24-19	Rooms - GST				180.00	
05-24-19	Rooms - Tourism Le	evv			9.27	
05-24-19	Rooms - Destination		47		7.42	
05-25-19	Room Charge	manage oo (Bi			5.40	
05-25-19	Rooms - GST				180.00	
05-25-19	Rooms - Tourism Le	no.			9.27	
05-25-19	Rooms - Destination	384			7.42	
05-26-19	TOOMS - Destination	50 : 200 : 100 : 100 - 100 : 100 - 100 : 100 - 100 :	VVVVV	VAVANA.	5.40	
30-20-13		XXXXXXX	*****	XX/XX		611.88
GST Sum			Total		611.88	611.88
	on No: 878578491		Dalamas	Dura		
Room	28.07		Balance I	Jue	0.00 CD	N
F&B	0.00				1	
Other	38.81					
Total	66.88					

Guest Signature:

Google Maps

BC to Vancouver International Airport

Drive 15.1 km, 31 min



Map data @2019 Google 2 km 1...

via

Fastest route now due to traffic conditions

31-min-15.1 km

via

32 min

Heavy traffic, as usual

14.6 km

10:40 AM-11:33 AM

53 min

₽ /005/i

Canada Line

15.1 x 2 = 30 2 Km.

AIRPORT TAXE SERVICE 4808 101 ST. s.19(1) 17808907070 EDMONTON AB

CARD CARD TYPE DATE 2013/05/23 TIME 5364 17:44:55 INVOICE # 291 RECEIPT NUMBER C85033873-001-274-010-0

PURCHASE . AMOUNT TIP TOTAL

\$55.00 \$6.60

\$61.60

A0000000031010 AB9096815F117025 0080008000 - E808 5B89B9827F88ECF\$ posoo08000-F800

APPROVED

AUTH# 036761 01-027 THANK YOU

CARDHOLDER COPY

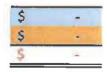
IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

GST#876758418 lab from airport to

000186

CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec



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

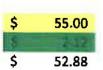


Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ 55.00

\$	55.00
\$	2.12
5	52.88

The figures you need
GRAND TOTAL
TOTAL TAX
SUMMARY Page total



Cab yeare before tip \$55.00-(cab yearn airport to noted) From: Simons, Deborah
To: Davies, Catrin

Subject: FW: Ticket Receipt Request

Date: Thursday, April 30, 2020 10:14:00 AM

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

image004.png image005.png image006.png

B19-030 - Negris - Edmonton June 24-26, 2019.pdf

Hi Catrin,

I am forwarding some documentation (e-mail below) that was a missing piece of Board member Cybele Negris' travel expense claim B19-030 (TABDE82469) for her travel to Edmonton on 24-26 June 2019. The travel claim contained detailed notes, which was considered sufficient and the claim was paid, however Ms. Negris wishes to continue her request to Air Canada for the missing information so that her file is complete. For your convenience, I have attached a copy of the actual claim.

Cheers.

Debby

From: Cybele Negris

Sent: April 21, 2020 12:18 PM

To: Simons, Deborah <simons@mint.ca>
Subject: Fwd: Ticket Receipt Request

Here it is Debby per my previous email

Thanks Cybele

Begin forwarded message:

From: Ticket copy and usage < receiptrequest.demanderecu@aircanada.ca>

Subject: Ticket Receipt Request

Date: April 21, 2020 at 9:09:26 AM PDT

To:

Dear Mr Negris,

Thank you for contacting Air Canada.

Below is a copy of the original ticket of which was exchanged to ticket number. Reply to this email if additional information is required.

Sincerely,

Ticket Usage Department 355 Portage Avenue, Winnipeg, Manitoba R3B 2C3 F 204 941-2803 receiptrequest.demanderecu@aircanada.ca formName:ticketReceipt firstName:Cybele lastName:Negris

phone fax: emai confirm_emai____ticket

additionalInfo:Booking Reference Hi I requested a few months ago documentation showing my change of return flight from Edmonton back to Vancouver which was amended from June 25 to June 26 2019. I was told it could take a while but it has been months now. Would someone be able to send me a copy of my return flightboard pass or something to show the change of date? Thanks very much. Cybele



ELECTRONIC FUNDS TRANSFER

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

CYBELE NEGRIS

Telephone Fax Date Vendor account Date of payment

Reference No.

613-993-3500

22/08/2019 23/08/2019 PV147204

Fax

E mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABDE82469 B19-030	14/08/2019	CAD CAD	2,082.86	0.00	2,082.86	THEMIS # 3007 ICD FINAL EXAM



Travel Expense Form 2019

OTJ#: TA #: **TABDE82469** EAHCE#

24-Jun-19

2,082.86

0.00

Claimant **Cost Centre**

Cybele Negris	
121 Legal Services (Board)	-

Cost estimate parovided on TA \$2,020.90 Hospitality estimate provided on TA

Travel Location and Reason

Total Travel Expenses (inclusive of fares)

Prepaid Fares (Paid using Amex Corporate Billing Account)

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

Return Date 26-Jun-19

Departure Date

(attach supporting documents):	THEMI	S # (P and Board claims only)	3007
B19-030	Currency	Con ersion Table	
	1 Unit of	is Worth	of
To attend the ICD Directors Program final exam.	USD		CAD
Vancouver/Edmonton/Vancouver			CAD
valicouver/Edinonion/valicouver			CAD
95			CAD
<u> </u>			CAD

0.00Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMIOUNT) Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT) Currency Advanced Returned Outstanding FX to CAD **CAD** Equivalent 0.00 1.00000 0.00 Amount Owing to: **Employee** 2,082_86 RCM 0.00

Account	Cost Center (Select One from drop down box)	In Canadian S
HST - Registration # 10793 5058 RT0001		96.53
740200 - Meals (domestic)	121 Legal Services (Board)	
741200 - Meals (foreign)		135.14
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	0.00
741010 - Airfare (foreign)		1,016.25
740020 - Rail fare (domestic)	VALUE OF STATE OF STA	0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Bgard)	0.00
741500 - Taxi fare (foreign)		157.79
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)	▼	0.00
740800 - Parking (domestic)	-	0.00
741099 - Other transportation (foreign)	▼.	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	0,00
741400 - Accommodations (foreign)		627.72
740900 - Incidentals (domestic)	121 Legal Services (Board)	0.00
741900 - Incidentals (foreign)		49.43
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
(111)		0.08
		0.00
		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Co	ded	0.00
	orable)/Unfavorable Variance: Estimate on TA versus actual expense claim	0.00
CATAMINED COR OTHER	L. Company of the com	\$61,96
(Favorable)	Variance %	3%
(ravorable)/	Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
	Hospitality Variance %	000#92V/0!

* O		Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Excep	t Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air	-Domestic)							Dámanent
RCM Paid Fares (Rai	il-Domestic)							
RCM Paid Fares (Air	-Foreign)		8					
RCM Paid Fares (Rai	il-Foreign)							
Employee Paid Fares	(Air - Domestic)	1,067.06	50.81		4			
Employee Paid Fares	(Air- Foreign)				3			
Employee Paid Fares	(Rail- Domestic)	100				No.		
Employee Paid Fares	(Rail - Foreign)							
Hotel Accommodation	ns (Domestic)	657.90	30.18		3			
Hotel Accommodation	ns (Foreign)						 	
Taxis (Domestic)		164.10	6.31					
Taxis (Foreign)						-		
Mileage (\$0.55km)								20-20
Business Telephone			1000				 	
Parking								
Car Rental (Domestic)					SS 1.500	T	
Car Rental/Gas (Fore	ign)							
Personal Accommoda	tions		900.477.6					
Hospitality								-
Baggage (Domestic)			M COMM					
Baggage (Foreign)		1.4				0		
Others (code manuall)	y)					10		
				i e				
					-			
Others (total)								
Total Expenses		1,889.06	87.30					
Per Diem Country				Canada			<u> </u>	USA
		No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rate	s	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts	\$20.50	1	20.50	0.98	\$20.50			Equivalent
Lunches	\$20.10	1	20.10	0.96	\$20.10			
Dinners	\$50.65	2	101.30	4.82	\$50.65			
Total Meals			141.90	6.76	ľ			
Incidentals	\$17.30	3	51.90	2.47	\$17.30			
Total Expenses		10	193.80	9.23				
Note Diagrams 41	most allamans -		Jakamenter e	h a a 4 N7				
Note - Please use the	: mesi ahowsnee c	acculator tab to	uetermine t	ne exact No.	oi meal alle	owances and inc	identals	
Grand Total CAD Exp	penses			2,082.86		Grand Total USI	Expenses	

Notes for Expenses

Grand Total HST/GST

1) Original intention was to travel 24 June, return 25 June. Upon reflection, since Cybele wasn't sure how late her 25 June exam would conclude she chose to change her return flight to 26 June. She is not claiming the change fee, since returning one day later incurred additional hotel costs. Cybele cannot locate her revised flight itinerary, but did provide the return boarding pass as evidence she travelled on 26 June. Air Canada cannot guarantee being able to provide a copy of the revised flight itinerary - if at all possible it will take several weeks. Cybele will forward the revised flight itinerary if she is eventually successful in obtaining a copy. 2) There is a significant difference in hotel cost for the two nights (\$185.00 first night, \$401.00 second night) - Cybele was not successful in negotiating a lower rate for the second night. 3) Meals were provided with the flights; 4) Not claiming mileage for travel from Vancouver airport to residence on 26 June.



Travel Expense Form 2019

TA # TABDE82469

*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 \$\infty\$ lighting. All travel plans must be preauthorized using the Authority to Travel and Advance form.

As the Travell Yes D No	er, please i	indicate if this cla ndicated "Yes", pi	im contains any excep ease check which excep	tions requiring approval p	er the Corporate Tr red and require appr	ravel, Hospits: ** ty, roval:	Conference & Event	Policy #51.
CEO ADDROVA								
		D: (Please initial) Exceptions to Corp	orate Travel, Hospitalit	, Conference & Event Polic	y #51 (Annex 28)		-;	
CFO or CEO AP	PROVAL RE	QUIRED: (Please li	nitial)					
			Hospitality Policy #51 (#	innex 28)				
			al obtained for the follo					
				ality exceeding Maximum C	ost Per Person (Anne	ex 28)		
				ality costs exceeding \$5,000				
		Hospitality - Alo	pholic beverages provid	ed (Policy Section 44.1)		1731 1740 - 174		
		Hospitality - Foo	d & beverage cost exce	eded Maximum Cost Per P	erson (Policy Section	44.1)		
		Hospitality - Ent	ertainment provided (P	olicy Section 44.1)				
		Hospitality - Hos	pitality or entertainme	nt provided to spouse or pe	rson accompanying	an event part #c : pan	rt (Policy Section 44.1	1
		Hospitality – Hos	pitality paid by the RCN	i taking place at the reside:	ace of an RCM emple	oyee, Board an embe	er or other private rer	sidence
		(Policy Sections	44.1and 46.4)					
		Hospitality - Spe	cial forms of hospitality	(Annex 28)				
		Hospitality - No	pre-approval prior to ex	penditure (Section 44.7)				
VP APPROVAL !			TRAVELLER IS A VP): (P					
_	Travel - A	irfare – Higher lev	and business travel (Po el than permitted by po	licy (Policy Section 20.6)				
	Travel - Pr	ivately owned ver	icles - Kilometer allows	nce in excess of the equiva	lent lowest practical	commercial commercial		
	Travel - H	lotel - Rate in exce	ess of specified or public	shed City Rate Limits (Police	Section 25.2 and 2	5.3)	Tare (Policy Section 2	4
	Travei - Ca	r travel - Leased	Vehicles (Policy Section	23.1)	1-20	Nelle	Allacia	4/2 6
NE	Travel - E	opense received o	ver 30 days (Policy Sect	ion 33.1)	20 6	Juy>	- Luni	Much 40
	Hospitality	y - External or inte	rnal hospitality up to \$1	,500 but less than \$5,000 s	nd within Maximum	n Cost Per Pers on (A	nnex 28)	2 2 5 1
	ноѕрпант	/ - Food & bevera	e cost not exceeding to	laximum Cost Per Person (F	olicy Section 44.1)	Λ	. 1	1- 11
TRAVELLER'S DI	Travel - A	irfare - upgrade t	D: (Please Initial) //CC o a fare class higher th	AUMOO L-11 an the Stendard Allowable	WWW Ayy Airfare Class permit	poval (MOM M additional cost to Ri	e refer to Yellis Clark EM (Policy
				n the Intermediate/Standa				
10.3-048	23.31							
0	Travel - Ca	ar rental - upgrade	e to a larger vehicle tha	n the Intermediate/Standar	d size to accommod	late 3 or more amol	more Molini as-4'	
	119AFI — 1A	BSSIMB OF RICH REF	DIZEO PECPINTS. EXNIANA	tian ntawaea irallay tertin	n 44 71			
	Travel - H	otel – upgrade to :	e level higher than the 5	tandard Guest Room perm	itted by policy, at no	o additional cost to i	RCM (Policy section 2)	5.11
_	ILEASI - V	nce - Late & Exce	ss of Ottawa (\$200), W	nnibes (2722), Locouto (25	UU), Montreat (\$150	1), Vancouver (\$200)), and Calgary (\$180),	Las Vegas
1 10	(27-12), 01	beautien eich ver	e murr as bue-abbuda	al not obtained. Justification Aded (Policy section 26.2)	n provided (Policy s	section 25.2)	Activities de la company de la	
1/2				on a separate document)	4 16 18.01	d (blacker	D WEC.	late Da
				,500 and within Standard (nst Per Person Jana	nex 28)	~ 11191	11 - 11000
		// 0 ()	a Mr. /I.L	to chi a. il	110 1 60	31B A 6 5. F.	Alh	1 news
By signing below	v, the Trave	Her confirms that	this expense claim tone	des only explore allowance	and leditimate and	dactual expenses in	e ywen	~ Mulli
Corporate Trave	l, Hospitali	ty, Conference & E	vent Policy #51 (as app	licoble), that all required so	pporting documents	ation is contained in	surream accordance y	with the
above noted exc	eptions ore	complete and acc	vrate, and that the clai	m has been completed in a	ccordance with thesi	e policies.	tius expense count, p	lattre FOOIL
								unic
528								
0	-			11				
1.Trayle flar Na	me (PRINT	19/19/2015	2.Expense claim pre	My Silver	A Papprov	red by Traveller's Di	rector with signing au	uthority
cywer	0,10	July 1	(PRINT NAME)	WAM JUIL	(PRINT N	IAME)	Velocity in Twist Table	1000 000 00 0 0 00
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9. Dunet Delie: #	ET les enels	used above the Ob	proved (as required), as	nd the claim has been comp	veted in accordance	with the Corporate	Fravel, Hospitality, Co	inference

en 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 CPO (CEO claims; Board claims; claims for retire 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 Ginamhtee
Date	Date ay 13/2019	leuse when to attached
7.Reviewed by Finance (PRINT NAME)	U	I-mail approval gram
		Phyllis Clark. 13/09/199

Simons, Deborah

From:

Phyllis Clark <

Sent:

Tuesday, August 13, 2019 1:37 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABDE82469 - Cybele Negris - B19-030

I do approve. The 30 days exemption is fine. Thank you for the explanation on the hotel room; it provided some comfort.



CONFIDENTIALITY WARNING

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

On Tue, Aug 13, 2019 at 10:07 AM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents the expenses related to Cybele's travel to Edmonton in June for the ICD Directors Program final exam. There are two exceptions: a) The claim is over 30 days; b) Cybele added an extra night to her trip (detailed explanation provided in the "notes for expenses" section of the third page). The claim and exceptions 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



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

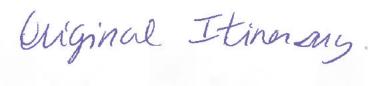
Note: You may only claim a meal allowance if an actual meal expense was incurred by the traveller You may claim an incidental for each partial or full day of travel

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

		your tra	vel date	s here f	ог	CAN	ADA			MON	TH:	Jun-1	9		
Numbers only			2	4 2	5 2	9							1		Total
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Breakfast					1								-	-	
Lunch					1						+		-	-	
Dinner				1	4			-			-	-	-	+-	
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			2	4 2	5 2	6	Fri	Sat	Sun			III iii		Fri	

Claimant:	Cybele Neg	ris	Dep	arture Date	e: 24-Jun		Return Date	26-Jun		
Location:	Edmonton,	Alberta								
Purpose:	To attend t	he ICD Directo	ors Program fi	nal exam.						
TRAVEL EXPEN	ISE		Amount		Meals & Incid	ientals	(d) (d)			
Airfare			\$ 1,067.06		Note: Please	use the mea	al allowance	calculator		
Baggage Fees	5			\$ 1,067.06 Note: Please use the meal allowance calculate below to determine the exact number of						
Change Fees					meal allowan					
VIA Rail										
Hotel Accomm	odations		\$ 657.90			Rate	# Meals	Total		
Mileage (\$.055	/km)		\$ -		Breakfast	\$20.50	1	\$ 20.50		
Parking		·			Lunches	\$20.10	1	\$ 20.10		
Taxis			\$ 164.10		Dinners	\$50.65	2	\$ 101.30		
Car Rental					Incidentals	\$17.30	3	\$ 51.90		
Gasoline						L		\$ 193.80		
Private Accomo	odation (\$50/i	ngt)			Total Travel E	xpenses				
Other										
	Total Travel	Expenses	\$ 1,889.06							
	Total Meal/	Incidentals	\$ 193.80							
		TOTAL	\$ 2,082.86							
861-11										
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macri bate 7	Sat	Sun			26-Jun Wed	The				
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Incidentals			1	1	1			3		
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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 15 Dec 2018

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

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 eye (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.



