

Thellend, Talia

From: Simons, Deborah
Sent: June 6, 2019 1:58 PM
To: Gilles Patry s.19(1)
Subject: Reimbursement
Attachments: [REDACTED]_08330820_4.pdf

Dear Mr. Patry,

I am pleased to advise that you will receive an electronic transfer of funds on June 7th, in the amount of \$2,248.70 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**s.19(1)****GILLES PATRY**

Telephone 613-993-3500
Fax
Date 06/06/2019
Vendor account [REDACTED]
Date of payment 07/06/2019
Reference No. PV144820

Fax
E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82734 B19-021	28/05/2019	CAD	2,248.70	0.00	2,248.70	THEMIS # 2974 EAHCE12189 WINNIPEG BOD MEETINGS
		CAD			<hr/> 2,248.70	

Thellend, Talia

From: Simons, Deborah
Sent: May 22, 2019 11:13 AM
To: Gilles Patry
Subject: Travel expense claim - Board of Directors meetings - Winnipeg
Attachments: S330-KM-WES19052210520.pdf

Dear Mr. Patry,

I am pleased to advise that your travel expense claim has been completed and is awaiting the customary approvals. In the meantime I wanted to let you know that I made two minor adjustments. The incidentals to which you are entitled for your first day of travel should be where you start your day, therefore I have applied the appropriate exchange rate for the incidentals on 13 May; you are also entitled to incidentals for the last day of travel, so I added the Canadian rate for 15 May. Attached is a revised travel expense report which reflects the slight increase in the amount to be reimbursed.

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
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TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

s.19(1)

Revised October 1, 2018

Page 1 of 12

Claimant: Gilles Patry

Departure Date: 13-May

Return Date: 15-May

Location: Winnipeg, MB (Travel from Phoenix, AZ [REDACTED])

Purpose:

Board meetings - May 13-15, 2019

TRAVEL EXPENSE**Amount**

Airfare	\$ 1,565.56	✓
Baggage Fees		
Change Fees		
VIA Rail		
Hotel Accommodations	\$ 483.64	✓
Mileage (\$.0585/km)	\$ -	
Parking		
Taxis	\$ 141.23	✓
Car Rental		
Gasoline		
Private Accommodation (\$50/ngt)		
Other		

Total Travel Expenses \$ 2,190.43 ✓

Total Meal/Incidentals \$ 34.60

TOTAL \$ 2,225.03

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.25	0	\$ -
Lunches	\$19.85	0	\$ -
Dinners	\$50.00	0	\$ -
Incidentals	\$17.30	2	\$ 34.60
			\$ 34.60

Total Travel Expenses

1 at
23.67
dn - (USA) 58.27 dn.

Meal allowance and incidental calculator

Insert Date →

		13-May	14-May	15-May			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast							0
Lunch							0
Dinner							0
Incidentals			1	1	1		23 dn.

Per Diem Calculator

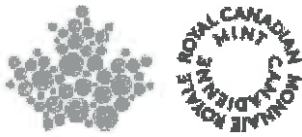
Insert Date →

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
							0

Claimant Signature: Debby Jimenez for Gilles Patry.

Date: 22/05/19.

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

**Royal Canadian Mint / Monnaie royale canadienne**

320 Sussex Drive
OTTAWA, ON
K1A 0G8
Canada

ELECTRONIC FUNDS TRANSFER**GILLES PATRY**

Telephone

s.19(1)

613-993-3500

Fax

Date

06/06/2019

Vendor account

Date of payment

07/06/2019

Reference No.

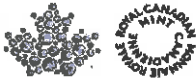
PV144820

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82734 B19-021	28/05/2019	CAD	2,248.70	0.00	2,248.70	THEMIS # 2974 EAHCE12189 WINNIPEG
		CAD			<u>2,248.70</u>	BOD MEETINGS



Travel Expense Form 2019

Claimant

Gilles Patry

Cost Centre

121 Legal Services (Board)

OTJ #:
TA #:

TABCC82734

EAHCE #

EAHCE12189

Cost estimate provided on TA

\$4,905.35

Hospitality estimate provided on TA
Departure Date

13-May-19

Return Date

15-May-19

THEMIS # (P and Board claims only)

2974

Travel Location and Reason

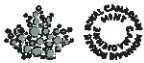
(attach supporting documents):

B19-021	Currency Conversion Table		
To attend Board of Directors meetings and business dinners. Phoenix/St. Paul/Winnipeg/St. Paul/Phoenix	1 Unit of	is Worth	of
	USD	1.36843	CAD
			CAD
			CAD
			CAD
			CAD

Total Travel Expenses (inclusive of fares)					2,248.70
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			2,248.70	RCM	0.00

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		23.12
740200 - Meals (domestic)		0.00
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)		0.00
741010 - Airfare (foreign)	121 Legal Services (Board)	0.00
740020 - Rail fare (domestic)		1,565.56
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	0.00
741500 - Taxi fare (foreign)	121 Legal Services (Board)	91.43
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	49.80
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)		462.17
740900 - Incidentals (domestic)	121 Legal Services (Board)	0.00
741900 - Incidentals (foreign)	121 Legal Services (Board)	32.95
740000 - Baggage & Travel (domestic)		23.67
741000 - Baggage & Travel (foreign)		0.00
		0.00
		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00
FOR FINANCE USE ONLY		
(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim		(\$2,656.65)
Variance %		-54%
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim		\$0.00
Hospitality Variance %		#DIV/0!



Travel Expense Form 2019

TA # TABCC82734

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

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

CEO APPROVAL REQUIRED: (Please initial)

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

CFO or CEO APPROVAL REQUIRED: (Please Initial)

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

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

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

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please Initial)

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

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

1. Traveller Name (PRINT NAME) <i>Gilles Patry</i>	2. Expense claim prepared by (PRINT NAME) <i>Debby Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller <i>Gilles Patry</i>	Signature <i>Debby Simons</i>	Signature of Traveller's Director
Date <i>22/05/19</i>	Date <i>22/05/19</i>	Date

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO <i>Acting for: Camden</i>	Signature of CEO/Chair of Board/Chair of Audit Committee <i>Please refer to attached</i>
Date	Date <i>05/29/2019</i>	Date <i>27/05/19</i>
7. Reviewed by Finance (PRINT NAME)	Date <i>Phyllis Clark</i>	

s.19(1)

Simons, Deborah

From: Phyllis Clark <[REDACTED]>
Sent: Monday, May 27, 2019 1:33 PM
To: Simons, Deborah
Subject: Re: Seeking approval - Travel expense claims X 4

Approved

Phyllis Clark

Phone: [REDACTED] Email: [REDACTED]

CONFIDENTIALITY WARNING

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

On 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 Negriz (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

Simons, Deborah

From: Smith, Cindy
Sent: Thursday, May 16, 2019 3:08 PM
To: Delegation of Authority
Subject: Delegation Notice - Jennifer Camelon - Avis de délégation de pouvoirs

VERSION FRANÇAISE CI-APRÈS.