STUDY TO A SALE OF THE SALE OF

Business Class (lowest)

Monday 24 Jun. 2019 08:50

Vancouver Vancouver Int. (YVR), BC



11:21

Edmonton Edmonton Int. (YEG), AB



1hr31

Business P
Operated by: Air Canada | A319-100 |

& Wi-Fi

Meal

Return

Tuesday 25 Jun, 2019 -

15:30 Edmonton

Edmonton Edmonton Int. (YEG), AB



16:05

Vancouver Vancouver Int. (YVR), BC



1hr35

Business Class (lowest)

Meal

Passengers

⁸ Cybele A Negris

Ticket Number

Air Canada - Aeroplan

Travel Options

Y Regular meal

Seats

AC234 4F

AC249 4F

圖

Purchase summary

Amount paid: \$1067,06	Air Transportation Charges	
Tex Information GST/HST no. 10009-2287 RT0001	Date Core Depart Divisions Class (Investigated	
250.81	Base Fare - Depart - Business Class (lowes k)	464
	Base Fare - Return - Business Class (lowes 1)	464
	Surcharges	24
	Taxes, fees and charges	
	Goods and Services Tax - Canada no. 1000 € 287 RT0001	50
	Air Travellers Security Charge - Canada	14
	Airport Improvement Fee - Canada	50
	Total sirfare and taxes before options	\$106
	GRAND TOTAL (Canadian dollars)	\$106

(-)

Check-in and boarding gate deadlines

Within Canada	
90 minutes	Recommended check-in time You should check in no leter then the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags aunit 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.

	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 ln]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-or aggage policy.

Checked Baggage

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

Vancouver (YVR) > Edmonton (YEG)

1ª bag

_ 2™ bag

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

Complimentary

Complimentary

Max, dimensions per bag: 158.0 cm (62.0 ln)

Edmonton (YEG) > Vancouver (YVR)

一 1ª bag

👛 2∞ bag

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

Complimentary

Complimentary

Max. dimensions per bag: 168.0 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 well 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.



Business Class (lowest)

≱ Changes \$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.





- 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 chan see 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 tic is at (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.

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 Roulge

Business Class (lowest)



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内 Cancellations Non-refundable

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 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

(I) General conditions of carriage

- 1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any preserved 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 aircain lada.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. Beyo and 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, exidizing 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 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 filterary. 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 exacer bated 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 Fleath 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 airline ticket counters and boarding locations.

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

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



10:28 4

■ Messages

and LTE

Cancel

Boarding Pass - Air Canada

Add



AIR CANADA

GATE

SEAT

66 4F

EDMONTON-YEG

VANCOUVER

FLIGHT AC241 DATE **26 JUN**

BOARDING 11:45

ZONE

PASSENGER -CYBELE NEGRIS

CABIN **Business**



Page: 1 of 1



s.19(1)

10222 - 102 Street, Edmonton, Alberta T5J 4C5 Tel: 780-429-3900 Fax: 780-421-3259

Cybele Negris

Ro m:

517

Folio:

Cashier:

9

Arrival:

06-24-19

Departure:

06-26-19

Date	Description	cription Additional Information		Credits
06-24-19	Room Charge		185.00	
06-24-19	Rooms - GST		9.53	
06-24-19	Rooms - Tourism Levy		7.62	
06-24-19	Rooms - Destination Marketin	5.55	5.55 17.75 Personal	
06-25-19	Room# 517 :			
06-25-19	Room Charge		401.00	(0-1
06-25-19	Rooms - GST		20.65	
06-25-19	Rooms - Tourism Levy		16.52	
06-25-19	Rooms - Destination Marketin	ng Fee (DN	12.03	
GST Summary		Total	675.65	0.00
Registrati Room	ion No: 878578491 30.18	Balance Due	675.65 CD	N
F&B	0.75			
Other	41.72			
Total	72.65			

-\$17.75 = \$657.90

Rersonal = \$ 17.75 RCM = \$ 657.90. (tax \$530.18) \$675.65

Guest Signature:



Cab yhom Vanionder airport to residence

(ab Suom hotel to Edmonton airport

Cub hiom Edmonton airport to notel.

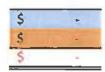
Total cabs in BC Total cars in albuta: \$ 121.60

\$ 42.50

\$ KO4.10

CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec



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

	\$	-
	\$	er Sil
	\$	*
Taxis for	3 	
BC &	\$	42.50
Saskatchewan &		
Alberta &	\$	121.60
Manitoba		

\$ 164.10
\$ 6.31
\$ 157.79

The figures you need
GRAND TOTAL
TOTAL TAX
SUMMARY Page total

\$	164.10		
2	6.33		
ć	157 70		

From: <u>Cybele Negris</u>
To: <u>Simons, Deborah</u>

Subject: Re: Travel expense claim ICD oral exam Edmonton

Date: Monday, December 2, 2019 2:47:47 PM

Attachments: <u>image001.png</u>

I'm less concerned about my time in this matter

I just want to make sure all necessary documentation are accounted for. I will definitely keep you posted. Thanks Debi!

On Dec 2, 2019, at 11:37 AM, Simons, Deborah wrote:

HI Cybele,

Thank you for the update. This is well beyond 60 days which seems like very poor customer service. We will handle when/if you are able to obtain the documentation you require. For now, everything is fine – I tend to add as much detail as possible to claims, for audit purposes. I'm so sorry this is taking up so much of your time.

Best, Debby

From: Cybele Negris

Sent: Monday, December 02, 2019 2:30 PM

To: Simons, Deborah

Subject: Re: Travel expense claim ICD oral exam Edmonton

Hi Debi

I just wanted to let you know I have filed another request for obtaining the documentation for the change of date of my return flight from June 25 to 26th and the website said 60 business days to get a response.

I had initially filed the request for the changed flight itinerary when we had discussed this a few months ago. That would have been more than 60 business days. I hope they will respond this time with the documentation.

I will keep on them but hopefully for now, with the boarding pass that I sent previously that will prove that I did in fact take the flight back on the 26th and that it won't be a huge concern for auditors.

Let me know if there's anything else I should do at this point.

Best regards,

Cybele





On Aug 7, 2019, at 11:31 AM, Cybele Negris Thanks so much!

wrote:

Thanks so much:

On Aug 7, 2019, at 11:22 AM, Simons, Deborah < simons@mint.ca > wrote:

Hi

We will go ahead with the claim now, and will include the boarding pass with a notation that the actual itinerary will follow once available. Since you aren't comfortable claiming the change fee, I'll add a notation about that as well so that it's clear that a change fee will not be claimed. I will begin seeking the required approvals later today/early tomorrow morning.

Thank you.

Debby

From: Cybele Negris

Sent: Wednesday, August 07, 2019 1:36 PM To: Simons, Deborah <simons@mint.ca>

Subject: Re: Travel expense claim ICD oral exam Edmonton

Hi Deborah

I can't seem to find anything on my credit card statement regarding a change fee but honestly I don't feel right asking for reimbursement of that even if there was one. I can let you know when air canada sends the info if needed for audit purposes. I should have thought in advance when first booking the trip back in December that I might need more time in case the exam schedule goes longer.

I've included my boarding pass showing June 26.

If it's easier for everyone I'm completely fine with waiting until all info is compiled. I'm not in a rush for the reimbursement

Thanks! Cybele

On Aug 7, 2019, at 9:29 AM, Simons, Deborah < simons@mint.ca> wrote:

Hi Cybele,

No need to apologize. I have discussed this with our finance team and it was agreed that waiting a few more weeks is not ideal, especially since you have already been waiting several weeks. I am going to proceed with the claim now, and will provide a detailed explanation regarding your change of flights and extra night at the hotel. Your updated flight itinerary can follow once available. To assist with this, we would appreciate receiving your boarding passes, if you have

them, as well as a copy of your credit card statement showing the additional charge for changing your return flight, if you were charged one (with confidential information blacked out or I can do this for you). If you were not charged a fee, I'll indicate that. If you were charged but do not have proof at the present time, I can indicate that a second claim will follow later for the additional amount, once the updated itinerary and proof of extra payment are available. I think this should all work quite well, and will ensure that you receive the bulk of your reimbursement as soon as possible. Please be assured this does not involve a great deal of extra work at our end. Does this sound ok? Debby

From: Cybele Negris

Sent: Wednesday, August 07, 2019 11:25 AM

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

Subject: Re: Travel expense claim ICD oral exam

Edmonton

Hi Deborah after being on hold for 40 minutes, they told me I have to make the request online which I have now done. I'm told it could take a couple of weeks.

Sorry for the trouble. I don't know where my documentation could have gone!

Thanks for your patience and I apologize for the extra trouble

Cybele



On Aug 7, 2019, at 7:22 AM, Simons, Deborah < simons@mint.ca wrote:

So sorry for all this trouble. Unfortunately it will be needed for audit purposes, even if Air Canada did not charge a fee for changing the return date. Hopefully Air Canada can provide the itinerary easily. Debby

From: Cybele Negris <

Sent: Wednesday, August 07, 2019 10:20 AM To: Simons, Deborah < simons@mint.ca>

Subject: Re: Travel expense claim ICD oral exam

Edmonton Hi Deborah

It's so odd but I can't seem to find my email confirmations from Air Canada with the change. My assistant must have done it on the phone for me. I have my ticket number and booking reference but all of the past flights are deleted from my Air Canada account All I can find is a calendar invite in my calendar with the updated information for June 26.

I think I will need to call Air Canada to send me a copy.

Booking Reference:

AC241 from Edmonton YEG to Vancouver YVR, departing at 12h20 (local time) and arriving at 12h52 (local time)

Passengers:

cybele negris | Seat: 4F | Ticket Number:

Quick Links:

www.aircanada.com

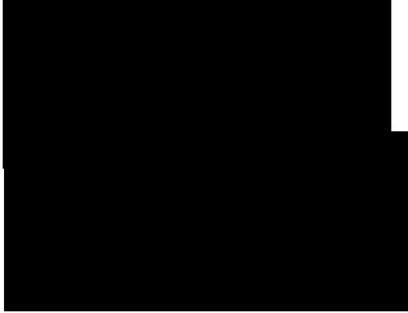
www.aircanada.com/checkin www.aircanada.com/flightstatus

www.aircanada.com/baggage

In terms of the incidentals, thank you.

I will get back to you once I talk to Air Canada

Cybele Negris, ICD.D |



On Aug 7, 2019, at 6:33 AM, Simons, Deborah

<simons@mint.ca> wrote:

Dear Cybele,

I have completed your travel expense claim but am missing one piece. The flight itinerary I have shows your return on 25 June. Since you returned the following day, I would appreciate it if you could send me your revised flight itinerary (with invoice for changing your flight if costs were incurred for delaying your return to the 26th).

I should mention two other items:

- You are entitled to incidentals and per diems for the 26th. Would you like me to add those?
- I noticed that the meal and incidentals allowances on the travel report are out of date. They have increased slightly – I will revise those for you.

Once I receive the revised flight itinerary and know whether or not you would like me to add the incidentals for the 26th, I will send you an updated travel report so that you have the correct amount to be reimbursed, for your records. Best.

Debby

From: Cybele Negris

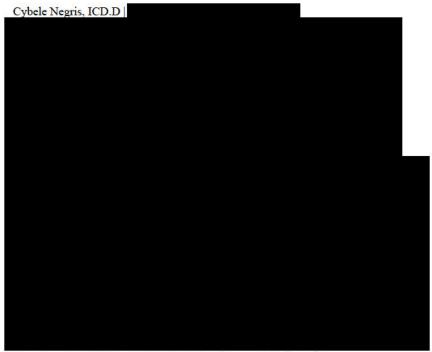
Sent: Tuesday, August 06, 2019 4:12 PM
To: Simons, Deborah <<u>simons@mint.ca</u>>
Cc: Murka, Anne-Marie <<u>murka@mint.ca</u>>

Subject: Re: Travel expense claim ICD oral exam

Edmonton

No worries Deborah.

Take care Cybele



On Aug 6, 2019, at 12:41 PM, Simons, Deborah

<simons@mint.ca> wrote:

Dear Cybele,

I would like to begin by apologizing for the delay in

responding -

Thank you for re-sending the receipts. I expect to have your claim completed by tomorrow morning, and will then seek the required approvals. Your e-mail explaining the hotel rate is very helpful. I will add a copy of your e-mail to the claim in order to justify why the cost was different than originally anticipated.

I will let you know as soon as all approvals are in place, and will do what I can to have this claim processed as quickly as possible.

Best, Debby

From: Cybele Negris

Sent: Tuesday, July 30, 2019 1:12 AM

To: Murka, Anne-Marie < murka@mint.ca>; Simons,

Deborah < simons@mint.ca>

Subject: Fwd: Travel expense claim ICD oral exam

Edmonton

Hi Anne-Marie and Deborah

I was going through my records and I don't think I've received the following reimbursement.

I thought I should double check in case it got stuck given the amount was higher than what was pre-approved because of the surprise increase in hotel rate.

Please let me know if further information is required.

Thanks so much

Cybele



From: Cybele Negris

Subject: Travel expense claim ICD oral exam

Edmonton

Date: July 2, 2019 at 11:17:07 PM PDT

To: "Murka, Anne-Marie" < murka@mint.ca>

Hi Anne-Marie

Please find attached my travel expense claim form for my ICD final exam in Edmonton.

I travelled the day before the exam as the morning flight on the same day and losing an hour to Edmonton would have left too little time for me to make it in time. I took the flight out the next morning after the exam as I wasn't sure how late the exam would go.

Unfortunately the hotel charged a ridiculous rate the second night which was unexpected. All previous nightly rates were \$185 or \$180. I complained to 3 tiers of management but none of them would do anything about reducing it because they said the hotel was sold out that night and therefore, they increased the rate. Really quite ridiculous! I'm attaching my travel authorization for reference. This means I'm slightly over even with the contingency. I'm fine to pay the difference for the overage.

I didn't put in any meals for the Wednesday as I got a meal on the plane. I didn't put in an incidental either as I returned early enough home. There was no taxi fare to the Vancouver airport from my home because I was given a ride

Please let me know if anything further details are needed. Thanks From: Simons, Deborah
To: Cybele Negris
Subject: Reimbursement

Date: Friday, August 23, 2019 2:37:00 PM

Attachments: 08446808 4.pdf

image001.jpg

Dear Cybele,

I am pleased to advise that you received an electronic transfer of funds today, August 23rd, in the amount of \$2,082.86 as a reimbursement of your travel expenses to attend the ICD Directors Program final exam in Edmonton.

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

CYBELE NEGRIS

Telephone Fax Date Vendor account Date of payment Reference No.

22/08/2019

23/08/2019 PV147204

613-993-3500

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABDE82469 B19-030	14/08/2019	CAD CAD	2,082.86	0.00	2,082.86	THEMIS # 3007 ICD FINAL EXAM

From: Simons, Deborah
To: Cybele Negris

Subject: Travel expense claim - ICD Directors Program Final Exam - Edmonton

 Date:
 Tuesday, August 13, 2019 3:41:00 PM

 Attachments:
 \$330-KM-WE\$19081315240.pdf

image001.jpg

Dear Cybele,

I am pleased to advise that your travel expense claim has received all of the required approvals and is now on its way to our finance team for payment. Attached is the revised Travel Expense Report that I signed on your behalf, for your records.

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

Claimant Signature:

Baggage Fees	26-Jun							
To attend the ICD Directors Program final exam. TRAVEL EXPENSE Amount \$ 1,067.06 Note: Please use the meal allowance calcibelow to determine the exact number of meal allowances and incidentals. VIA Rail Hotel Accommodations \$ 657.90 Rate # Meals Meal								
Airfare Baggage Fees Change Fees Change Fees VIA Rail Hotel Accommodations Mileage (\$.055/km) S - Breakfast Taxis S 164.10 Chare Rental Gasoline Private Accomodation (\$50/ngt) Other Total Travel Expenses Total Meal/Incidentals Meal allowance and incidental calculator Insert Date → Sat Sun Mon Tue Wed Thu Fri Breakfast Lunch Note: Please use the meal allowance calculator below to determine the exact number of meal allowances and incidentals. # Meals # Meals # Meals # Meals # Meals # Total Travel Expenses # Tota								
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Change Fees meal allowances and incidentals. VIA Rail Hotel Accommodations \$ 657.90 Rate # Meals Mileage (\$.055/km) \$ - Breakfast \$ 20.50 1 \$ Section of the content of the c	\$ 1,067.06 Note: Please use the meal allowance calculator							
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Other Total Travel Expenses \$ 1,889.06 Total Meal/Incidentals \$ 193.80 TOTAL \$ 2,082.86 Meal allowance and incidental calculator Insert Date → 24-Jun 25-Jun 26-Jun	193.80							
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Travel expense reports must comply with the RCM's Corporate Travel, Hospitality, Conference and Event Policy (Policy # 51).

1

Date:

3

Simons, Deborah

From: Sent:

Phyllis Clark ·

Thursday, August 29, 2019 10:59 AM Simons, Deborah

To: Subject:

Re: Seeking approval - 5 Travel Expense Claims

Approved

Sent from my iPad

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

Dear Phyllis,

Attached are 5 travel expense claims for approval. These claims represent exp∈ nses related to last week's attendance at our Board of Directors meetings, and have all been revie wed 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 I 320, PROM, SUSSEX OTTAWA ON K1A 0G8

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnale.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 de pouvoirs

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 financ i ère par intérim et, à ce titre, aura tout pouvoir d'agir en son nom.

Original signed by/Original signé par

Marie Lemay President & CEO/Présidente



ELECTRONIC FUNDS TRANSFER

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

CYBELE NEGRIS

Telephone Fax Date Vendor account Date of payment Reference No.

613-993-3500

05/09/2019 06/09/2019 PV147672

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82554 B19-034	30/08/2019	CAD CAD	4 ,670.84	0.00	4,670.84	THEMIS # 3015 EAHCE12272 OTTAWA BLANKET TA



Travel Expense Form 2019

OTJ#:

TA 4.	TADOGGA
	TABCC8255
AHCE #	FAHCE1222

Claimant **Cost Centre**

Cybele Negris	
121 Legal Services (Board)	

Cost estimate p rovided on TA Hospitality estimate p ≥ ovided on TA

Departure Date 19-Aug-19

Travel Location and Reason (attach supporting documents):

B19-034 To attend Board of Directors meetings and business dinners.

Vancouver/Ottawa/Vancouver

CONTRACTOR III		22-Mug-19
THEMIS# ~	P and Board claims only)	3015
Currency Conv	ersion Table	
1 Unit of	is Worth	of
		CAD
		CAD
		CAD

Return Date

Total Travel Expenses (inclusive of fares)

Prepaid Fares (Paid using Amex Corporate Billing Account)

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

4,670.84 0.000.00

CAD CAD

\$8,000.00

22-Aug-19

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

Cash Advanced / Returned (ENTER AS POSITIVE & AMOUNT)

C	(S TOSITIVE \$ AIVI	OUNT)			
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
			<u> </u>	0.00	1.00000	0.00
Amount Owing to:		Employee	4,	670.84	RCM	0.00

USD

Expense Coding Account Cost Center (Select One from drop dov HST - Registration # 10793 5058 RT0001	- Canadian p
HST - Registration # 10793 5058 RT0001	- Canadian p
740200 - Meals (domestic) 121 Legal Services (Board)	341.51
741200 - Meals (foveign)	67.38
740100 - Hospitality (domestic)	0.00
741100 - Hospitality (forcign)	0.00
740010 - Airfare (domestic)	0.00
741010 - Airfora (foreign)	2,635.25
740020 - Reil fore (domestic)	0.00
741020 - Rail fare (foreign)	0.00
740500 - Tayi fare (domestic)	0.00
741500 - Taxi fare (foreign)	33.28
740700 - Personal car mileage (domortis)	0.00
741700 - Personal car mileaga (foreign)	16.39
740030 - Car rental (domostic)	0.00
741030 - Car rental (foreign)	0.00
740800 - Parking (domestic)	0.00
741009 - Other transportation (foreign)	0.00
740400 Accommedation (2)	0.00
741400 - Accommodations (domestic) 121 Legal Services (Board) 741400 - Accommodations (foreign)	1,511.12
740900 - Incidentals (domestic) 121 Legal Services (Board)	0.00
741900 - Incidentals (foreign)	65.90
740000 - Baggage & Travel (domestic)	0.00
741000 - Baggage & Travel (foreign)	0.00
0.00	0.00
0.00	0.00
	0.00
	0.00
154200 - Prepaid Fares	0.00
Out of Balance - Discrepancy in Expenses Coded	0.00
	(0.00)
FOR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actu	tal expense claim (\$3,329.16)
(Formula) (III Formula) VZ I	Variance % -42%
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actu	ral expense claim \$0.00
Hospit	ality Variance % 000@21V/0!

		QQ						
40		Canada - (Exc	ept NWT, I	NVT, Yukon)]	USA - (Ex cep	t Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Tetal CAR
		(incl. HST/GST	HST/GST	HST/GST		Expenses		
RCM Paid Fares (Ai	r-Domestic)						CAD Exp.	Equivalent
RCM Paid Fares (Ra	il-Domestic)							
RCM Paid Fares (Af	r-Foreign)							
RCM Paid Fares (Ra	il-Foreign)				5			
Employee Paid Fare	(Air - Domestic)	2,768.85	133.60					
Employee Paid Fares	(Air- Foreign)							
Employee Paid Fares	(Rail- Domestic)							
Employee Paid Fares			1					
Hotel Accommodatio	N 177 N	1,707.56	196.44				-	
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Baggage (Foreign)		<u> </u>						
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Others (total)	·				ĺ			
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rer Diem Country				Canada				USA
		No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rate		allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts	\$20.50				\$20.50			
Lunches	\$20.10	1	20,10	0.96	\$20.10			
Dinners	\$50.65	1	50.65	2.41	\$50.65	-		
Total Meals			70.75	3.37				
Incidentals	\$17.30	4	69.20	3.30	\$17.30			
Total Expenses			139.95	6.66				
Note - Please use the	meal allowance ca	alculator tab to	determine t	he exact No	of meal alle	wanese and I		
Grand Total CAD Exp				4,670.84		Grand Total USD	Expenses	
Grand Total HST/GST	T .		Į.	341.51				
Notes for Expen	ses							
1) Travel from the hotel	to the Ottawa aimort	on 22 August - Col	bele rode wit	h Fiona Mando	ald Candin	falli and Da		
	brounded with mic Y	ight; 3) Breakfast o	m 20, 21 & 2	2 August was in	ncluded with	the accommodation	elis (Fiona paid the cab	fare); 2)
22 August and dinner or	20 & 21 August.		-,	Sure und D		meroimitodatioi	is; 4) KCM provided hir	nch on 21 &
€0								
H 19								
								1



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, Hospitza lity, 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 part - cipant (Policy Section 44.1) Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board resember or other private residence (Policy Sections 44.1 and 46.4) Hospitality - Special forms of hospitality (Annex 28) Hospitality - No pre-approval prior to expenditure (Section 44.7) VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial) Travel - Combining personal and business travel (Policy Section 14.3) Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6) Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial Carrier fare (Policy Section 22.1) Travel - Hotel - Rate in excess of specified or published City Rate Umits (Policy Section 25.2 and 25.3) Travel - Car travel - Leased Vehicles (Policy Section 23.1) Travel - Expense received over 30 days (Policy Section 33.1) Hospitality - External or Internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Persion (Annex 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 Travel – Car rental - upgrade to a larger vehicle than the intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section Travel – Car rental – upgrade to a larger vehicle than the intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3) 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 coast 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 Umit. VP pre-approval not obtained. Justification provided (Policy section 25.2) Missing original itemized receipts. Explanation provided (Policy section 26.2) Other exceptions (traveller has listed and explained on a separate document) Hospitality - External or Internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 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. S.Approved by Traveller's Director with signing authority **IPRINT NAME** Signature of Traveller's Director Date If ms 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 Corp orate 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 approvel, other as required)	6.Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CPO ACTIME GOL;	Signature of CEO/Chair of Baard/Chair of Audit Committee
Date	Date A /	I mail approval from
7.Reviewed by Finance (PRINT NAME)	(00/28/2019	Phyllis Clark
		09/08/19 000223

Meal allowance and incidental calculator

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

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

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

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

Enter	your tra	vel date	s here f	or	CAN	ADA			MON	TH:	Aug-1	9		
		1 11	2	0) 21		22								Total
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
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							ALCOHOL: NAME OF TAXABLE PARTY.							allowances
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														ALC: UNKNOWN
			Enter your travel dates	Sat Sun Mon Tue	Sat Sun Mon Tue Wed 1 1 1 1 Enter your travel dates here for the 19 20 21	Sat Sun Mon Tue Wed Thu 1 1 1 1 1 Enter your travel dates here for the 19 20 21	Sat Sun Mon Tue Wed Thu Fri 1 1 1 1 1 Enter your travel dates here for the US 19 20 21 22	Sat Sun Mon Tue Wed Thu Fri Sat 1 1 1 1 1 1 Enter your travel dates here for the US 20 21 22	Sat Sun Mon Tue Wed Thu Fri Sat Sun 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon I 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue I 1 1 1 1 1 1 1 1	Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu I 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri I 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

Claimant:	Cybele Negr	is	D-	eparture Date	e: Aug 19 2019]	Return Date	e: Aug 22 2019	
Location:	Ottawa, Roy	al Canadian I	Mint						
Purpose:	RCM Comm	ittee Meeting	s, Symposium	and Board Me	eetings				
TRAVEL EXPEN	SE	5 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	Amount		Meals & Incid	dent = I =			
Airfare			\$ 2,768.85	7/			_11		
Baggage Fees			\$ 2,768.85 Note: Please use the meal allowance calculator below to determine the exact number of						
Change Fees			***************************************		meal allowan	ces and incid	act number o	1	
VIA Rail						ces at 14 meio	entais.		
Hotel Accomm	odations		\$ 1,707.56	V	1	Rate	HARada	T =	
Mileage (\$.055)	/km)	-34-	\$ 18.70	-	Breakfast	\$20.50	#Meals	Total	
Parking 05	7,0	30.2			Lunches	\$20.30	0	\$ -	
Taxis	(P)	An	\$ 37.27	1	Dinners	\$50.65	1	\$ 20.10	
Car Rental	V	Uer	***************************************		Incidentals	\$ 17.30	4	\$ 50.65	
Gasoline						J 17.30	4	\$ 69.20	
Private Accomo	dation (\$50/ng	t)]	Total Travel E	xnensec		\$ 139.95	
Other			***************************************						
	Total Travel	Expenses	\$ 4,532.38	4530.8	39 10				
	Total Meal/I	ncidentals	\$ 139.95						
		TOTAL	\$-4,672.33	4,670.5	84 dn -				
Meal allowance	and incidenta	calculator							
Insert Date →			19-Aug	20-Aug	21-Aug	22-Aug		1	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Tota!	
Breakfast			- December						
Lunch				1	of annual all		~~~~	0	
Dinner			1	Commence was		· ····	C. Ballan	1	
Incidentals			1	1	1	1	ter - Alfredance - secretary	1 4	
Per Diem Calcul	ator							4	
Insert Date →			19-Aug	20-Aug	21-Aug	22 4			
	Sat	Sun	Mon	Tue	Wed	22-Aug	-		
			1	1	1	Thu 1	Fri	Total	
	-		Marianani anan antanani		· lannania di	-		4	
Claimant Signati	ure:	hegis			Date: Augu	st 24 2019			

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: 15 Jul, 2019

This is your official filterary/Receipt. You must bring it with you to the eirport 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 tarrifs 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 excess ruple, 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)

09:20

Vancouver Vancouver Int. (YVR), BC



16:52

Ottawa Ottawa Int. (YOW), ON



4hr32

Business P Operated by: Air Canada | 319

lund



Business Class (lowest)

provided

Ottawa

Ottawa Int. (YOW), ON



19:59

Vancouver Vancouver Int. (YVR), BC Terminal M

AC345

5hr09

Business P Operated by: Air Canada | 319

Passengers

[^] Cybele A Negris

Ticket Number

Air Canada - Aeroplan

Trave! Options

Regular meal

Seats

AC338 4F

AC345 4F

Purchase summary

Amount peid: \$2769.85		1 adult
Tax information	: √r 2	
\$130.61 \$130.61	Base Fare - Depart - Business Class (low = s 1)	1266.00
GST/HST no. 10009-2287 RT0001	Base Fare - Return - Business Class (low e € t)	
2.99	Surcharges	1266.00
	t and the second	46.00
	Goods and Services Tax - Canada no. 100 © ≥ 2287 RT0001	130,61
	Harmonized Sales Tax - Canada (GST/HS T ≈10009-2287 RT0001)	
	Air Travellers Security Charge - Canada	2.99
	Airport Improvement Fee - Canada	14.25
	The state of the s	43.00
	Total airfare and taxes before options	\$2768 ⁸⁵
	GRAND TOTAL (Canadian dollars)	\$2768 ⁸⁵

①

Check-in and boarding gate deadlines

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 a not pass through security.
---------------	--

- 45 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 tine check-in period for your flight.
- 15 Boarding gate deadline
 You must be present at the boarding gate before it closes.

Tap = # 133.60

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

Carry-on Baggage		
Committee and the state of the	Canada Rouge or Air Canada Express, you may r ry-on baggage must be light enough that you can	carry with you in the cabin 1 standard flom (max. size: 23 x 40 x \$55 cm [8 x 15.5 x 21.5 in]) and 1 personal flom (max store it in the overhead bin unassisted. See our complete carry-oral baggage policy.
Checked Baggage Please see below for details on	n the bags you plan on checking at the	baggage counter.
Vancouver (YVR) > Otta	awa (YOW)	ia .
1= bag	2 [™] bag	Max. weight per bag: 32.0 kg (70.0 lb)

一 1= bag

Complimentary

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

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

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

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.

_ 2™ bag

Complimentary

Fare Rules

Business Class (lowest)

此 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.

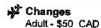


- Cancellations Adult - Nonrefundable
- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- If you make a flight change that involves a more restrictive fare, the higher chain ge fee associated with that more restrictive fare applies once 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 tic ket (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 of ference, 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% Aeropian Miles
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Business Class (lowest)



- 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.
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- 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.
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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

() General conditions of carriage

- 1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the 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 aircar ada.com or by calling our flight information system at 1-888-422-7633 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. Beyound 24 hours, voluntary changes to your titinerary may require the payment of additional feas and fare upgrades, if you are travelling on a non-refundable ticket, Adir 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 permitteed. Dangerous goods include, but are not limited to: compressed gases, comosives, explosives, flammable fliquids 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 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

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 Fefer to the Travel Documents page on our website for more information.

In-flight health

Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exaceric atted 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

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.

Schedules and timetables

Time and aircraft type shown in timetables or eisewhere are approximate and not guaranteed, and form no part of the constract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set ou; 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, eirport ticket counters and boarding locations.

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

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





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

Royal Canadian Mint Ms Cybole Negris Room/Chambre : 0486

Invoice #

Cashier/Cossier # : 226475

Page #

1 of 2

Reference No.

Arrival/Arrivée

08-19-19

Departure/Départ : 08-22-19

Date	Description	Additional information/Supplémentaire	Charges	Credits
09-19-19	Room Charge		549.00	777
08-19-19	Municipal Accommodation Tax	₹	21.96	
08-19-19	Room HST (13%)		74.22	•
08-20-19				0
08-20-19				Rersonu
08-20-19	Room Charge		469.00	
00-20-19	Municipal Accommodation Tax	4	18.76	
08-20-19	Room HST (13%)		63.41	
08-21-19	Room Charge		435 00	
08-21-19	Municipal Accommodation Tax	1	17.40	
08-21-19	Room HST (13%)		58.81	



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

Royal Canadian Mint Ms Cybele Negris

Room/Chambre

: 0486

s.19(1)

Folio #

Invoice #

Cashler/Cassier # :

Page #

2 of 2

Reference No.