Delegation Notice – Jennifer Camelon

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

Avis de délégation de pouvoirs – Jennifer Camelon

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

Original signed by/Original signé par

Marie Lemay
 President & CEO/Présidente

USA - (Except Alaska)		
USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent,
	1,565.56 ✓	1,565.56
36.39 ✓		49.80
36.39	1,565.56	1,615.36
		USA
No. of meal allowances	Total USD allowance	Total CAD Equivalent
1 ✓	17.30	23.67
	17.30	23.67

1,639.03

1) The Fairmont Hotel waived the room charge for the night of 14 May due to excessive noise levels 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.

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

Enter your travel dates here for

CANADA

MONTH:

May-19

[illegible]

Enter your travel dates here for the

US

MONTH:

43586

[illegible]

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

s.19(1)

Revised October 1, 2018

Page 1 of 12

Claimant: Gilles Patry **Departure Date:** 13-May **Return Date:** 15-May

Location: Winnipeg, MB (Travel from Phoenix, AZ [REDACTED])

Purpose: Board meetings - May 13-15, 2019

TRAVEL EXPENSE

	Amount
Airfare	\$ 1,565.56 ✓
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	\$ 483.64 ✓
Mileage (\$.0585/km)	\$ -
Parking	
Taxis	\$ 141.23 ✓
Car Rental	
Gasoline	
Private Accommodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ 2,190.43 ✓
Total Meal/Incidentals	\$ 34.60 58.27 dn
TOTAL	\$ 2,225.03 2248.70 dn

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.25	0	\$ -
Lunches	\$19.85	0	\$ -
Dinners	\$50.00	0	\$ -
Incidentals	\$17.30	2	\$ 34.60 ✓
		1 at 23.67 (USA)	\$ 34.60 dn

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →			13-May	14-May	15-May			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch								0
Dinner								0
Incidentals			1	1	1			23 dn

Per Diem Calculator

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

Claimant Signature: *Debbie Limas for Gilles Patry*

Date: 22/05/19

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

s.19(1)

Simons, Deborah

From: Gilles Patry <[REDACTED]>
Sent: Thursday, May 16, 2019 1:35 PM
To: Simons, Deborah
Subject: FW: Your Flight Receipt - GILLES G PATRY 13MAY19

Deborah,

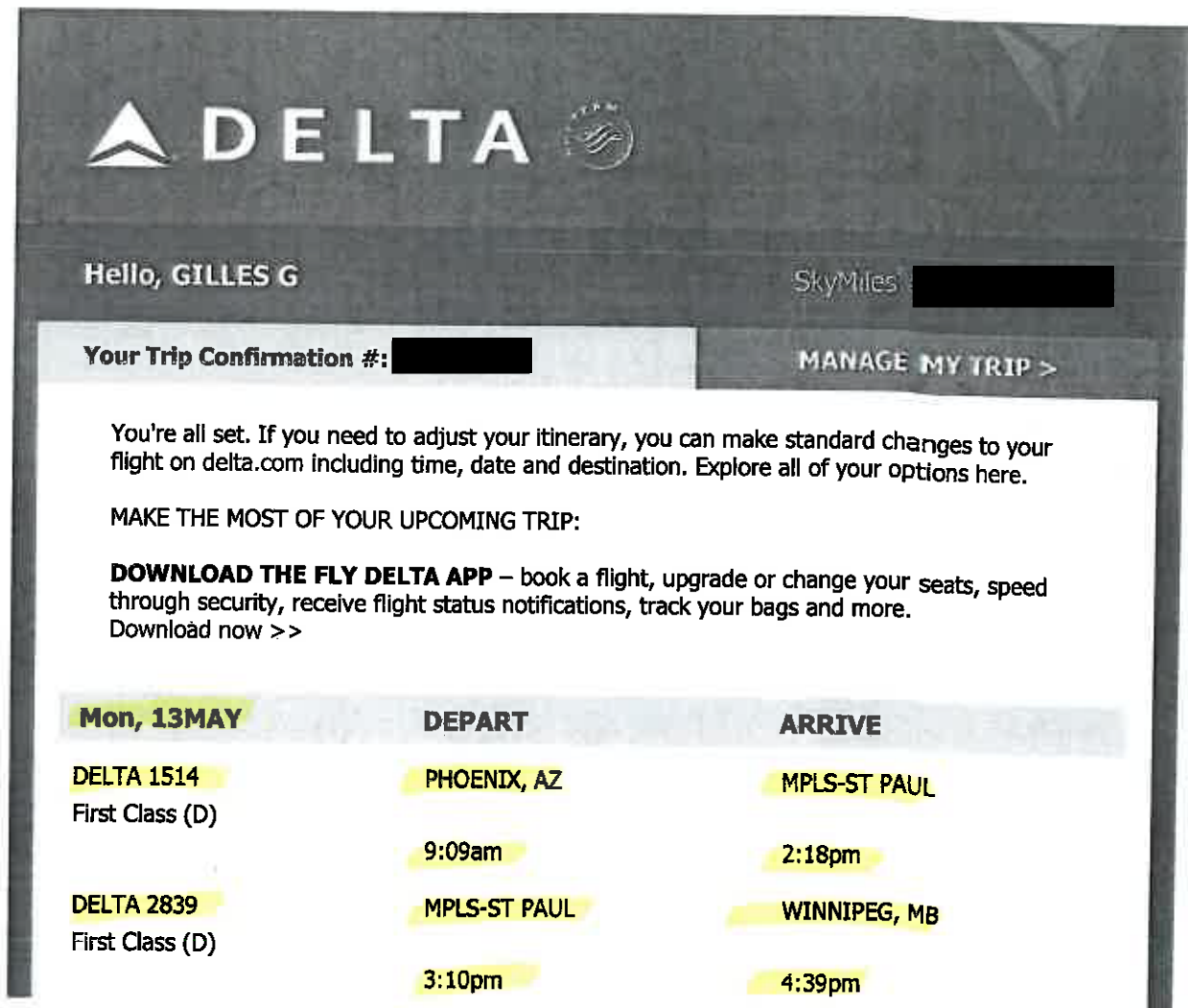
Please find attached the electronic flight receipt with detail cost breakdown (very similar to scanned receipt in previous package).


I will send the boarding passes in the next email.