Arrive VArrivee

: 08-1 9-19

Departure/Départ : 08-2 2-19

ate	Description		Addition	al Information/Supplémentaire	Charges	Credits
				Total	1,743.72	0.00
				Balance Due/Solde	1.743.72	
GST S	ummary / Sommaire		HST Summary I S	Sommaire		
RoomJC	Chembre	0.00	Room/Chambre	196.44		
FASTRA	stauration	0.00	F&B/Restauration	0.00		
OtherlA	lastres	0.00	Otherfautnes	4.16		
Total		0.00	Total	200.60		

Thank you for choosing Fairment Hotels & Resorts

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

Merci d'avoir choisi les Hôtels Fainmont,

Pour donner votre opinion sur votre séjour, vouillez controller M. Rick Corcoran, Directour général, 🐟 Rick Corcoran@fairmont.com. Nous vous invitors également à parlager les souveners de votre expérience sur notre forum « wezw.everyonesanonginal.com.

Remail = #36.16 Rem = #1707.50 (tap = #196.44)

For information or reservations, visit us at www.fairment.com or call Fairment Hotels & Reserts from: United States or Canada 1 600 441 1414 Pour information et réservations vieltez notre wat au ware faltmost com ou taléphones su lettes. Faltacre pe-Finde-Chie con Campde 1 000 461 2014

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Cas from attawa airport to hotel s.19(1)

BLUE LINE TAXT

TEMPINAL ID: MERCHANT ID: VEHICLE ID : 1981 VER ID :

TRIP NUMBER:

03/19-2019 START: 17-32

ARE APPOUNT

THE AMOUNT

TOTAL

SALE

APPROVAL HUMBER

324 561 193 43262 136 8895 6865666

301 F

END: 17:33

\$ 32.41

1 4.86

37.27

ARRI

090671

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812 INCULRYSTAXITAB.COM



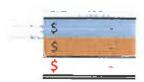
CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec

\$ 37.27

\$ 37.27
\$ 3,99
\$ 33.28

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

\$	37.27
8	3.99
Ś	33.28

BC to Vancouver International Airport - Gosogle Maps

Page 1 of 1

Google Maps

BC to vancouver international Airport

Drive 15.1 km, 31 min



Map date @2019 Specific 2 km

Fastest route now due to traffic conditions

37-min 15.1 km

via

Heavy traffic, as usual

32 min

14.6 km

10:40 AM-11:33 AM

53 min

A 7005/

Canada Line

15.1 x2 = 30 2 Km.

From: <u>Cybele Negris</u>
To: <u>Simons, Deborah</u>

Subject: Cybele"s Travel Expense report August 2019

Date: Saturday, August 24, 2019 3:53:17 PM

Attachments: Board Travel Claim Cybele Negris August 2019 .pdf

ATT00001.htm August 2019 Taxi.pdf ATT00002.htm August 2019 Fairmont .pdf

ATT00003.htm

August 2019 Air Canada Booking Confirmation

ATT00004.htm

Hi Deborah

Please find attached my travel expense report for the August Board Meeting.

The mileage is for the drive to and from YVR airport. The Taxi receipt is for YOW to the Fairmont Hotel. A few of us (Barry, Sandip, Fiona and I) took an Uber to YOW together. Fiona paid for that.

I removed the one breakfast charge plus GST from the hotel bill as that was for a guest I met with for a meeting.

Let me know if anything clarification is needed on anything

thanks Cybele From: Simons, Deborah
To: Cybele Negris

Subject: RE: Cybele"s Travel Expense report August 2019

Date: Tuesday, August 27, 2019 3:08:00 PM **Attachments:** S330-KM-WES19082714510.pdf

Board Travel Report-Rapport de dépenses Conseil - updated 27 August 2019.xlsx

Dear Cybele,

Thank you for this. I am pleased to confirm that your travel expense claim is complete and is now awaiting the required approvals. I needed to make two very minor adjustments with regards to the mileage. For audit purposes, I am required to attach a google map to your claim, and google map calculated the return mileage to be 30.2 KM instead of 34 KM. I also noticed that the mileage rate on the template was incorrect – it should have been slightly higher, 0.57 instead of 0.55. The result of these adjustments is that the total amount to be reimbursed is \$4,670.84 instead of \$4,672.33. Attached is your revised Travel Expense Report, for your files.

I have also attached the corrected template for future use.

Best, Debby

From: Cybele Negris

Sent: Saturday, August 24, 2019 3:53 PM

To: Simons, Deborah

Subject: Cybele's Travel Expense report August 2019

Hi Deborah

Please find attached my travel expense report for the August Board Meeting.

The mileage is for the drive to and from YVR airport. The Taxi receipt is for YOW to the Fairmont Hotel. A few of us (Barry, Sandip, Fiona and I) took an Uber to YOW together. Fiona paid for that.

I removed the one breakfast charge plus GST from the hotel bill as that was for a guest I met with for a meeting.

Let me know if anything clarification is needed on anything

thanks Cybele

RCM BOARD OF	DIRECTORS								
Claimant:	Cybele Negri	s	De	parture Date	Aug 19 2019		Return Date	: Aug 22 201	.9
Location:	Ottawa, Roya	al Canadian N	/lint						
Purpose:	RCM Commi	ttee Meeting	s, Symposium a	nd Board Me	etings				
TRAVEL EXPENS			Amount		Meals & Incid	lentals			_
Airfare	Prost		\$ 2,768 85	1/		use t he meal a	llowance cal	culator	
Baggage Fees						ermine the exa			
Change Fees						ces and incide		I - 1	
VIA Rail		150	The same of the sa		cur anovian	oco arra merae	artais.		
Hotel Accommo	odations		\$ 1,707.56	V 0		Rate	#Meals	Total	٦
Mileage (\$.055)	/km)	-34	\$ 18.70	17.21	Breakfast	\$20.50	0	\$ -	7
Parking 05	710	30.2		1000	Lunches	\$20.10	1	\$ 20.10	٥
Taxis	90	100	\$ 37.27	/	Dinners	\$50.65	1	\$ 50.6	5
Car Rental	V	U			Incidentals	\$17.30	4	\$ 69.20	5
Gasoline						3.5		\$ 139.9	5
Private Accomo	dation (\$50/ng	t)			Total Travel E	xpenses			
Other					c 1.				
	Total Travel I	xpenses	\$ 4,532.38	4530.8	1900				
	Total Meal/I	ncidentals	\$ 139.95						
		TOTA	\$ 4,532.38 \$ 139.95 L \$ 4,672.33	4,670.9	34 QU.				
Meal allowance	e and incidental								
Insert Date →			19-Aug	20-Aug	21-Aug	22-Aug		1	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
Breakfast								0	٦,
Lunch		, , , , , , , , , , , , , , , , , , , ,		1				1	٦,
Dinner			1				fra (excession en en espera casasa).	1	٦,
Incidentals	C.U.C.C.P.S.C.G.D.P.CCCCCARGOG	Caccord Caase	1	1	1	1	AMAZON TOTAK III. MITAKAR LIMBI SI	4	-
Per Diem Calcu	lator						30 30	· · · · · · · · · · · · · · · · · · ·	
Insert Date →			19-Aug	20-Aug	21-Aug	22-Aug		1	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
			1	1	1	1		4	Ĺ

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

Date: August 24, 2019

\$

\$

\$

Ś

\$

20.10

50.65

69.20

139.95

0

1

1

Departure Date: Aug 19 2019 Return Date: Aug 22 2019 Claimant: Cybele Negris Location: Ottawa, Royal Canadian Mint Purpose: RCM Committee Meetings, Symposium and Board Meetings TRAVEL EXPENSE Amount Meals & Incidentals \$ 2.768.85 Airfare Note: Please use the meal allowance calculator below to determine the exact number of **Baggage Fees Change Fees** meal allowances and incidentals. VIA Rail Hotel Accommodations \$ 1,707.56 Rate #Meals Total

Incidentals \$17.30 4 Private Accomodation (\$50/ngt) **Total Travel Expenses Total Travel Expenses** \$ 4,532.38 Total Meal/Incidentals \$ 139.95

Breakfast

Lunches

Dinners

\$20.50

\$20.10

\$50.65

18.70

37.27

\$ 4,672.33

Meal allowance and incidental calculator

34

TOTAL

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

Per Diem Calculator

Mileage (\$.055/km)

Parking

Car Rental

Gasoline

Other

Taxis

					\rightarrow

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

Date: August 24, 2019 Claimant Signature: _

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

BLUE LINE TAXI (613) 238 1111

TERMINAL ID: MERCHANT ID: VEHICLE ID : DRIVER ID : 324-301-793 4326273A 8005 00056089

TRIP NUMBER: PASSENGERS: 3017

08/19/2019 START: 17:32

END: 17:33

FARE AMOUNT:

\$ 32.41

TIP AMOUNT:

\$ 4.86

TOTAL :

\$

37.27

XXX

APPROVAL NUMBER :

090671

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812 INQUIRY0TAXITAB.COM TAXITAB





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

Royal Canadian Mint Ms Cybele Negris Room/Chambre : 0486

Folio#

Invoice #

Cashier/Cassier # : 226475

Page #

: 1 of 2

Reference No.

Arrival/Arrivée

: 08-19-19

Departure/Départ : 08-22-19

Description	Additional Information/Supplémentaire	Charges	Credits
Room Charge		549.00	
	(21.96	
Room HST (13%)		74.22	
Room Charge		469.00	
Municipal Accommodation Tax	(18.76	
Room HST (13%)		63.41	
Room Charge		435.00	
	(17.40	
Room HST (13%)		58.81	
	Room Charge Municipal Accommodation Tax Room HST (13%) Room Charge Municipal Accommodation Tax Room HST (13%) Room Charge Municipal Accommodation Tax	Room Charge Municipal Accommodation Tax (Room HST (13%) Room Charge Municipal Accommodation Tax (Room HST (13%) Room Charge Municipal Accommodation Tax (Room Charge

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 Hôlels Fairmont de: États-Unis ou Canada 1 800 441 1414 I ognes that my lability for this bill is not welverdown! I ognes to be test point analysistic in the event if the time bedgeled passes, company or association halfs to pay for any post of or the fall amount of base charges. Overtake tolerane extpets to a such angeled the work of 1 6% per reports after one mostly. (16 00% per orders). I have estapped delinery of the Orders and take 1-bad 1 have been easily to the 15 to 10 (Mostly and 32 50 (Mostly present to my wolders). (A) pertended up to them.)

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

Royal Canadian Mint Ms Cybele Negris

: 0486 Room/Chambre

Folio#

Invoice #

Cashier/Cassier # : 226475 Page #

: 2 of 2

Reference No.

Arrival/Arrivée

: 08-19-19

Departure/Départ : 08-22-19

Date Description			Addition	al Information/Supplémentaire	Charges	Credits
				Total	1,743.72	0.00
				Balance Due/Solde	1,743.72	
GST S	Summary / Sommaire		HST Summary /	Sommaire		
Room	Chambre	0.00	Room/Chambre	196.44		
F&B/R	estauration	0.00	F&B/Restauration	0.00		
Other/	Autres	0.00	Other/Autres	4.16		
Total		0.00	Total	200.60		

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 Hôteis Fairmont de: États-Unis ou Canada 1 800 441 1414

Lagran that my fability for this bill is not verifyed until again to be held personally fable in the owner that the indicate person, company or association facts to pay for any part of the full amount of these charges. Overtice believe autient to a sentenge of the rate of 1.5% personals offer one much. (18.00% per attent). I have accepted (offer) of the Clobe and Mari that I take all 1.00% per second (18.00% per attent). I have accepted (offer) of the Clobe and Mari that I take all 1.00% for a take the second (18.00%) for a second (19.00%) for a second (19.00%) for a second (19.00%) for a second (19.00%).

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To: Muller, Kim

Cc: <u>List, Christine</u>; <u>Simons, Deborah</u>

Subject: Re: Hotel Confirmation

Date: Thursday, August 15, 2019 1:54:05 PM

Hello Kim

Welcome! Looking forward to meeting you.

I received a confirmation from Fairmont earlier this week so I have already asked them to amend the dates of check in and check out to a day ahead. In order for me to have made it in time for the original 6pm pre-dinner meeting on the 20th, I made arrangements to arrive on the 19th. At this point, I won't change it even though that meeting is cancelled. I will be flying out right after our board meeting ends at 1:30 on the 22nd. The rate they sent me seems slightly lower.

Here are the details I've received from the hotel:

Confirmation Number
Guest's First Name
Cybele
Guest's Last Name
Negris

Arrival Date Monday, 19 Aug, 2019

Arrival Time What time should we expect you?

Departure Date Thursday, 22 Aug, 2019

Number Of Nights 3 Number Of Adults 1

Room Type Fairmont Gold King Non Smoking
Rate Per Room Per Night CAD 549.00 from 19-Aug-2019
CAD 469.00 from 20-Aug-2019

CAD 469.00 from 20-Aug-2019 CAD 435.00 from 21-Aug-2019

The above rate is exclusive of taxes and fees.

Guest Request 1st Floor Requested

All room requests/preferences are confirmed upon arrival

and subject to availability 48 hours prior to arrival Saturday, 17 Aug, 2019

Cancel Date To Avoid Fees
Cancellation Amount

Arrival Transportation :

Cancellation Policy

Pickup Required Please advise if we can assist in arranging your

CAD 645.18

transfer

Departure Transportation :

Drop-Off Required Please advise if we can assist in arranging your

transfer.

Thanks very much

Cybele Negris, ICD.D

This message is intended only for the named recipients. This message may contain information that is privileged, confidential or exempt from disclosure under applicable law. Any dissemination or copying of this message by anyone other than a named recipient is strictly prohibited. If you are not a named recipient or an employee or agent responsible for delivering this message to a named recipient, please notify us immediately by telephone at 604-828-4223, and permanently destroy this message and any copies you may have. Warning: Email may not be secure unless properly encrypted.

On Aug 15, 2019, at 10:40 AM, Muller, Kim < mullerk@mint.ca > wrote:

Dear Ms. Negris,

I have recently joined the Corporate Secretariat as Administrative Assistant and have been ask to provide Directors with the details of their hotel reservation for the upcoming August meetings. A room has been reserved in your name at the Fairmont Chateau Laurier in Ottawa. <u>Please advise of your arrival and departure dates and we will adjust your reservation as required.</u> Details are as follows:

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

Kind regards,

KIM MÜLLER

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

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

mullerk@mint.ca | mullerk@monnaie.ca

mint.ca | monnaie.ca

From: Simons, Deborah
To: Cybele Negris
Subject: Reimbursement

Date: Thursday, September 5, 2019 2:44:00 PM

Attachments: 08469839 4.pdf

image001.jpg

Dear Cybele,

I am pleased to advise that you will receive an electronic transfer of funds on September 6th, in the amount of \$4,670.84 as a reimbursement of your travel expenses to attend the August 2019 Board and Committee meetings in Ottawa.

A copy of the electronic funds transfer notification is attached.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

320 SUSSEX DRIVE | 320, PROM. SUSSEX

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

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca





320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

CYBELE NEGRIS

Telephone Fax Date Vendor account Date of payment Reference No. 613-993-3500 05/09/2019

06/09/2019 PV147672

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82554 B19-034	30/08/2019	CAD CAD	4,670.84	0.00	4,670.84	THEMIS # 3015 EAHCE12272 OTTAWA BLANKET TA

Simons, Deborah

From:

Phyllis Clark

Sent:

Friday, November 29, 2019 6:44 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABCC82554 - Cybele Negris - B19-042

Approved.

Phyllis Clark
Phone: Email:

CONFIDENTIALITY WARNING

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

On Thu, Nov 28, 2019 at 2:33 PM Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents Cybele's expenses related to her attendance at last week's Board of Directors meetings in Ottawa. The claim has been reviewed and approved by the CFO, and contains no exceptions. If you approve via e-mail, I will add a notation to your signature line, and will attach a copy of your e-mail to the claim.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

From: Simons, Deborah
To: Cybele Negris
Subject: Reimbursement

Date: Thursday, December 12, 2019 9:17:00 AM

Attachments: 08632982 4.pdf

image001.jpg

Dear Cybele,

I am pleased to advise that you will receive an electronic transfer of funds on December 13th, in the amount of \$5,257.74 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

ELECTRONIC FUNDS TRANSFER

CYBELE NEGRIS

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

12/12/2019 13/12/2019

PV150591

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82554 B19-042	03/12/2019	CAD CAD	5,257.74	0.00	5,257.74 5,257.74	THEMIS # 3047 EAHCE12358 OTTAWA



Travel Location and Reason

Travel Expense Form 2019

OTJ #: TA #: TABCC82554

EAHCE # EAHCE12358

laimant	Cybele Negris			
ost Contro	121 Legal Services (Poard)			

Cost estimate provided on TA \$8,000.00 Hospitality estimate provided on TA

Departure Date 18-Nov-19 **Return Date** 21-Nov-19

		THE THE PARTY IN THE PARTY IN	21 1101-17			
(attach supporting documents):	T	THEMIS # (VP and Board claims only)				
B19-042	Currency Conversion Table					
To attend Board of Directors meetings and business dinners.	1 Unit of	The second secon	of			
2000000 00000	USD		CAD			
Vancouver/Ottawa/Vancouver			CAD			
			CAD			
			CAD			
			CAD			

						CAD
Total Travel Expense						5,257.74
Prepaid Fares (Paid u	ising Amex Corp	orate Billing Account)			0.00
Airfare Previously Cl	aimed by Travell	ler (Paid using Trave	ller's Amex Card)			0.00
Airfare previously cla	imed by Travelle	er under this TA#(E	NTER AS POSITIVE \$ A	MO	UNT)	
Cash Advanced / Retu	urned (ENTER A	AS POSITIVE \$ AMO	DUNT)			
Currency	Advanced	Returned	Outstanding		FX to CAD	CAD Equivalent
				0.00	1.00000	0.00
Amount Owing to:		Employee	5,25	7.74	RCM	0.00

Expense Coding Account	Cost Center (Select One from drop down box)	1.0
HST - Registration # 10793 5058 RT0001	Cost Center (Select One from drop down box)	In Canadian \$
740200 - Meals (domestic)	122 Local Continue (December 1	350.60
741200 - Meals (foreign)	121 Legal Services (Board)	87.1
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (domestic)		0.00
74010 - Airfare (domestic)		0.00
741010 - Airfare (domestic)	121 Legal Services (Board)	3,363.25
	The state of the s	0.00
740020 - Rail fare (domestic)	▼	0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	142.84
741500 - Taxi fare (foreign)	▼	0.00
740700 - Personal car mileage (domestic)	•	0.00
741700 - Personal car mileage (foreign)	▼	0.00
740030 - Car rental (domestic)	▼	0.00
741030 - Car rental (foreign)	♥	0.00
740800 - Parking (domestic)	The state of the s	0.00
741099 - Other transportation (foreign)	V	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	1,248.00
741400 - Accommodations (foreign)	▼	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	65,90
741900 - Incidentals (foreign)		
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
0.00		0.00
0.00	▼	0.00
	V	0.00
2		0.00
54200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Cod	lad	0.00
		(0.00)
OR FINANCE USE UNLY (FAVO	rable)/Unfavorable Variance: Estimate on TA versus actual expense clai	
	Variance	
(Favorable)/U	Infavorable Variance: Estimate on Hospitality versus actual expense clai	
LAW-1 TOTAL NAV NEW CONTROL	Hospitality Variance	% #DIV/0!

Updated 18/03/1900250 Form updated January 2018

Canada - (Exc Total Amount (incl. HST/GST	Actual	Calc		USA - (Excep	Actual Credit Card	T CAT
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			\$20.35			
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1	50.55	2.41	\$50.55			
	91.50	4.36				
4	69.20	3.30	\$17.30			
	160.70	7.65				
alculator tab to d	letermine t	he exact No. o	of meal allo	wances and inc	identals	
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ncluded with the acc the flights; 4) Cybe dinner to the hotel of	le rode with	others for transi	portation from	n the Ottawa airne	nber, and lunch on 19 & ort to the hotel on 18 Nov	20 ember, from
	1,410.24 153.55 5,097.04 No. of meal allowances 1 1 1 4	1,410.24 162.24 153.55 10.71 153.55 10.71 5,097.04 342.95 No. of meal allowances 1 20.35 1 20.60 1 50.55 91.50 4 69.20 160.70	1,410.24 162.24 153.55 10.71 153.55 10.71 5,097.04 342.95 Canada No. of meal allowances allowance GST/HST 1 20.35 0.97 1 20.60 0.98 1 50.55 2.41 91.50 4.36 4 69.20 3.30 160.70 7.65	1,410.24 162.24 153.55 10.71 5,097.04 342.95 Canada No. of meal allowances allowance GST/HST 1 20.35 0.97 \$20.35 1 20.60 0.98 \$20.60 1 50.55 2.41 \$50.55 91.50 4.36 4 69.20 3.30 \$17.30 160.70 7.65 alculator tab to determine the exact No. of meal allo 5,257.74	1,410.24 162.24 153.55 10.71 5,097.04 342.95 Canada No. of meal allowances allowances 1 20.35 0.97 \$20.35 1 20.60 0.98 \$20.60 1 50.55 2.41 \$50.55 91.50 4.36 4 69.20 3.30 \$17.30 160.70 7.65 alculator tab to determine the exact No. of meal allowances and inc 5,257.74 Grand Total USD	1,410.24 162.24



Travel Expense Form 2019

TABCC82554

*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	of lease indicate if this of liftyou indicated "Yes", p	laim contains any exceptions requiring approval per the lease check which exception(s) were not pre-approved are	e Corporate Travel, Hospitality, Conference & Event Policy #51.							
CEO APPROVAL F	REQUIRED: (Please initial)	porate Travel, Hospitality, Conference & Event Policy #51								
			(Pillion 25)							
	ROVAL REQUIRED: (Please Hospitality – Exceptions to	initial) Hospitality Policy #51 (Annex 2B)								
	Hospitality – No pre-appro	wal obtained for the following:								
	☐ Hospitality – Ex	oltality – External or internal hospitality exceeding Maximum Cost Per Person (Annex 2B)								
	☐ Hospitality – Ex ☐ Hospitality – Al	ternal or internal hospitality costs exceeding \$5,000 (Anni coholic beverages provided (Policy Section 44.1)	ex 2B and 44.1)							
	☐ Hospitality – Fo	od & beverage cost exceeded Maximum Cost Per Person	(Policy Section 44.1)							
	☐ Hospitality – En	tertainment provided (Policy Section 44.1)								
	☐ Hospitality – Ho	espitality or entertainment provided to spouse or person a	accompanying an event participant (Policy Section 44.1)							
	□ Hospitality – Ho	ospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence s 44.1and 46.4)								
		is 44.1 and 46.4) pecial forms of hospitality (Annex 2B)								
		pre-approval prior to expenditure (Section 44.7)								
VD ADDDOVAL DE										
U T	ravel - Combining persona	F TRAVELLER IS A VP): (Please initial) al and business travel (Policy Section 14.3)								
LI Ti	ravel - Airfare – Higher le	vel than permitted by policy (Policy Section 20.6)								
□ Ti	ravel - Privately owned ve	hicles - Kilometer allowance in excess of the equivalent lo	west practical commercial carrier fare (Policy Section 22.1)							
- "	raver - Hotel - wate in exc	ess of specified or published City Rate Limits (Policy Secti Vehicles (Policy Section 23.1)	on 25.2 and 25.3)							
□ T ₁	ravel – Expense received o	over 30 days (Policy Section 33.1)								
— н — н	ospitality - External or into	ernal hospitality up to \$1,500 but less than \$5,000 and wit	thin Maximum Cost Per Person (Annex 2B)							
		ge cost not exceeding Maximum Cost Per Person (Policy S	Section 44.1)							
TRAVELLER'S DIREC	CTOR APPROVAL REQUIRE	D: (Please initial)								
□ Tr	avel – Airfare – upgrade : ection 20.6)	to a fare class higher than the Standard Allowable Airfar	e Class permitted by policy, at no additional cost to RCM (Policy							
		e to a larger vehicle than the Intermediate/Standard size	permitted by policy, at no additional cost to RCM (Policy section							
2.5	1.3)									
□ Tr	avel – Car rental – upgrad avel – Missing original iter	e to a larger vehicle than the intermediate/Standard size mized receipts. Explanation provided (Policy section 33.2)	to accommodate 3 or more employees (Policy section 23.3)							
⊔ Tr.	avel – Hotel – upgrade to	a level higher than the Standard Guest Room permitted h	nolicy at no additional cost to BCBA (B-11							
- 11	aver - Linner - Lare III exce	55 of Uttawa (\$200), Winnipeg (\$155), Toronto (\$200), M	Introd (\$190) Vancounce (\$200) and Salara (\$400)							
□ M	issing original itemized re	te Limit. VP pre-approval not obtained. Justification proving ceipts. Explanation provided (Policy section 26.2)	rided (Policy section 25.2)							
Li Ot	her exceptions (traveller I	has listed and explained on a separate document)								
□ Ho	spitality - External or inte	rnal hospitality up to \$1,500 and within Standard Cost Per	r Person (Annex 2B)							
By signing below, ti	he Traveller confirms that	this expense claim contains only eliaible allowances and i	egitimate and actual expenses incurred in accordance with the							
corporate maver, m	iospitality, cometence & I	VENLYOUR #51 (as annicable) that all required supporti	aa documentation is sent-in-died :							
авоче посеа ехсерт	ions are complete and ac	curate, and that the claim has been completed in accorda	nce with these policies.							
1.Traveller Name	(PRINT NAME)	2.Expense claim prepared by	3.Approved by Traveller's Director with signing authority							
MULITA	104911	(PRINT NAME) (PO)	(PRINT NAME)							
May 1:	malales	1/1/00 John mas	e r							
Signature of trave	ller	Signature	Signature of Traveller's Director							
10 01. A)	015	081 116	alphatote of Hadelier 5 Director							
mul M	ign?	08/11/19	*							
Date O	146	Date /	Date							
The Traveller's Man	ager confirms that she/he	has reviewed this purposes while it will be the	A STATE OF THE STA							
reasonable, exceptio	ons as noted above are an	has reviewed this expense claim including all the supports	ing documentation, that the expenses claimed appear n accordance with the Corporate Travel, Hospitality, Conference							
& cheur bouch #21 (c	as applicable).Please note	, if exceptions have been pre-approved prior to travel, the	Travel's Director can proceed in signing the assessment in							
signing below, the Vi	P or CEO confirms that sh	e/he has reviewed the exceptions as noted above requirin	g her/his approval and hereby arants it.							
4. Approved by VP (as required)	5 Paylound by CEO ICEO Julius P.								
(PRINT NAME)	ar required,	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)							
			Place as required							
-		1 and	believe refer to attained							
Signature of VP		Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit							
			Committee							
		NA/17 /2019	10-Mary (2000000 11 BD) (hacon							
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7.Reviewed by Fina	THE (FRINT NAME)		Date A A A A							
			8911119							
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Meal allowance and incidental calculator

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

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

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

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

Manufacture	Enter	your tra	vel dates	The second second	r	CANA	DA			MON	ITH:	Noven	nher		
Numbers only			18		20	21						1101011	TIDO!	es terraio	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
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Breakfast Lunch			18	19	20	21		Sat	Sun					Fri	allowances 0
Breakfast			18	19	20	21		Sat	Sun					Fri	allowances

Claimant:	Cybele Neg	ris	De	eparture Dat	e: Nov 18 2019	9	Return Date	Nov 21 201
Location:	Royal Canad	dian Mint, Ott	awa ON					
Purpose:								2 20
	Board of Di	rectors and Co	mmittee Meet	ings				
TRAVEL EXPEN	ISE		Amount	_ /	Meals & Inci	identals		
Airfare			\$ 3,533.25	V .	Note: Please	use the meal a	allowance cal	culator
Baggage Fees						ermine the exa		
Change Fees						nces and incide		
VIA Rail					,			
Hotel Accomm	odations		\$ 1,410.24		de la	Rate	#Meals	Total
Mileage (\$.057	/km)		\$ -		Breakfast 20	35 \$20.50	1	\$ -20.50
Parking]		60 \$20.10	1	\$ 20.10
Гахіs			\$ 153.55			55 \$50.65	1	\$ 50.65
Car Rental					Incidentals	\$17.30	4	\$ 69.20
Gasoline								\$ 160.45
rivate Accomo	odation (\$50/ng	gt)	***************************************		Total Travel E	xpenses		1
Other			***************************************			1		160.70
	Total Travel	Expenses	\$ 5,097.04	V	A -			as.
	Total Meal/I	ncidentals	\$ -160.45	160.70	W			
		TOTAL	\$ 5,257.49	5,257	74			
leal allowance	e and incidenta	l calculator						
nsert Date $ ightarrow$			18-Nov	19-Nov	20-Nov	21-Nov]
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
reakfast		ļ	1					1
unch						1	***************************************	1
inner					1			1
ncidentals			1	1	1	1		4
er Diem Calcul	lator							
sert Date \rightarrow			18-Nov	19-Nov	20-Nov	21-Nov		1
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			1	1	1	1		4

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

Simons, Deborah

From:

Cybele Negris <

Sent:

Friday, November 22, 2019 12:59 AM

To:

Simons, Deborah

Subject: Attachments: November 2019 Cybele Negris travel expenses

November 2019 board meeting taxi receipts.pdf; ATT00001.htm;

clh_gst_folio_cad5111419603.pdf; ATT00002.htm; Air Canada - 18 Nov_ Vancouver - Ottawa (Booking Reference_ rtfd.zip; ATT00003.htm; Board Travel Report-Cybele Negris

Nov 2019.pdf; ATT00004.htm; image001.png; ATT00005.htm

Hi Debi

Please find attached my expense report for the November 2019 board meeting.

The taxi receipts include to and from airport in Vancouver, hotel to airport in Ottawa, hotel to Mamma Teresa's Restaurant and hotel to Le Cellier Restaurant for the two board dinners.

The Ottawa to hotel taxi I caught a ride with Barry Rivelis and he paid for the cab.

From the restaurants back to hotel, the restaurant owner drove me and Deborah back on the 18th and Victor Young paid on the 19th

Please let me know if I'm missing anything.

Thanks

Cybele



Booking Confirmation



Booking Reference:

Date of issue: 10 Oct, 2019

This is your official illinerary/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 18 Nov. 2019 08:50

Vancouver

Vancouver Int. (YVR), BC

1

16:23

Ottawa

Ottawa Int. (YOW), ON

AC338

4hr33

Business Z

Operated by: Air Canada | 321

(lunch)



Business Class (lowest)

Thursday

17:25 Ottawa

Ottawa Int. (YOW), ON



20:04

Vancouver

Vancouver Int. (YVR), BC Terminal M



5hr39

Business Z Operated by: Air Canada | 321

(dinner)

Passengers

[∧] Cybele A Negris

Ticket Number

Air Canada - Aeroplan

Travel Options

Regular meal

Seats

AC338 2F

AC343 4F

Purchase summary

		1 a dult
Amount paid; \$3533.25		
Tax information GST no. 10009-2287 RT0001 \$167.01	Base Fare - Depart - Business Class (lowest)	1630.00
GST/HST no. 10009-2287 RT0001	Base Fare - Return - Business Class (lowest)	1630.00
\$2.99	Surcharges	46.00
	Goods and Services Tax - Canada - 100092287 RT0001	167.01
	Harmonized Sales Tax - Canada - 100092287 RT0001	2.99
	Air Travellers Security Charge - Canada	14.25
	Airport Improvement Fee - Canada	43.00
	Total airfare and taxes before options	\$3533 ²⁵
	GRAND TOTAL (Canadian dollars)	\$3533 ²⁵

Check-in and boarding gate deadlines



Within Canada

90

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

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.

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.

Vancouver (YVR) > Ottawa (YOW)

1 bag

2nd bag

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

Complimentary

Complimentary

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

Ottawa (YOW) > Vancouver (YVR)

1s bag

2nd bag

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

Complimentary

Complimentary

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

Currency

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

Stopovers

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

Baggage Allowance for Air Canada Altitude and Star Alliance Members

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

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

	Economy 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 lb)

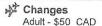
Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- 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)





- 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 - Nonrefundable

- · 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.
- 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 (lowest)



- 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.



- · 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.
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 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

General conditions of carriage

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

6. Dangerous goods

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

7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its 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, airport ticket counters and boarding priorities are available at all

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 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,



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 : 0370

Folio#

Invoice #

Cashier/Cassier# : 615

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	
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	⊌ST (13%)		54.08	
11-21-19		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		1,410.24

BLUE LINE TAXI OTTAWA 613-238-1111

PURCHASE

CAD S:

MMMPASSENGER COPYMMM

INCUIRVOIAXITAB.COM

WHENE SBX

00052914

8453

9644

19:04

10.00

2.00

END: 19:03

12.00

020821

B6A04000 CONTACTLESS CHIP

an

MERCHANT: MEDALLION:

DRIVER ID:

11/18/2019

FARE AMOUNT:

EXTRA AMOUNT:

CATION NAME:

APPROVED:

TOTAL:

Approval Code : RESP CU :

ENTRY METHOD:

DESCRIPTION:_

AID:

TTO :

TRIP NUMBER .