Cheers,

Gilles

From: Delta Air Lines <DeltaAirLines@e.delta.com>
Reply-To: Delta Air Lines <support-b5t3ajfbfpayqkx8kqr8y6rt3a@e.delta.com>
Date: Saturday, April 13, 2019 at 10:13 AM
To: Patry Gilles G <[REDACTED]>
Subject: Your Flight Receipt - GILLES G PATRY 13MAY19



DELTA 

Hello, GILLES G SkyMiles [REDACTED]

Your Trip Confirmation #: [REDACTED] **MANAGE MY TRIP >**

You're all set. If you need to adjust your itinerary, you can make standard changes to your flight on delta.com including time, date and destination. Explore all of your options here.

MAKE THE MOST OF YOUR UPCOMING TRIP:

DOWNLOAD THE FLY DELTA APP – book a flight, upgrade or change your seats, speed through security, receive flight status notifications, track your bags and more.
 Download now >>

Mon, 13MAY	DEPART	ARRIVE
DELTA 1514 First Class (D)	PHOENIX, AZ 9:09am	MPLS-ST PAUL 2:18pm
DELTA 2839 First Class (D)	MPLS-ST PAUL 3:10pm	WINNIPEG, MB 4:39pm

Wed, 15MAY	DEPART	ARRIVE
DELTA 2840 First Class (I)	WINNIPEG, MB 5:20pm	MPLS-ST PAUL 6:45pm
DELTA 1239 First Class (I)	MPLS-ST PAUL 7:58pm	PHOENIX, AZ 9:21pm

TSA CHANGES - ARRIVE EARLY

Please be aware of the recent changes to TSA screening procedures, including the requirement to place powder-like substances over 12oz./350ml in your checked bag when traveling on an international flight to the United States. For more information on powder restrictions, visit delta.com.

In addition to these changes, many airports are experiencing a high volume of travelers, resulting in long check-in, baggage drop and security checkpoint lines. Please plan to arrive at the airport at least 2 hours prior to your departure when traveling domestically (within the U.S.) and at least 3 hours prior to your departure when traveling internationally. We also encourage passengers to check-in online at delta.com or via the Fly Delta app to help avoid delays.

NEW BRANDED BOARDING ORDER

Effective January 23, 2019, boarding order will be based on the branded fare you purchased in an effort to bring consistency and clarity to the gate and boarding experience. Please note your branded fare group before boarding. SkyMiles® Medallion® Members and eligible Credit Card Members will continue to receive priority boarding. Learn more [here](#).

RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, **Delta will no longer accept smart bags starting January 15, 2018. Smart bags with non-removable lithium-ion batteries** will not be permitted as carry-on or checked baggage on any Delta mainline or Delta Connection flight. For more information, please visit our News Hub.

Hoverboards or any lithium battery powered self-balancing personal transportation devices are also not permitted as both carry-on and checked baggage.

Spare batteries for other devices, fuel cells, and e-cigarettes are permitted in carry-on baggage only. If your carry-on bag contains these items and is gate checked, they must be removed and carried in the cabin. Further information and specific guidelines regarding restricted items can be found [here](#).

Passenger Info

NAME	s.19(1)	FLIGHT	SEAT
GILLES G PATRY		DELTA 1514	04D
SkyMiles [REDACTED]		DELTA 2839	03C
		DELTA 2840	03C
		DELTA 1239	04D

Visit delta.com or use the Fly Delta app to view, select or change your seat.
If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

Flight Receipt

Ticket #: [REDACTED]

Place of Issue: Delta.com

Ticket Issue Date: 13APR19

s.19(1)

Ticket Expiration Date: 13APR20

METHOD OF PAYMENT

[REDACTED]

\$1144.06 USD

Air Transportation Charges

Base Fare

\$983.00 USD

Taxes, Fees and Charges

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
Canada - Air Travellers Security Charge (CA)	\$9.50 USD
Canada - Airport Improvement Fee (AIF) (SQ)	\$18.70 USD
United States - Transportation Tax (US)	\$73.73 USD
United States - Animal and Plant Health Inspection Service Fee (APHIS User Fee - Passengers (XA)	\$3.96 USD
United States - Passenger Facility Charge (XF)	\$13.50 USD
Canada - Goods and Services Tax (GST) (XG)	\$0.90 USD
United States - Immigration and Naturalization Fee(Immigration User Fee) (XY)	\$7.00 USD
United States - Custom User Fee (YC)	\$5.77 USD
United States - Flight Segment Tax (ZP)	\$16.80 USD

CHARGES

TICKET AMOUNT

\$1144.06 USD

NONREF/PENALTY APPLIES

\$1565.56 add (see credit card statement)

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: PHX DL X/MSP DL YWG550.00HA0SA0FL DL X/MSP DL PHX433.00KAUVA0FL USD 983.00END ZP PHXMSPTYWGMSP XF PHX4.5MSP4.5MSP4.5

Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

Mon 13 May 2019	DELTA: PHX MSP	
CARRY ON	FIRST	SECOND
FREE	FREE	FREE

Mon 13 May 2019	DELTA: MSP YWG	
CARRY ON	FIRST	SECOND
INCLUDED	INCLUDED	INCLUDED

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Wed 15 May 2019	DELTA: YWG MSP	
CARRY ON	FIRST	SECOND
FREE	FREE	FREE

Wed 15 May 2019	DELTA: MSP PHX	
CARRY ON	FIRST	SECOND
INCLUDED	INCLUDED	INCLUDED

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit delta.com Restricted Items Section.

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It's a great time to choose your next escape from more than 325 destinations on six continents.




NEED HELP?

Learn how to make ticket changes
and more at delta.com.

KEEP CLIMBING
DELTA

GET HELP

 We have partnered with The Nature Conservancy to allow you to offset your carbon emissions from this trip. Go to delta.com/sustainability to calculate your CO2 emissions and learn more about offsetting.

Terms & Conditions

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Checked Bag Allowance

*On Delta operated flights, you may carry on one bag and a small personal item at no charge.

Delta One™/First/Business Class weight allowance reverts to 50 lbs for all checked bags beyond regular free allowance.

At the time of check in with Delta, SkyMiles Medallion members, SkyTeam Elite & Elite Plus and active US Military personnel are eligible for fee waivers and other benefits. For more details, visit delta.com/baggage. Basic Cardmembers with a Gold, Platinum, or Reserve Delta SkyMiles Credit Card from American Express are eligible for the first bag fee waiver. More details on the program can be found at delta.com/firstbagfree.

A standard checked bag with Delta may be up to 50 lbs and 62 linear inches (per piece). Additional fees apply for oversize, overweight, and/or additional pieces of checked baggage. Please review Delta's baggage guidelines for details. Weight and size restrictions may vary when checking baggage on carriers other than Delta. Contact with the operating carrier for detailed checked baggage allowances. You must be checked in at the gate by the applicable check-in deadlines or your reservation may be cancelled. Please review Delta's check-in requirement guidelines for details. Check-in requirements vary by airline, so if your ticket includes travel on other airlines, please check with the operating carrier on your ticket.