START: 19:03

s.19(1)

MEDALL TON: 00052295 DRIVER ID: 0313 TRIP NETBER 18:26 11/19/2019 END: 18:26 START 19:25 10.17 HARE HIJUNT: TIP ASSINT 2.00 12.17 TOTAL: ATTON NAME: ADDI 1 APPROVED: Approx al Code : 685491 90 RESE IN I B6A04000 TTC : CONTACTLESS CHIP ENTRY JETHOD: AX. MPASSENGER COPYMEN OLO SIPTION: ___

(ab from hotel to Board)

MERCHANT:

XXXX 5BG

B367

INCUIRY TAX I TAB . COM

131 FIE 1 1111 TAKT

SEAL INCYMAN

321 at 1 413. LENGT TO 10252.8 ner . OLDIT . utatifited Dirt ... ticit taria. látit Feddy le 1 to H. HU: 14:71

He Minutes 5 40 147164 AL 25'3 APPROVAL NUMBER : 012.21

> CUSTOMER SERVICE 1-000-443-2812 INCUINTUIAXITAB.COM IN/TIAB

Cab from Vancouler airport to residence

BONNY'S TAXI QC 83 5759 SIDLEY STREET BURNABY BC

CARD CARD TYPE DATE 2019/11/21 1924 20:50:37 TIME CLERK ID 02 RECEIPT NUMBER H85002792-001-087-004-0 **PURCHASE**

AMOUNT \$39.00 TIP \$5.85 TOTAL

A0000000031010 4F4ADC615F0875F6 0000000000-

APPROVED

AUTH# 011201 THANK YOU

01-027

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS CORV FOR YOUR RECORDS

Cab Grom residence De Vancaster airport

Cash Receipt

For prompt, safe and courteous service call...

Black Top & Checker Cabs 604-681-3201 or 604-731-1111

1375 Vernon Drive Vancouver, BC V6A 3V4 www.btccabs.ca

Date

.....Cab No....

Thank You GST# 100436724

CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec

\$ 70.00

\$ 70.00 \$ 7.50 \$ 62.50

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

\$ -\$ -\$

Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ 83.55

\$ 83.55
\$ 3.21
\$ 80.34

The figures you need

GRAND TOTAL TOTAL TAX SUMMARY Page total \$ 153.55 \$ 10.71 \$ 142.84

Simons, Deborah

From:

Phyllis Clark <

Sent:

March 12, 2020 11:38 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - TABCC83398 - Cybele Negris - B20-006

Approved

Phyllis Clark Phone:	Email:	ĺ
1 Hone.	21110111	

CONFIDENTIALITY WARNING

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

On Thu, Mar 12, 2020 at 9:36 AM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents the expenses related to Cybele's travel to Ottawa to attend last week's Board of Directors meetings. There are no exceptions, and the claim has been reviewed and approved by the Acting CFO. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ





320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

TRAVEL EXPENSE REPORT RCM BOARD OF DIRECTORS

Claimant:	Cybele Negr	is	Dep	oarture Date	: March 1 2020		Return Date:	March 5 2020	
Location:	Royal Canad	ian Mint - 330	Sussex						
Purpose:	Strategy, co	mmittee and b	ooard meetings						
TRAVEL EXPENS	SE		Amount		Meals & Incid	entals			
Airfare			\$ 3,822.00	V	Note: Please	use the meal a	llowance cal	culator	
Baggage Fees					below to dete	rmine the exa	ict number of		
Change Fees			\$ 52.50		meal allowand	es and incide	entals.		
VIA Rail					11				
Hotel Accomm	odations		\$ 1,640.56	1		Rate	#Meals	Total	
Mileage (\$.057	/km)	30	\$ 17.10	17.06	Breakfast	\$20.35	0	\$ -	0
Parking 0.5	565	30.2			Lunches	\$20.60	1	\$ 20.60	V
Taxis 1	1	do	\$ 37.96		Dinners	\$50.55	1	\$ 50.55	-
Car Rental		0			Incidentals	\$17.30	5	\$ 86.50	~
Gasoline								\$ 157.65	L
Private Accomo	odation (\$50/n	gt)			Total Travel Ex	penses			
Other									
	Total Travel	Expenses	\$ 5,570.12	5570	.08 00				
	Total Meal/	Incidentals	\$ 157.65		4				
		TOTAL	\$ 5,727.77	572-	1.73 d	2			
Meal allowance	e and incident	al calculator						-	
Insert Date $ ightarrow$		1-Mar	2-Mar	3-Mar	4-Mar	5-Mar			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	_
Breakfast								0	L
Lunch			1					1	-
Dinner		1						1	~
Incidentals		1	1	1	1	1		5	
Per Diem Calcu	ulator							_	
Insert Date $ ightarrow$		1-Mar	2-Mar	3-Mar	4-Mar	5-Mar			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
		1	1	1	1	1	}	5	
Claimant Signa	ture:	hegio			Date: Marc	ch 6, 2020			

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



Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

CYBELE NEGRIS

Telephone Fax Date Vendor account Date of payment

Reference No.

613-993-3500 19/03/2020

20/03/2020 PV153369

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC83398 B20-006	13/03/2020	CAD	5,727.73	0.00	5,727.73	EAHCE12467 OTTAWA
		CAD		-	5,727.73	



Cost Centre

Travel Expense Form 2020

OTJ #: TABCC8339

TA#: TABCC83398 **EAHCE#** EAHCE12467

01-Mar-20

5,727.73

Cybele Negris

121 Legal Services (Board)

Cost estimate provided on TA Hospitality estimate provided on TA

provided on TA \$8,049.15 provided on TA

Travel Location and Reason (attach supporting documents):

Total Travel Expenses (inclusive of fares)

 Return Date
 05-Mar-20

 THEMIS # (VP and Board claims only)
 3112

Departure Date

(attach supporting documents):	supporting documents): THEMIS # (VP and Board claims only)				3112
B20-006		Currency Co	onversion Table		
To attend Board of Directors meetings and business dinners.		1 Unit of	is Worth	of	
	USD			CAD	
Vancouver/Ottawa/Vancouver				CAD	
		22.0		CAD	
				CAD	
				CAD	

Prepaid Fares (Paid using Amex Corporate Billing Account)

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

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

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

Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00
Amount Owing to:		Employee	5,727.73	RCM	0.00

Expense Coding Account	38	Cost Center (Select On	ne from drop down box		In Canadian \$
HST - Registration # 10793 505	8 RT0001	Cost Center (Serect Of	te from drop down box	.,	384.86
740200 - Meals (domestic)		121 Legal Services (Board)	-		67.76
741200 - Meals (foreign)			~		0.00
740100 - Hospitality (domestic)			~		0.00
741100 - Hospitality (foreign)			•		0.00
740010 - Airfare (domestic)		121 Legal Services (Board)	~		3,690.75
741010 - Airfare (foreign)			▼		0.00
740020 - Rail fare (domestic)		121 Legal Services (Board)	~		0.00
741020 - Rail fare (foreign)			•		0.00
740500 - Taxi fare (domestic)		121 Legal Services (Board)	~		33.89
741500 - Taxi fare (foreign)			-		0.00
740700 - Personal car mileage (do	mestic)	121 Legal Services (Board)	·		16.25
741700 - Personal car mileage (for	reign)		-		0.00
740030 - Car rental (domestic)			-		0.00
741030 - Car rental (foreign)			-		0.00
740800 - Parking (domestic)			-		0.00
741099 - Other transportation (for	eign)		-		0.00
740400 - Accommodations (dome	stic)	121 Legal Services (Board)	-		1,451.84
741400 - Accommodations (foreig	n)		•		0.00
740900 - Incidentals (domestic)		121 Legal Services (Board)	~		82.38
741900 - Incidentals (foreign)			~		0.00
740000 - Baggage & Travel (dome	estic)		•		0.00
741000 - Baggage & Travel (forei	gn)		~		0.00
0.00			~		0.00
0.00			~		0.00
			~		0.00
			~		0.00
154200 - Prepaid Fares					0.00
Out of Balance - Discrepancy in	Expenses Coo	led			0.00
FOR FINANCE USE ONLY	(Favo	orable)/Unfavorable Variance: Estima	te on TA versus actual exp	ense claim	(\$2,321.42)
			v	ariance %	-29%
	(Favorable)/I	Unfavorable Variance: Estimate on Ho	ospitality versus actual exp	ense claim	\$0.00
			Hospitality V	ariance %	#DIV/0!

Updated 01/01/20

		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)		1000	272777				
RCM Paid Fares (Rai	l-Domestic)				Ī			
RCM Paid Fares (Air-	-Foreign)							
RCM Paid Fares (Rail	l-Foreign)				Ī			
Employee Paid Fares	(Air - Domestic)	3,874.50	183.75					
Employee Paid Fares	(Air- Foreign)				Ī			
Employee Paid Fares	(Rail- Domestic)				Ī			
Employee Paid Fares	(Rail - Foreign)				Ī			
Hotel Accommodation	s (Domestic)	1,640.56	188.72		Ì			
Hotel Accommodation	ıs (Foreign)							
Taxis (Domestic)		37.96	4.07					5)
Taxis (Foreign)								
Mileage (\$0.565km)	30.2	17.06		0.81				
Business Telephone								
Parking					- 1			
Car Rental (Domestic))				Ī			
Car Rental/Gas (Forei	ign)				Ī			
Personal Accommodat	tions							1197-908
Hospitality					Ī			
Baggage (Domestic)								
Baggage (Foreign)								
Others (code manually	y)				1			
					Ī			U- NING AND
Others (total)					Ī	and the control of th		
Total Expenses		5,570.08	376.54	0.81				1 000 M 2 0
Per Diem Country				Canada				USA
		No. of meal	Total CAD	Calculated	[No. of meal	Total USD	Total CAD
Meal allowance rate	s	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts	\$20.35				\$20.35			
Lunches	\$20.60	1	20.60	0.98	\$20.60			We make the state of
Dinners	\$50.55	1	50.55	2.41	\$50.55			19/00
Total Meals			71.15	3.39			1	
Incidentals	\$17.30	5	86.50	4.12	\$17.30			
Total Expenses			157.65	7.51				7/11 - 42/X/S/S

Grand Total CAD Expenses	5,727.73	Grand Total USD Expenses	
Grand Total HST/GST	384.86		

Notes for Expenses

Breakfast on 2, 3, 4 & 5 March was included with the accommodations; RCM provided lunch on 3, 4 & 5 March and dinner on 2, 3 & 4 March. Cybele did not pay for any cabs in Ottawa other than transportation from the Ottawa airport (she shared a cab with another Board member for travel back to the Ottawa airport and the other Board member paid for the cab); Cybele originally booked her flights for 1 March (Vancouver/Ottawa) and 6 March (Ottawa/Vancouver) based on the original meeting schedule, but when the meeting schedule was adjusted to reflect an earlier finish time on 5 March, she was able to change her return flight from 6 to 5 March, thereby saving one night at the hotel, incidentals on 6 March, and a per diem on 6 March - Corporate Secretariat approved this change. The total airfare is therefore \$3,874.50 (original ticket \$3,302.25 + fare difference for revised return \$519.75 + change fee \$52.50).



Travel Expense Form 2020

TA # TABCC83398

*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 No If you indicated "Yes", please check which exception(s) were not pre-approved and require approval: CEO APPROVAL REQUIRED: (Please initial) ☐ Travel – Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 2B) CFO or CEO APPROVAL REQUIRED: (Please initial) Hospitality - Exceptions to Hospitality Policy #51 (Annex 2B) Hospitality - No pre-approval obtained for the following: Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 2B) Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 2B and 44.1) Hospitality – Alcoholic beverages provided (Policy Section 44.1) Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1) Hospitality - Entertainment provided (Policy Section 44.1) Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1) Hospitality - Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4) Hospitality - Special forms of hospitality (Annex 2B) Hospitality - No pre-approval prior to expenditure (Section 44.7) VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial) Travel - Combining personal and business travel (Policy Section 14.3) Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6) Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1) Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3) Travel - Car travel - Leased Vehicles (Policy Section 23.1) Travel - Expense received over 30 days (Policy Section 33.1) Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 2B) Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1) TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial) Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy Travel – Car rental - upgrade to a larger vehicle than the intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3) Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3) Travel – Missing original itemized receipts. Explanation provided (Policy section 33.2) Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2) Missing original itemized receipts. Explanation provided (Policy section 26.2) Other exceptions (traveller has listed and explained on a separate document) Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 2B)

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

1. Traveller Name (PRINT NAME)	2.Expense claim prepared by SIMONS (PRINT NAME) HUMY SIMONS	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller	Signature	Signature of Traveller's Director
Cypele Negris	10/03/2020	
Date 10/03/2020	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)
	6. 2 1	Wood alles In methodo
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit
	1 0.01/ 5001	Committee
	BODOZINIEC	D-MUL GINIANIGO GRADIN
Date	Date /	Date
	03/11/2010	Phyllis Clark.
7.Reviewed by Finance (PRINT NAME)		Date
		12/03/2020

Smith, Cindy

From:

Smith, Cindy

Sent:

March 11, 2020 8:15 AM

To:

Delegation of Authority

Subject:

Delegation Notice - Jennifer Camelon - Avis de délégation de pouvoirs

VERSION FRANÇAISE CI-APRÈS.

Delegation Notice – Jennifer Camelon

Please be advised that Jennifer Camelon will be absent from the Mint March 11, 2020. 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 le 11 mars 2020. 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

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.

	Entery	your trav	el dates	here fo	or	CANAI	DA			MON	TH:	Mar-2	0		
Numbers only		1	2		3 4	5								(d) (100 to 100	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast							DE SA								0
Lunch			1												1
Dinner		1					3800				5 00 5 10 6		1 2500		1
Incidentals		1	1		1 1	1								6 563	5
													_		
	Enter	your trav	el dates	here fo	or the	US				MON	TH:	4389	1		
	Enter	your trav	el dates		or the					MON	TH:	4389	1 1		Total
	Enter y	your trav	el dates 2 Mon		-		Fri	Sat	Sun	MON	TH:	4389 Wed	1 Thu	Fri	
Breakfast		1	2		3 4	5		Sat	Sun					Fri	Total
		1	2		3 4	5		Sat	Sun					Fri	Total allowances
Breakfast		1	2		3 4	5		Sat	Sun					Fri	Total allowances



Passenger: Negris Cybele

Booking Reference:

Ticket number:

Air Canada Reservations, 1-888-247-2262 Issuing date: Mar-03, 2020

ELECTRONIC TICKET RECEIPT

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

NOTE: You may be receiving this Itinerary Electronic Ticket Receipt due to a change in your itinerary. Please contact the Air Canada Contact Centre immediately if you have any questions concerning any schedule change.

From	То	Flight	Departure	Arrival	
OTTAWA, Macdonald Cartier Intl	VANCOUVER, International (YVR)	AC343	17:25	20:04	
(YOW)	Terminal: M		Thursday 05 Mar 2020	Thursday 05 Mar 2020	
Fare: Business Class (flexible), D	Operated by: AIR CANADA		Cabin	: Business Class	
Fare basis: D0ZCEF	Aircraft type: Airbus Industrie A321		Durat	ion: 05:39	
Booking status: OK	Number of stops: 0		Seat:	02F	
Frequent flyer number:					

OK = Confirmed

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. 23 x 40 x 55 cm [9 x 15.5 x 21.5]) and 1 personal item (max. size: 16x 33 x43 cm [6 x 13 x17 in]). Your carry-on baggage must be light enough that you can store 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. YOWYVR

1st Checked Bag:

Free of Charge

UPTO70LB 32KG AND62LI 158LCM OR ANTLERS OR BICYCLE OR

& Dinner included

SPORTING FIREARMS

2nd Checked Bag:

Free of Charge

UPTO70LB 32KG AND62LI 158LCM OR ANTLERS OR BICYCLE OR

SPORTING FIREARMS

Name of the carrier whose baggage rules apply: AIR CANADA

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

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 checked baggage policy

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

Baggage Allowance for Altitude and Star Alliance Members

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Air Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges

Frequent Flyer Status	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100k,	3 bags	3 bags	3 bags
Elite 75k, Elite 50k & Elite 35k	32kg (70lb)	32kg (70lb)	32kg (70lb)
Altitude Prestige 25k	2 bags	2 bags	3 bags
	23kg (50lb)	23kg (50lb)	32kg (70lb)
Star Alliance Gold	As per fare paid + 1	As per fare paid + 1	As per fare paid + 1
	additional bag	additional bag	additional bag
	23kg (50lb)	23kg (50lb)	32kg (70lb)
Star Alliance Silver	As per fare paid	As per fare paid	As per far paid
	23kg (50lb)	23kg (50lb)	32kg (70lb)

Fare rules Summary

Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance. Tickets are non transferable.