Do you have comments about our service? Please email us to share them.

Conditions of Carriage

Air transportation on Delta and the Delta Connection® carriers is subject to Delta's conditions of carriage. They include terms governing for example:

- Limits on our liability for personal injury or death of passengers, and for loss, damage of delay of goods and baggage.
- Claim restrictions including time periods within which you must file a claim or bring action against us.
- Our right to change terms of the contract.
- Check-in requirements and other rules established when we may refuse carriage.
- Our rights and limits of our liability for delay or failure to perform service including schedule change, substitution of alternative air carriers or aircraft, and rerouting.
- Our policy on overbooking flights, and your rights if we deny you boarding due to an oversold flight.

These terms are incorporated by reference into our contract with you. You may view these conditions of carriage on delta.com, or by requesting a copy from Delta.

You have received this email because you elected to receive your Electronic Ticket receipt sent to you via email. If you would like to take advantage of other Delta email programs featuring special fares, promotions, information and flight updates, please visit: delta.com/emailprograms or delta.com/notifications.

This document establishes the creation of your electronic EMD(S) in our computer systems. It does not constitute a document of carriage. Where this document is issued for transportation or services other than passenger air transportation, specific terms and conditions may apply. These terms and conditions may be provided separately or may be obtained from the issuing agent.

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Privacy Policy

Your privacy is important to us. Please review our Privacy Policy.

AIR FARE

Page 4 of 12



Date of Purchase: Apr 13, 2019

Flight Receipt for Phoenix, AZ to Minneapolis/St Paul, MN

PASSENGER INFORMATION

s.19(1)

GILLES G PATRY

SkyMiles Number: [REDACTED]

Confirmation Number: [REDACTED]

Ticket Number: [REDACTED]

FLIGHT INFORMATION

Date and Flight	Status	Class	Seat/Cabin
PHX>MSP Mon 13May2019 DL 1514	OPEN	D	4D
MSP>YWG Mon 13May2019 DL 2839	OPEN	D	3C
YWG>MSP Wed 15May2019 DL 2840	OPEN	I	3C
MSP>PHX Wed 15May2019 DL 1239	OPEN	I	4D

DETAILED CHARGES

Air Transportation Charges

Base Fare: \$983.00 USD

Taxes, Fees & Charges:

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
Canada - Air Travellers Security Charge (CA)	\$9.50 USD
Canada - Airport Improvement Fee (AIF) (SQ)	\$18.70 USD
United States - Transportation Tax (US)	\$73.73 USD
United States - Animal and Plant Health Inspection Service Fee (APHIS User Fee - Passengers (XA)	\$3.96 USD
United States - Passenger Facility Charge (XF)	\$13.50 USD
Canada - Goods and Services Tax (GST) (XG)	\$0.90 USD
United States - Immigration and Naturalization Fee(Immigration User Fee) (XY)	\$7.00 USD
United States - Custom User Fee (YC)	\$5.77 USD
United States - Flight Segment Tax (ZP)	\$16.80 USD

Total Price:

\$1,144.06 USD

s.19(1)

AIR FARE

Page 5 of 12

Paid with **KEY OF TERMS**

- Arrival date different than departure date
 ** - Check-in required
 *** - Multiple meals
 *S\$ - Multiple seats
 AR - Arrives
 B - Breakfast
 C - Bagels / Beverages
 D - Dinner

F - Food available for purchase
 L - Lunch
 LV - Departs
 M - Movie
 R - Refreshments, complimentary
 S - Snack
 T - Cold meal
 V - Snacks for sale

Check your flight information online at delta.com or call the Delta Flightline at 800.325.1999.

Baggage and check-in requirements vary by airport and airline, so please check with the operating carrier on your ticket.

Please review Delta's check-in requirements and baggage guidelines for details.

You must be checked in and at the gate at least 15 minutes before your scheduled departure time for travel inside the United States.

You must be checked in and at the gate at least 45 minutes before your scheduled departure time for international travel.

For tips on flying safely with laptops, cell phones, and other battery-powered devices, please visit Flying safely government guild.

Do you have comments about service? Please email us to share them.

NON-REFUNDABLE / CHANGE FEE

When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

This ticket is non-refundable unless issued at a fully refundable fare. Any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

All Preferred, Delta Comfort+™, First Class, and Delta One seat purchases are Nonrefundable.

Terms & Conditions

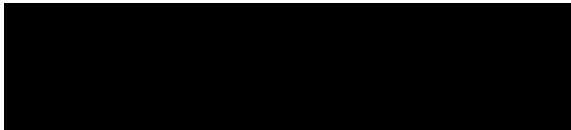
Air transportation on Delta and the Delta Connection® carriers is subject to Delta's conditions of carriage. They include terms governing for example:

- Limits on our liability for personal injury or death of passengers, and for loss, damage or delay of goods and baggage.
- Claim restrictions including time periods within which you must file a claim or bring action against us.
- Our right to change terms of the contract.

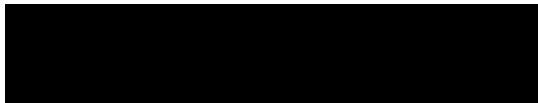
CREDIT CARD
STATEMENT

s.19(1)

Apr 13, 2019



DELTA 000623675565052
Travel Purchase



AIR FARE
\$ 1144.06 USD \equiv \$ 1565.56 CDN



\$1,565.56




exchange rate
 $1565.56 = 1144.06 = 1.368425$

5/12/2019

s.19(1)

Print Preview : Delta Air Lines

MON, MAY 13, 2019		INTL - VERIFY PASSPORT			
Gilles G Patry		SkyMiles [REDACTED]		BOARDING DOCUMENT	
[REDACTED] SKY PRIORITY/TSA PRECHK					
PHX ▶ MSP					
PHOENIX (PHX) ▶	BOARDING	GATE	ZONE	SEAT	
Mpls-St Paul (MSP)	8:29am	-	FIRST	4D	
FLIGHT DL1514		Terminal 3		First Class (D)	
				Depart	Mon, 9:09am
				Arrive	Mon, 2:18pm
Boarding ends 15 minutes prior to departure time.			Fly Paperless: www. delta.com/app		
Ticket#: [REDACTED]					
Service Requests: [REDACTED]					

If your travel plans change, please contact Delta. Gate assignments and departure times are subject to change, please check the airport monitors for the most up-to-date flight and gate information. We recommend you arrive at the airport 75 minutes prior to departure for travel within U.S. and 3 hours prior to departure for international flights. It is your responsibility to arrive at the airport with sufficient time to complete baggage check and security clearance.

5/12/2019

s.19(1)

Print Preview : Delta Air Lines


MON, MAY 13, 2019		INTL - VERIFY PASSPORT		SkyMiles 		DELTA 	
Gilles G Patry						BOARDING DOCUMENT	
 /SKY PRIORITY/TSA PRECHK							
MSP ▶ YWG							
MPLS-ST PAUL (MSP) ▶ Winnipeg (YWG) FLIGHT DL2839	BOARDING 2:15pm	GATE -	ZONE FIRST	SEAT 3C First Class (D)	Ⓢ Layover 0h 52m	Depart Mon, 3:10pm	Arrive Mon, 4:39pm
Boarding ends 15 minutes prior to departure time.				Fly Paperless: www.delta.com/app			
Ticket#: 						MSP027	

If your travel plans change, please contact Delta. Gate assignments and departure times are subject to change, please check the airport monitors for the most up-to-date flight and gate information. We recommend you arrive at the airport 75 minutes prior to departure for travel within U.S. and 3 hours prior to departure for international flights. It is your responsibility to arrive at the airport with sufficient time to complete baggage check and security clearance.

5/14/2019

s.19(1)

Print Preview : Delta Air Lines

WED, MAY 15, 2019		INTL - VERIFY PASSPORT			
Gilles G Patry [REDACTED] /SKY PRIORITY/TSA PRECHK		SkyMiles [REDACTED]		BOARDING DOCUMENT	
<h1>YWG ▶ MSP</h1>					
WINNIPEG (YWG) ▶ Mpls-St Paul (MSP) FLIGHT DL2840	BOARDING 4:25pm	GATE -	ZONE FIRST	SEAT 3C First Class (I)	Depart Wed, 5:20pm Arrive Wed, 6:45pm
<i>Boarding ends 15 minutes prior to departure time.</i>			<i>Fly Paperless: www.delta.com/app</i>		
Ticket#: [REDACTED]				YWG021	

If your travel plans change, please contact Delta. Gate assignments and departure times are subject to change, please check the airport monitors for the most up-to-date flight and gate information. We recommend you arrive at the airport 75 minutes prior to departure for travel within U.S. and 3 hours prior to departure for international flights. It is your responsibility to arrive at the airport with sufficient time to complete baggage check and security clearance.

s.19(1)

5/14/2019

Print Preview : Delta Air Lines

WED, MAY 15, 2019		INTL - VERIFY PASSPORT		DELTA	
Gilles G Patry		SkyMiles		BOARDING DOCUMENT	
/SKY PRIORITY/TSA PRECHK					
MSP ▶ PHX					
MPLS-ST PAUL (MSP) ▶ Phoenix (PHX) FLIGHT DL1239	BOARDING 7:18pm	GATE - Terminal 1	ZONE FIRST	SEAT 4D First Class (I)	Layover 1h 13m Depart Wed, 7:58pm Arrive Wed, 9:21pm
Boarding ends 15 minutes prior to departure time.			Fly Paperless: www.delta.com/app		
Ticket#: [REDACTED]					
Service Requests: [REDACTED]					

If your travel plans change, please contact Delta. Gate assignments and departure times are subject to change, please check the airport monitors for the most up-to-date flight and gate information. We recommend you arrive at the airport 75 minutes prior to departure for travel within U.S. and 3 hours prior to departure for international flights. It is your responsibility to arrive at the airport with sufficient time to complete baggage check and security clearance.

Air Canada - For comparison purposes**Departing Flight:** Monday, May 13th, 2019 Phoenix, US (PHX) - Winnipeg, CA (YWG)Page 7 of 12
Change Flight

07:15

1 Stop - 4hr48m

14:03

Phoenix

Winnipeg

DEN

+ 51m

Includes travel operated by United
Airlines & SkyWest/United Express

Details

Business Class (lowest)**\$1034**

1 Adult

You've chosen superior comfort and convenience with spacious seating, personalized service, fine cuisine, extra baggage allowance and access to premium airport services.

Return Flight: Thursday, May 16th, 2019

Winnipeg, CA (YWG) - Phoenix, US (PHX)

Change Flight

07:00

1 Stop - 5hr39m

10:39

Winnipeg

Phoenix

DEN

+ 1hr14m

Includes travel operated by
SkyWest/United Express & United
Airlines

Details

Business Class (lowest)**\$889**

Mixed cabin - 1 Adult

You've chosen superior comfort and convenience with spacious seating, personalized service, fine cuisine, extra baggage allowance and access to premium airport services.



Cancel within 24 hours of purchase without penalty. You will receive a full refund if you change your mind. Find out more

09:39

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

View price breakdown

1 adult



Air Transportation Charges

1792.00



Taxes, Fees and Charges

131.66

GRAND TOTAL - Canadian dollars
(Change currency)**\$1923.66****FOR COMPARISON ONLY**



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

Royal Canadian Mint
Mr Gilles Patry
Canada

Room : 1804
Folio # :
Cashier # : 1073
Page # : 1 of 1

Fairmont Hotel did not charge for the night of May 14 because of the noise in the room

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

Date	Description	Additional Information	Charges	Credits
05-13-19	Room Charge		409.00	
05-13-19	Room PST	s.19(1)	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				483.64
Total			483.64	483.64
Balance Due			0.00	

GST Summary

Room	20.45
F&B	0.00
Other	1.02
Total	21.47

Thank you for choosing Fairmont Hotels & Resorts.

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

** Hotel waived one night (14 May) due to excessive noise levels 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 réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
États-Unis ou Canada 1 800 441 1414

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

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

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

Taxi #1 Page 8 of 12

Gilles Patry

From: no-reply@lyftmail.com on behalf of Lyft Ride Receipt <no-reply@lyftmail.com>
Sent: May 13, 2019 10:01 AM
To: Gilles Patry
Subject: Your ride with [REDACTED] on May 13

Follow Up Flag: Flag for follow up
Flag Status: Flagged s.19(1)