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

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

F	Α	R	Е	D	E٦	Α	IL	S

Form of payment: CC VI XXXXXXXXXXX2529

XXXX 07894I

Endorsements: CAD3081.00 NONREF-BG AC

Total tax

Air Transportation Charges: CAD 3576.00
Taxes, Fees and Charges:

Goods and Services Tax - Canada - CAD 24.75

100092287 RT0001(XG)

Air Travellers Security Charge - Canada(CA)

Harmonized Sales Tax - Canada -

100092287 RT0001(RC)

Airport Improvement Fee - Canada(SQ)

Airport Improvement Fee - Canada(SQ)

Goods and Services Tax - Canada -

100092287 RT0001(XG)

Total Amount:

CAD PD 156.01

CAD PD 14.25

CAD PD 2.99

CAD PD 25.00

CAD PD 23.00

CAD 519.75A

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.

Within Canada

When you should check in: 90 minutes Check-in / baggage drop-off ends: 45 minutes

Boarding Gate Deadline: 15 minutes

To/From the US

When you should check in: 120 minutes Check-in / baggage drop-off ends: 60 minutes

Boarding Gate Deadline: 15 minutes

International (including Mexico and the Caribbean)

When you should check in: 120 minutes Check-in / baggage drop-off ends: 60 minutes

Boarding Gate Deadline: 15 minutes

From Algiers (Algeria), Casablanca (Morocco) and Tel Aviv (Israel)

When you should check in: 180 minutes Check-in / baggage drop-off ends: 60 minutes

Boarding Gate Deadline: 30 minutes

- 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 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 airlines 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

Schedule and Itinerary Changes

- · Please contact the Air Canada Contact Centre immediately if you have any questions concerning any schedule change.
- Any changes made to Air Canada bookings may affect other travel services you may have booked/reserved (i.e. car and/or hotel reservations). It is your responsibility to verify whether or not other travel services are affected as a result of such changes.
- If the flight for which you have a confirmed upgrade has been cancelled and we were not able to rebook you in the Business
 Class cabin, any eUpgrade Credits or frequent flyer miles/points that were used for the initial upgrade will be returned to your
 account.
- You can change your new seat assignment on aircanada.com. If you wish to change your new flight, please contact the Air Canada Contact Centre.

CONDITIONS OF CONTRACT AND OTHER IMPORTANT NOTICES

PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THEREOF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER.

Air Passenger Protection Regulations Notice (for flights to, from and within Canada, including connecting flights):

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 Regulations*. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

Pursuant to these regulations, general terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage must be provided by your carrier. For Air Canada, this information can be found in Air Canadas General Conditions of Carriage and Tariffs.

NOTICE of Liability Limitations

The Montreal Convention or the Warsaw Convention system may be applicable to your journey and these Conventions govern@@@25

may limit the liability of air carriers for death or bodily injury, for loss of or damage to baggage, and for delay.

Where the Montreal Convention applies, the limits of liability are as follows:

- 1. There are no financial limits in respect of death or bodily injury.
- In respect of destruction, loss of, or damage or delay to baggage, 1,288 Special Drawing Rights (approximately \$2,400 CAD) per passenger in most cases.
- 3. For damage occasioned by delay to your journey, 5,346 Special Drawing Rights (approximately \$9,800 CAD) per passenger in most cases

Where the Warsaw Convention system applies, the following limits of liability may apply:

- 1. 16,600 Special Drawing Rights (approximately EUR 20,000; US \$20,000) in respect of death or bodily injury if the Hague Protocol to the Convention applies, or 8,300 Special Drawing Rights (approximately EUR 10,000; US \$10,000) if only the Warsaw Convention applies. Many carriers have voluntarily waived these limits in their entirety, and US regulations require that, for journeys to, from or with an agreed stopping place in the US, the limit may not be less than US \$75,000.
- 17 Special Drawing Rights (approximately EUR 20; US \$20) per kg for loss of or damage or delay to checked baggage and 332 Special Drawing Rights (approximately EUR 400; US \$400) for unchecked baggage.
- 3. The carrier may also be liable for damage occasioned by delay.

Where neither the Montreal Convention nor the Warsaw Convention system applies: For travel wholly between points in Canada, the liability limit for loss or delay of, or damage to baggage is 1,288 Special Drawing Rights (approximately \$2,400 CAD) per passenger.

Further information may be obtained from Air Canada as to the limits applicable to your journey. If your journey involves carriage by different carriers, you should contact each carrier for information on the applicable limits of liability.

Regardless of which Convention applies to your journey, you may benefit from a higher limit of liability for loss of, damage or delay to baggage by making at check-in a special declaration of the value of your baggage and paying any supplementary fee that may apply. Alternatively, if the value of your baggage exceeds the applicable limit of liability, you should fully insure it before you travel.

Time limit for action: Any action in court to claim damages must be brought within two years from the date of arrival of the aircraft, or from the date on which the aircraft ought to have arrived. Baggage claims: Written notice to the carrier must be made within 7 days of the receipt of checked baggage in the case of damage, and, in the case of delay, within 21 days from the date on which it was placed at the disposal of the passenger.

Notice of Contract Terms Incorporated by Reference

- 1. Your contract of carriage with the carrier that provides you with carriage by air, whether international, domestic or a domestic portion of an international journey is subject to this notice; to any notice or receipt of the carrier; and to the carriers individual terms and conditions (Conditions), related rules, regulations and policies (Regulations) and any applicable tariffs.
- 2. If your carriage is by more than one carrier, different Conditions, Regulations and any applicable tariffs may apply for each carrier.
- 3. The Conditions, Regulations and any applicable tariffs of each carrier are, by this notice, incorporated by reference into and made part of your contract of carriage.
- 4. The Conditions may include, but are not restricted to:
 - o Conditions and limits on the carriers liability for the bodily injury or death of passengers.
 - Conditions and limits on the carriers liability for the loss of, damage to or delay of goods and baggage, including fragile or perishable goods.
 - o Rules for declaring a higher value for baggage and for paying any supplementary fee that may apply.
 - Application of the carriers Conditions and limits of liability to the acts of the carriers agents, servants and representatives, including any person providing either equipment or services to the carrier.
 - o Claims restrictions, including time limits by which passengers must file claims or bring actions against the carrier.
 - Rules about reconfirmations or reservations; check in times; the use, duration and validity of air transportation services;
 and the carriers right to refuse carriage.
 - Rights of the carrier and limits on the carriers liability for delay or failure to perform a service, including schedule changes, substitution of alternative carriers or aircraft and re-routing, and, when required by applicable law, the obligation of the carrier to notify passengers of the identity of the operating carrier or substituted aircraft.
 - Rights of the carrier to refuse carriage to passengers who fail to comply with applicable laws or who fail to present all necessary travel documents.
- 5. You can obtain more information about your contract of carriage, and find out how to request a copy, at places where transportation on the carrier is sold. Many carriers also have this information on their websites. When required by applicable law, you have the right to inspect the full text of your contract of carriage at the carriers airport and sales offices, and upon request, to receive a copy by mail or other delivery service from each carrier free of charge.
- If a carrier sells air transportation services or checks baggage specifying carriage on another carrier, it does so only as agent for the other carrier.

China departing flights only

1. Passenger notifications

In the event that a flight is delayed, cancelled or diverted due to an unforeseen problem, we will make every effort to keep you well informed at the airport and onboard the affected aircraft. Based on the information we have, we will promptly provide timely updates, within 30 minutes of becoming aware of such a cancellation, delay or diversion, and explain the reason for the delay, cancellation or diversion through various methods, such as:

- o onboard/gate announcements
- o our Flight Status tool on our website
- o the airport Flight Information Display Systems
- o calling Air Canada Reservations

You may also register for our <u>Flight Notification Service</u> to receive delay or cancellation information or gate change details for your flight.

2. Flight delays and cancellations

If you are affected by a situation that causes a delay or flight cancellation, we provide the details of how Air Canada will assist you.

3. Response plan for Tarmac Delays

Our contingency plan for lengthy tarmac delays at Chinese airports is intended to provide you with information regarding Air Canadas policies and procedures for handling your travel on our airline in the event of a lengthy ground delay, while you are onboard our aircraft at a Chinese airport.



AIR CAN*

AIRCANADA.COM, MB

-\$519.75

AIR CAN*
Travel & Entertainment Airlines

Air Canada Yare difference for changing return flight from 6 March to 5 March. AIR CAN* AIRCANADA.COM, MB

-\$52.50

AIR CAN* Travel & Entertainment Airlines

ELIGIBLE FOR INSTALLMENTS

Mar 3, 2020

Air Canada Change Fee



Booking Confirmation





Booking Reference:

Date of issue: 25 Jan, 2020

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

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



Business Class (lowest)

Sunday 01 Mar, 2020 08:50 Vancouver Vancouver Int. (YVR),



16:23 Ottawa Ottawa Int. (YOW),



4hr33
Business P
Operated by: Air Canada | A321-200 |

MV-Fi
Breakfast



Business Class (lowest)

Friday 06 Mar. 2020 06:50 Ottawa Ottawa Int. (YOW),



09:29

Vancouver
Vancouver Int. (YVR),



5hr39
Business Z
Operated by: Air Canada | A321-200 |
Breakfast

Passengers

[°] Cybele A Negris

Ticket Number

Seats AC338 4F AC341 4F

Air Canada - Aeroplan

.1



Purchase summary

		1 adult
Amount paid: \$3302.25	As Trimingertation Charges	
ax information	The state of the s	
ST no. 10009-2287 RT0001 \$156.01	Base Fare - Depart - Business Class (lowest)	1395.00
7011101 110. 10000-2201 K10001 92.00	Base Fare - Return - Business Class (lowest)	1640,00
	Surcharges	46,00
	Taxes, fees and changes	
Antal Lan	Air Travellers Security Charge - Canada	14.25
16tal Tax	Goods and Services Tax - Canada - 100092287 RT0001	156.01
	Harmonized Sales Tax - Canada - 100092287 RT0001	2,99
# 1000 - x	Airport Improvement Fee - Canada	48,00
\$ 159.00	Total before options (per passenger)	\$3302 ²⁵
	GRAND TOTAL (Canadian dollars)	\$3302 ²⁵

Check-in and boarding gate deadlines

Within Canada	
90 minutes	Recommended check-in time You should check in no later than the limes 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 ⁶	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.

	_	
	Baggage	allowance
$\overline{}$	33-5-	diretionie

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.

Vancouver (YVR) > Ottawa (YOW)

1 bag

_ 2™ bag

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

Complimentary

Complimentary

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

Ottawa (YOW) > Vancouver (YVR)

一 1st bag

2nd bag

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

Complimentary

Complimentary

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

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

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

Baggage Allowance for Air Canada Altitude and Star Alliance Members

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

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

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

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

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

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



Business Class (lowest)



Changes

Departing flight

- . Before departure of first flight

- Before departure or ITST Hight
 Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 Penally fee for ticket reissue between \$50 CAD \$50 CAD
 New fravel dates must be prior to Sunday, 24 Jan, 2021
 The maximum change fee applied is \$100 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- · After departure of first flight
- . Flights can only be used in sequence from the place of departure specified on the itinerary.
- Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.



Cancellations

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



Minimum stay

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



Maximum stay

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



Aeroplan

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

Business Class (lowest)



Changes

Return flight

- · Before departure of first flight
- Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 Penalty fee for ticket reissue between \$50 CAD \$50 CAD
 New travel dates must be prior to Sunday, 24 Jan, 2021
 The maximum change fee applied is \$100 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- · After departure of first flight

- After departure of trist tingint.

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

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

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

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



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



Minimum stay

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



Maximum stav

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



Aeroplan

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

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

Deneral conditions of carriage

- You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the
 boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of
 reservations, and/or ineligibility for denied boarding compensation.
- 2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
- 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

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.

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

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

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.





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 : 0490

Folio#

Invoice #

Cashier/Cassier # : 226475

Page #

1 of 2

Royal Canadian Mint

Arrival/Arrivée

: 03-01-20

Departure/Départ : 03-05-20

Date	Description	Additional Information/Supplémentaire	Charges	Credits
03-01-20	Room Charge		349.00	
03-01-20	Municipal Accommodation Ta	× (13.96	
03-01-20	Room HST (13%)		47.18	
03-02-20	Room Charge		349.00	
03-02-20	Municipal Accommodation Ta	× (13.96	
03-02-20	Room HST (13%)		47.18	
03-03-20	Room Charge		349.00	
03-03-20	Municipal Accommodation Ta	× {	13.96	
03-03-20	Room HST (13%)		47.18	
03-04-20	Room Charge		349.00	
03-04-20	Municipal Accommodation Ta	× (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: Elete-Unis ou Carada 1 800 441 1414

I agree that my liquidity for the \$10 is not we see over 1 agree to be held personally liable in the inventional the included person company to consension took by use \$10 in the interest of the best above to the property of the interest of 100 personal above one result. (NADON as a mounty in the conditional held in the interest (NADON as a mounty in the other and the conditional appropriate the Cohen and their Hard I refund to 100 personal appropriate Cohen and their Hard I refund to 100 personal appropriate the 2.5 to 100 perso

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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 Room/Chambre

: 0490

Folio#

Invoice #

Cashier/Cassier# : 226475

Page #

2 of 2



Arrival/Arrivée

: 03-01-20

Departure/Départ : 03-05-20

ate Descrip	tion	Additiona	al Information/Supplémentaire	Charges	Credits
			Total		0.00
			Balance Due/Solde	1,640.56	
GST Summary / Sommaire HST Summary / Sommaire		Sommaire			
Room/Chambre	0.00	Room/Chambre	188.72		
F&B/Restauration	0.00	F&B/Restauration	0.00		
Other/Autres	0.00	Other/Autres	0.00		
Total	0.00	Total	188.72		

Thank you for choosing Fairmont Hotels & Resorts.

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

Merci d'avoir choisi les Hôtels Fairmont.

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

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

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BLUF LINE TAXI

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324 304 104 4126368A 504Z 10351138

THE NUMBER:

2943

START: 1/:15

NO: 17:17

HANE AMOUNTS

\$ 33.02

HP AMOUNT:

1 1 15

TOTAL

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CUSTUMEN SERVICE 1 000-040-7012 INDUITYWIANITAB.COM TAXITAB



Cab Gram attawa airport to boke.

CRA Calculated Taxi Tax 2019

Taxis for

Ontario &

Quebec

\$ 37.96

\$ 37.96
\$ 4.07
\$ 33.89

Taxis for

Nova Scotia &

PEI &

New Foundland &

New Brunswick

\$ - 1
\$
\$ -

Taxis for

BC &

Saskatchewan &

Alberta &

Manitoba

\$ 1
\$ 7920
\$ -

The figures you need

GRAND TOTAL

TOTAL TAX

SUMMARY Page total

\$ 37.96	
\$ 4.07	
\$ 33.89	

BC to Vancouver International Airport - Goegie Maps

Page 1 of 1

Google Maps

BC to vancouver international Airport

Drive 15.1 km, 31 min

Map data 62019 Gaagle 2 lunt

Fastest route now due to traffic conditions

31-min 15.1 km

Heavy traffic, as usual

32 min

14.6 km

MA 88:11-MA 04:01

53 min

@ 7005/i

Canada Line

15.1 x 2 = 30 2 Km.

Simons, Deborah

From:

Simons, Deborah

Sent:

March 3, 2020 5:45 PM

To:

'Cybele Negris'; List, Christine; Phyllis Clark

Subject:

RE: Flight change? - approval needed

Hi Cybele,

No problem at all – I will simply add a notation to your travel expense claim, explaining why the extra flight cost (and explaining the savings).

Best,

Debby

From: Cybele Negris

Sent: March 3, 2020 5:30 PM

To: Simons, Deborah <simons@mint.ca>; List, Christine <List@mint.ca>; Phyllis Clark <

Subject: Flight change? - approval needed

Hi Phyllis, Debby and Christine

I was thinking of changing my Friday am flight to Thursday 525 pm as it seems my other Vancouver counterparts are all leaving at that time.