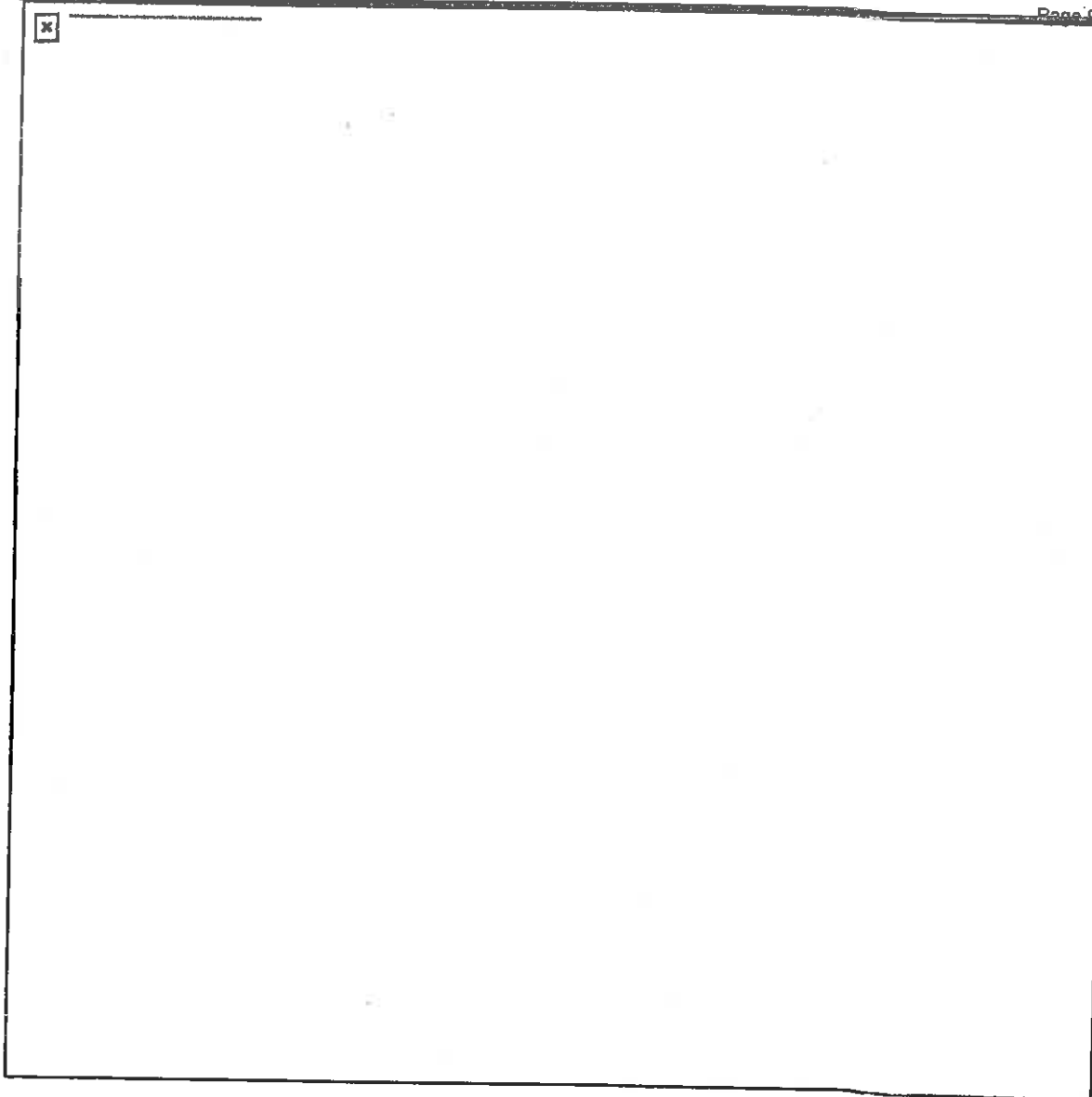
Thanks for riding with [REDACTED]
 May 13, 2019 at 6:38 AM

Ride Details

Lyft fare (11.25mi, 20m 8s)	\$13.63
Tip	\$2.00
[REDACTED]	\$15.63 USD

\$21.39 CDN

Cab from [REDACTED] to
 Airport



● Pickup 6:38 AM
[REDACTED] Phoenix, AZ s.19(1)

● Drop-off 6:58 AM
3407 Sky Harbor Blvd, Phoenix, AZ

This and every ride is carbon neutral



TAXI #2

UNICITY TAXI #526
348 HARGRAVE PL.
WINNIPEG, MB R3C 0X5
(204) 925-8131

ID TERM: A7634827
ID EMPLOYE: 1

MLDT: 854
MLART: 002

Achat

#FACT: 000000010

NO SEQ: 094081001010 Puce
Marque d'application: [REDACTED]
AID: A0000000041010
TVR: 00 00 00 00 00
TSI: 60 00

Mont: \$ 32.87
Pourb: \$ 3.29

Total: CAD\$ 36.16

APPROUVE 00043S
001/00

13-Mai -19

17:10:01

COPIE CLIENT

s.19(1)

TAXI #3

UNICITY TAXI- 153
348 HARGRAVE PL.
WINNIPEG, MB R3C 0X5
TEL (204) 925-8131

ID TERM: B5140787

MLDT: 757
MLART: 002

Achat

#FACT: 000000010

NO SEQ: 757001001010 Puce
Marque d'application: [REDACTED]
AID: A0000000041010
TVR: 00 00 00 00 00
TSI: 60 00

Mont: \$ 49.35
Pourb: \$ 5.92

Total: CAD\$ 55.27

APPROUVE 06521S
001/00

15-Mai -19

15:32:17

COPIE CLIENT

Cab from Winnipeg
Airport to hotel.

Cab from Rca
to Winnipeg
airport

Taxi #4

Gilles Patry

From: no-reply@lyftmail.com on behalf of Lyft Ride Receipt <no-reply@lyftmail.com>
Sent: May 16, 2019 1:08 AM
To: Gilles Patry
Subject: Your ride with [REDACTED] on May 15
Follow Up Flag: Flag for follow up
Flag Status: Flagged s.19(1)

Courriel externe : soyez prudent, en particulier avec les hyperliens et les pièces jointes.
 External email: be cautious, particularly with links and attachments.