I had thought based on the schedule that there would be no way to make that flight so had booked for Friday morning

If I change, the difference in flight would be \$572.50 but there would be one less night of hotel and per diem

Is that acceptable? I didn't want to change until I got an ok

Thanks

Cybele



Simons, Deborah

From:

Cybele Negris <

Sent:

March 7, 2020 1:20 AM

To:

Simons, Deborah

Subject:

Travel Expense Report

Attachments:

0004.png; ATT00001.htm; 0004.png; ATT00002.htm; Lybele A Negris 05-Mar

Ottawa-Vancouver.pdf; ATT00003.htm; Air_Canada_Booking_Confirmation

original.pdf; ATT00004.htm; Board Travel Report Cybele Negris March 2020.pdf; ATT00005.htm; TaxiReceiptMarch2020.pdf; ATT00006.htm; March2020hotel.pdf;

ATT00007.htm; image001.png; ATT00008.htm; ATT00009.htm

Hi Debby

Hope you're having a nice start to your weekend. Here's my expense report and supporting receipts.

The Original booking for my flight was \$3302.25 (receipt attached below)

The change in flight from March 6 to March 5 had a fare difference of \$519.75 (reflected in the other receipt attached and also shown on my credit card charge in blue below)

There was an additional change fee of \$52.50 (there seems to be no indication of the change fee on the Itinerary receipt but below are the charges on my credit card)

Let me know if this will suffice. Otherwise I will have to call Air Canada to see if they can go back and provide me a separate receipt for the change fee. From past experience this could take weeks or longer.

The mileage is for travel from my home to Vancouver airport and airport to home 15km each way

There was only one taxi charge for Ottawa airport to hotel.

Barry Rivelis and I shared a taxi from hotel to airport and he paid for it so should be on his expense sheet

I've included our original communication we had about the cost savings on the one night hotel and per diem to justify the change.

Mar 3, 2020

From: Simons, Deborah
To: Cybele Negris
Subject: Reimbursement

Date: Thursday, March 19, 2020 10:07:00 AM

Attachments: 08752289 4.pdf

image002.jpg

Dear Cybele,

I am pleased to advise that you will receive an electronic transfer of funds on March 20th, in the amount of \$5,727.73 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

CYBELE NEGRIS

Telephone Fax Date Vendor account Date of payment Reference No. 613-993-3500 19/03/2020

20/03/2020 PV153369

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC83398 B20-006	13/03/2020	CAD	5,727.73	0.00	5,727.73 5,727.73	EAHCE12467 OTTAWA

 From:
 Cybele Negris

 To:
 Simons Deborah

 Subject:
 Travel Expense Report

Date: Saturday, March 7, 2020 1:20:20 AM

Attachments: 0004.pnq ATT00001.htm

0004.png ATT00002.htm

ATT00009.htm

ybele A Negris 05-Mar Ottawa-Vancouver.pdf ATT00003.htm

Air Canada Booking Confirmation

ATT00004.htm Board Travel Report Cybele Negris March 2020.pdf ATT00005.htm

ATT00005.htm
TaxiReceiptMarch2020 pdf
ATT00006.htm
March2020hotel.pdf
ATT00007.htm
image001.png
ATT00008.htm

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Mar 3, 2020



Booking Confirmation



Booking Reference:

Date of issue: 25 Jan, 2020

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Business Class (lowest)

Sunday 01 Mar, 2020

08:50 Vancouver

Vancouver Int. (YVR), Terminal M



16:23 Ottawa Ottawa Int. (YOW),



4hr33 Business P Operated by: Air Canada | A321-200 | Breakfast



Business Class (lowest)

Friday 06 Mar, 2020

06:50

Ottawa

Ottawa Int. (YOW),



09:29

Vancouver

Vancouver Int. (YVR),



5hr39 Business Z Operated by: Air Canada | A321-200 | Wi-Fi Breakfast

Passengers

[⋄] Cybele A Negris **Ticket Number**

Air Canada - Aeroplan

Seats

AC338 4F

AC341 4F



Purchase summary

Amount paid: \$3302.25 Tax information GST no. 10009-2287 RT0001 \$156.01 GST/HST no. 10009-2287 RT0001 \$2.99

	1 adult
Air Transportation Charges	
Base Fare - Depart - Business Class (lowest)	1395 00
Base Fare - Return - Business Class (lowest)	1640 00
Surcharges	46.00
Taxes, fees and charges	
Air Travellers Security Charge - Canada	14.25
Goods and Services Tax - Canada - 100092287 RT0001	156 01
Harmonized Sales Tax - Canada - 100092287 RT0001	2.99
Airport Improvement Fee - Canada	48.00
Total before options (per passenger)	\$3302 ²⁵
GRAND TOTAL (Canadian dollars)	\$3302 ²⁵



Check-in and boarding gate deadlines

Wil	nın	Cana	aga.

90

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

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

15

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

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

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	Rannane	allowance
-	Daggage	anowanice

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.

Vancouver (YVR) > Ottawa (YOW)			
1st bag Complimentary	2nd bag Complimentary	Max. weight per bag: 32 kg (70 lb) Max. dimensions per bag: 158 cm (62 in)	

Ottawa (YOW) > Vancouver (YVR)				
☐ 1st bag Complimentary	☐ 2 nd bag Complimentary	Max. weight per bag: 32 kg (70 lb) Max. dimensions per bag: 158 cm (62 in)		

Currency

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

Stopovers

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

Baggage Allowance for Air Canada Altitude and Star Alliance Members

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

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

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

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

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

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



Business Class (lowest)



Changes

Departing flight

- Before departure of first flight
- Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 Penalty fee for ticket reissue between \$50 CAD \$50 CAD
 New travel dates must be prior to \$5 unday, 24 Jan, 2021
 The maximum change fee applied is \$100 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- · After departure of first flight
 - Ticket reissue is not allowed
- · Flights can only be used in sequence from the place of departure specified on the itinerary.
- Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.



Cancellations

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



Minimum stay

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



Maximum stay

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



Aeroplan

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

Business Class (lowest)



Changes

Return flight

- · Before departure of first flight

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

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

 New travel dates must be prior to Sunday, 24 Jan, 2021

 The maximum change fee applied is \$100 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- · After departure of first flight

- Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 Penalty fee for ticket reissue between \$50 CAD \$50 CAD
 New travel dates must be prior to Monday, 01 Mar, 2021
 The maximum change fee applied is \$50 CAD per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- · Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.



Cancellations

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



Minimum stay

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



Maximum stay

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



Aeroplan

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

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

(!) General conditions of carriage

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

6. Dangerous goods

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

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

8. International travel

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

9. In-flight health

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

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

10. Schedules and timetables

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

11. Overbooking notice

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat 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.











s.19(1)

Passenger: Negris Cybele A
Booking Reference:

Ticket number:

Air Canada Reservations, 1-888-247-2262

Issuing date: Mar-03, 2020

ELECTRONIC TICKET RECEIPT

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

NOTE: You may be receiving this Itinerary Electronic Ticket Receipt due to a change in your itinerary. Please contact the Air Canada Contact Centre immediately if you have any questions concerning any schedule change.

From	То	Flight	Departure	Arrival
OTTAWA, Macdonald Cartier Intl	VANCOUVER, International (YVR)	AC343	17:25	20:04
(YOW)	Terminal: M		Thursday 05 Mar 2020	Thursday 05 Mar 2020
Fare: Business Class (flexible), D	Operated by: AIR CANADA		Cabin:	Business Class
Fare basis: D0ZCEF	Aircraft type:Airbus Industrie A321		Duration	on: 05:39
Booking status: OK Frequent flyer number:	Number of stops: 0		Seat: (02F

OK = Confirmed

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. 23 x 40 x 55 cm [9 x 15.5 x 21.5]) and 1 personal item (max. size: 16x 33 x43 cm [6 x 13 x17 in]). Your carry-on baggage must be light enough that you can store 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.

YOWYVR

1st Checked Bag: Free of Charge UPTO70LB 32KG AND62LI 158LCM OR ANTLERS OR BICYCLE OR

SPORTING FIREARMS

2nd Checked Bag: Free of Charge UPTO70LB 32KG AND62LI 158LCM OR ANTLERS OR BICYCLE OR

SPORTING FIREARMS

Name of the carrier whose baggage rules apply: AIR CANADA

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

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 checked baggage policy

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

Baggage Allowance for Altitude and Star Alliance Members

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Air Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges

Frequent Flyer Status	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100k,	3 bags	3 bags	3 bags
Elite 75k, Elite 50k & Elite 35k	32kg (70lb)	32kg (70lb)	32kg (70lb)
Altitude Prestige 25k	2 bags	2 bags	3 bags
	23kg (50lb)	23kg (50lb)	32kg (70lb)
Star Alliance Gold	As per fare paid + 1	As per fare paid + 1	As per fare paid + 1
	additional bag	additional bag	additional bag
	23kg (50lb)	23kg (50lb)	32kg (70lb)
Star Alliance Silver	As per fare paid	As per fare paid	As per far paid
	23kg (50lb)	23kg (50lb)	32kg (70lb)

Fare rules Summary

Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance. Tickets are non transferable.

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

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

FARE DETAILS

Form of payment:

Endorsements:

CAD3081.00 NONREF-BG AC

CAD 3576.00 Air Transportation Charges: Taxes, Fees and Charges: CAD 24.75 Goods and Services Tax - Canada -100092287 RT0001(XG) Air Travellers Security Charge - Canada(CA) **CAD PD 14.25 CAD PD 2.99** Harmonized Sales Tax - Canada -100092287 RT0001(RC) **CAD PD 25.00** Airport Improvement Fee - Canada(SQ) **CAD PD 23.00** Airport Improvement Fee - Canada(SQ) Goods and Services Tax - Canada -CAD PD 156.01 100092287 RT0001(XG) Total Amount: CAD 519.75A 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.

Within Canada

When you should check in: 90 minutes Check-in / baggage drop-off ends: 45 minutes

Boarding Gate Deadline: 15 minutes

To/From the US

When you should check in: 120 minutes Check-in / baggage drop-off ends: 60 minutes

Boarding Gate Deadline: 15 minutes

International (including Mexico and the Caribbean)

When you should check in: 120 minutes Check-in / baggage drop-off ends: 60 minutes

Boarding Gate Deadline: 15 minutes

From Algiers (Algeria), Casablanca (Morocco) and Tel Aviv (Israel)

When you should check in: 180 minutes Check-in / baggage drop-off ends: 60 minutes

Boarding Gate Deadline: 30 minutes

- 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 on your itinerary. Please refer to the Travel Documents page on our website for more information.

000302

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 airlines 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

Schedule and Itinerary Changes

- Please contact the Air Canada Contact Centre immediately if you have any questions concerning any schedule change.
- Any changes made to Air Canada bookings may affect other travel services you may have booked/reserved (i.e. car and/or hotel reservations). It is your responsibility to verify whether or not other travel services are affected as a result of such changes.
- If the flight for which you have a confirmed upgrade has been cancelled and we were not able to rebook you in the Business
 Class cabin, any eUpgrade Credits or frequent flyer miles/points that were used for the initial upgrade will be returned to your
 account.
- You can change your new seat assignment on aircanada.com. If you wish to change your new flight, please contact the Air Canada Contact Centre.

CONDITIONS OF CONTRACT AND OTHER IMPORTANT NOTICES

PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THEREOF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER.

Air Passenger Protection Regulations Notice (for flights to, from and within Canada, including connecting flights):

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 Regulations*. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

Pursuant to these regulations, general terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage must be provided by your carrier. For Air Canada, this information can be found in Air Canadas General Conditions of Carriage and Tariffs.

NOTICE of Liability Limitations

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may limit the liability of air carriers for death or bodily injury, for loss of or damage to baggage, and for delay.

Where the Montreal Convention applies, the limits of liability are as follows:

- 1. There are no financial limits in respect of death or bodily injury.
- 2. In respect of destruction, loss of, or damage or delay to baggage, 1,288 Special Drawing Rights (approximately \$2,400 CAD) per passenger in most cases.
- 3. For damage occasioned by delay to your journey, 5,346 Special Drawing Rights (approximately \$9,800 CAD) per passenger in most cases

Where the Warsaw Convention system applies, the following limits of liability may apply:

- 1. 16,600 Special Drawing Rights (approximately EUR 20,000; US \$20,000) in respect of death or bodily injury if the Hague Protocol to the Convention applies, or 8,300 Special Drawing Rights (approximately EUR 10,000; US \$10,000) if only the Warsaw Convention applies. Many carriers have voluntarily waived these limits in their entirety, and US regulations require that, for journeys to, from or with an agreed stopping place in the US, the limit may not be less than US \$75,000.
- 2. 17 Special Drawing Rights (approximately EUR 20; US \$20) per kg for loss of or damage or delay to checked baggage and 332 Special Drawing Rights (approximately EUR 400; US \$400) for unchecked baggage.
- 3. The carrier may also be liable for damage occasioned by delay.

Where neither the Montreal Convention nor the Warsaw Convention system applies: For travel wholly between points in Canada, the liability limit for loss or delay of, or damage to baggage is 1,288 Special Drawing Rights (approximately \$2,400 CAD) per passenger.

Further information may be obtained from Air Canada as to the limits applicable to your journey. If your journey involves carriage by different carriers, you should contact each carrier for information on the applicable limits of liability.

Regardless of which Convention applies to your journey, you may benefit from a higher limit of liability for loss of, damage or delay to baggage by making at check-in a special declaration of the value of your baggage and paying any supplementary fee that may apply. Alternatively, if the value of your baggage exceeds the applicable limit of liability, you should fully insure it before you travel.

Time limit for action: Any action in court to claim damages must be brought within two years from the date of arrival of the aircraft, or from the date on which the aircraft ought to have arrived. Baggage claims: Written notice to the carrier must be made within 7 days of the receipt of checked baggage in the case of damage, and, in the case of delay, within 21 days from the date on which it was placed at the disposal of the passenger.

Notice of Contract Terms Incorporated by Reference

- 1. Your contract of carriage with the carrier that provides you with carriage by air, whether international, domestic or a domestic portion of an international journey is subject to this notice; to any notice or receipt of the carrier; and to the carriers individual terms and conditions (Conditions), related rules, regulations and policies (Regulations) and any applicable tariffs.
- 2. If your carriage is by more than one carrier, different Conditions, Regulations and any applicable tariffs may apply for each carrier.
- 3. The Conditions, Regulations and any applicable tariffs of each carrier are, by this notice, incorporated by reference into and made part of your contract of carriage.
- 4. The Conditions may include, but are not restricted to:
 - o Conditions and limits on the carriers liability for the bodily injury or death of passengers.
 - o Conditions and limits on the carriers liability for the loss of, damage to or delay of goods and baggage, including fragile or perishable goods.
 - o Rules for declaring a higher value for baggage and for paying any supplementary fee that may apply.
 - o Application of the carriers Conditions and limits of liability to the acts of the carriers agents, servants and representatives, including any person providing either equipment or services to the carrier.
 - o Claims restrictions, including time limits by which passengers must file claims or bring actions against the carrier.
 - o Rules about reconfirmations or reservations; check in times; the use, duration and validity of air transportation services; and the carriers right to refuse carriage.
 - o Rights of the carrier and limits on the carriers liability for delay or failure to perform a service, including schedule changes, substitution of alternative carriers or aircraft and re-routing, and, when required by applicable law, the obligation of the carrier to notify passengers of the identity of the operating carrier or substituted aircraft.
 - o Rights of the carrier to refuse carriage to passengers who fail to comply with applicable laws or who fail to present all necessary travel documents.
- 5. You can obtain more information about your contract of carriage, and find out how to request a copy, at places where transportation on the carrier is sold. Many carriers also have this information on their websites. When required by applicable law, you have the right to inspect the full text of your contract of carriage at the carriers airport and sales offices, and upon request, to receive a copy by mail or other delivery service from each carrier free of charge.
- 6. If a carrier sells air transportation services or checks baggage specifying carriage on another carrier, it does so only as agent for the other carrier.

000304

China departing flights only

1. Passenger notifications

In the event that a flight is delayed, cancelled or diverted due to an unforeseen problem, we will make every effort to keep you well informed at the airport and onboard the affected aircraft. Based on the information we have, we will promptly provide timely updates, within 30 minutes of becoming aware of such a cancellation, delay or diversion, and explain the reason for the delay, cancellation or diversion through various methods, such as:

- o onboard/gate announcements
- o our Flight Status tool on our website
- o the airport Flight Information Display Systems
- o calling Air Canada Reservations

You may also register for our <u>Flight Notification Service</u> to receive delay or cancellation information or gate change details for your flight.

2. Flight delays and cancellations

If you are affected by a situation that causes a delay or flight cancellation, we provide the details of <a href="https://how.nih.gov/how.

3. Response plan for Tarmac Delays

Our contingency plan for lengthy tarmac delays at Chinese airports is intended to provide you with information regarding Air Canadas policies and procedures for handling your travel on our airline in the event of a lengthy ground delay, while you are onboard our aircraft at a Chinese airport.