Thanks for riding with [REDACTED]!
 May 15, 2019 at 9:24 PM

Ride Details

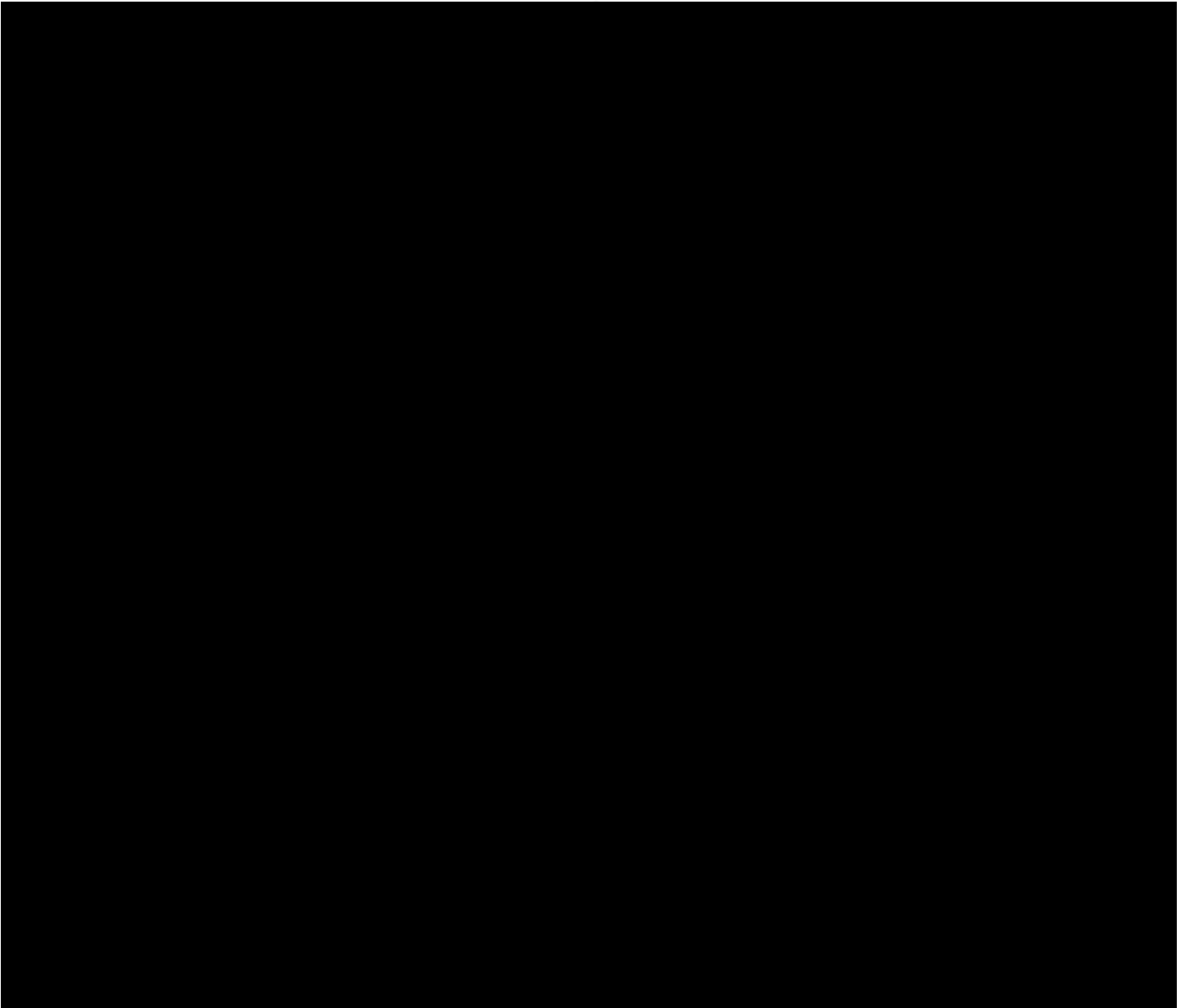
Lyft fare (10.45mi, 15m 20s)	\$18.05
Tip	\$2.71

\$20.76 USD

\$28.41 CDN

Cab from airport to [REDACTED]

s.19(1)



- Pickup 9:24 PM
3474 Sky Harbor Blvd, Phoenix, AZ
- Drop-off 9:40 PM
[REDACTED] Phoenix, AZ

This and every ride is carbon neutral



Simons, Deborah

From: Hollywood Limousine Service Inc. <info@hollywoodlimoservice.com>
Sent: Tuesday, May 07, 2019 12:38 PM
To: Simons, Deborah
Subject: Conf# [REDACTED] For RCM Board members [05/14/2019 - 07:30 AM]

Hollywood Limousine Service Inc.

943 Kapelus DR UNIT 6 West Saint Paul, MB R4A 5A4
 CA
 Tel: (204) 999-1860 Fax: (204) 809-4724
 Email: info@hollywoodlimoservice.com
 816545420

s.19(1)

Confirmation**Reservation Confirmation # [REDACTED]**

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

Pick-up Date: 05/14/2019 - Tuesday ✓
Pick-up Time: 07:30 AM ✓
ServiceType: Point-to-Point
Passenger: RCM Board members ✓
Phone Number:
No. of Pass: 12 ✓
Vehicle Type: Passenger Van
Primary/Billing Contact: Kim Musick
Payment Method: Direct Bill/Invoice

Trip Routing Information: **PU:** -- : The Fairmont Hotel Winnipeg, MB ✓
DO: -- : The Royal Canadian Mint Winnipeg, MB ✓

Charges & Fees	Flat Rate	\$100.00
	Std Grat 10.00%	\$10.00
	GST 5.00%	\$5.00
	Reservation Total:	\$115.00
	Payments/Deposits:	\$0.00
	Authorizations:	\$0.00
	Total Due:	\$115.00

**Terms & Conditions/
Reservation Agreement:**

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

Simons, Deborah

From: Hollywood Limousine Service Inc. <info@hollywoodlimoservice.com>
Sent: Tuesday, May 07, 2019 12:38 PM
To: Simons, Deborah
Subject: Conf# [REDACTED] For RCM Board members [05/14/2019 - 04:45 PM]

Hollywood Limousine Service Inc.

943 Kapelus DR UNIT 6 West Saint Paul, MB R4A 5A4
 CA
 Tel: (204) 999-1860 Fax: (204) 809-4724
 Email: info@hollywoodlimoservice.com
 816545420

s.19(1)

Confirmation**Reservation Confirmation #** [REDACTED]

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

Pick-up Date: 05/14/2019 - Tuesday ✓
Pick-up Time: 04:45 PM ✓
ServiceType: Point-to-Point ✓
Passenger: RCM Board members ✓
Phone Number:
No. of Pass: 12 ✓
Vehicle Type: Passenger Van
Primary/Billing Contact: Kim Musick
Payment Method: Direct Bill/Invoice

Trip Routing Information: **PU:** -- : The Royal Canadian Mint Winnipeg, MB ✓
DO: -- : The Fairmont Hotel Winnipeg, MB ✓

Charges & Fees	Flat Rate	\$100.00
	Std Grat 10.00%	\$10.00
	GST 5.00%	\$5.00
	Reservation Total:	\$115.00
	Payments/Deposits:	\$0.00
	Authorizations:	\$0.00
	Total Due:	\$115.00

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Reservation Agreement:**

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Simons, Deborah

From: Hollywood Limousine Service Inc. <info@hollywoodlimoservice.com>
Sent: Tuesday, May 07, 2019 12:39 PM
To: Simons, Deborah
Subject: Conf# [REDACTED] For RCM Board members [05/15/2019 - 07:00 AM]

Hollywood Limousine Service Inc.

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

CA

Tel: (204) 999-1860 Fax: (204) 809-4724

Email: info@hollywoodlimoservice.com

816545420

s.19(1)

Confirmation

Reservation Confirmation # [REDACTED]

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

Pick-up Date: 05/15/2019 - Wednesday ✓
Pick-up Time: 07:00 AM ✓
ServiceType: Point-to-Point
Passenger: RCM Board members ✓
Phone Number:
No. of Pass: 12 ✓
Vehicle Type: Passenger Van
Primary/Billing Contact: Kim Musick
Payment Method: Direct Bill/Invoice

Trip Routing Information: **PU:** -- : The Fairmont Hotel Winnipeg, MB ✓
DO: -- : The Royal Canadian Mint Winnipeg, MB ✓

Charges & Fees	Flat Rate	\$100.00
	Std Grat 10.00%	\$10.00
	GST 5.00%	\$5.00
	Reservation Total:	\$115.00
	Payments/Deposits:	\$0.00
	Authorizations:	\$0.00
	Total Due:	\$115.00

**Terms & Conditions/
Reservation Agreement:**

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Gilles Patry - Expenses

Air Travel		Description	USD \$	CDN \$	Comments
	Delta Airlines	PHX-YWG-PHX	\$ 1,144.06	\$ 1,565.56	Delta Airlines was cheaper by \$400 than Air Canada's lowest business class fare (see The amount charged to [REDACTED] credit card was \$1565.56 (see attached) Exchange Rate: 1.368425
Total Air Travel			\$ 1,144.06	\$ 1,565.56	

s.19(1)

Taxis		Description	USD \$	CDN \$	Comments
13-May-19	[REDACTED] PHX	Lyft	\$ 15.63	\$ 21.39	Charged to [REDACTED] credit card - using exchange rate above (1.368425)
13-May-19	YWG-Hotel			\$ 36.16	
15-May-19	RCM-YWG			\$ 55.27	
15-May-19	PHX-[REDACTED]	Lyft	\$ 20.76	\$ 28.41	Charged to [REDACTED] credit card - using exchange rate above (1.368425)
Total Taxis			\$ 36.39	\$ 141.23	



Travel Authority and Advance / Autorisation de voyager et d'avance de fonds

TA # /
N° d'autorisation
TABCC82734

Status / Statut :

Draft

This form must be completed and have the required approvals and authorizations prior to any travel arrangements being made. Travel must be authorized and approved in accordance with the Delegation of Authority Policy #41. Once completed and authorized, this form must immediately be sent to the RCM Finance department, prior to the start of travel.

Avant d'entreprendre les préparatifs de voyage, vous devez remplir ce formulaire et obtenir les approbations et autorisations requises, conformément à la politique n°41 – Délégation des pouvoirs. Vous devez ensuite remettre le formulaire dûment rempli et approuvé à la section des Finances de la MRC, et ce, avant le début du voyage.

PART A - Information / PARTIE A - Information

☒ Travel Authority and Advance / Autorisation de voyager et d'avance de fonds

☐ Blanket Travel Authority / Autorisation générale de voyager

1. Name of Traveler / Nom du voyageur *

Gilles Patry

2. Cost Centre / Centre de coûts *

121 - Board Expenses

3. Travel Category / Catégorie de voyage *

Support internal governance (eg. management meetings, BOD meetings)

3.(a) Please provide detailed explanation /
Veuillez fournir une explication détaillée *

Attend Board and Committee meetings.

4. Traveler Type / Type de voyageur *

Board of Director

4.(a) If "other", please provide detailed explanation /
Si « autre », veuillez fournir une explication détaillée

5. Purpose of Travel / Objet du voyage *

Attend Board meetings and retreats

5.(a) Purpose of Travel / Objet du voyage

Attend Board and Committee meetings.

6. Number of Travelers / Nombre de voyageurs *

21

6.(a) Rationale / Justification

Board members, Leadership Team and RCM staff.

7. Rationale for not selecting virtual presence or other remote meeting solutions /

Raison pour laquelle la présence virtuelle ou une autre solution de réunion à distance n'a pu être appliquée *

Requires Face to Face meeting / Rencontre en personne requise



Travel Authority and Advance / Autorisation de voyager et d'avance de fonds

TA # /
N° d'autorisation
TABCC82734

Status / Statut :

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8. Comments/Information to support request / Commentaires/Information pour appuyer la demande

Note that airfare covers bookings at short notice (if required) which are usually priced higher.

Hotel rate above city rate limit but within RCM policy (Board member).

Primary residences in Ottawa, ON and Phoenix, Arizona. Unknown at this time if travel will be from/to Ottawa or Phoenix.

PART B - Travel Itinerary and Estimated Cost / PARTIE B - Itinéraire et coût estimatif

(Please remember to include travel costs in your estimate e.g. taxis/rail/parking /

N'oubliez pas d'inclure vos frais de voyage dans votre estimation, p. ex., taxi/train/stationnement)

Start and End Dates / Dates de début et de fin	From and To Destinations / Lieux de départ et d'arrivée	Mode of Transportation / Mode de transport	Rationale / Justification	Estimated Cost / Coût estimatif	Contingency
5/12/2019 5/16/2019	Ottawa or Phoenix/Winnipeg Winnipeg/Ottawa ...	Air / Avion	Direct Route/economical and/or efficient / Itinéraire direct/Option économique/Option rentable	1,500.00	300.00
5/12/2019 5/16/2019	Ottawa or Phoenix/Winnipeg Winnipeg/Ottawa ...	Taxi / Taxi	Direct Route/economical and/or efficient / Itinéraire direct/Option économique/Option rentable	400.00	80.00
5/12/2019 5/16/2019	Ottawa or Phoenix/Winnipeg Winnipeg/Ottawa ...	Parking / Stationnement	Convenience/flexibility / Pour des raisons pratiques/Souplesse	100.00	20.00

Are you combining personal with business travel? / Combinez-vous un voyage personnel avec un voyage d'affaires?

☐ Yes / Oui ☒ No / Non

Did you select the lowest available airfare as permitted
by the travel policy? / Avez-vous choisi le tarif aérien le
moins élevé, comme le prévoit la politique sur les
voyages?

☒ Yes / Oui ☐ No / Non

If "no", please provide rationale /
Si « non », veuillez fournir une justification

If "No", please specify why? / Si « non », veuillez préciser pourquoi?

Accommodation Type Type d'hébergement	Hotel Name Nom de l'hôtel	Rationale / Justification	Rate / Tarif	N° of Nights / Nbre de nuit	Estimated Cost / Coût estimatif	Contingency
Hotel (listed in the Treasury Board/PWGSC) / Hôtel (affiché dans le répertoire du Conseil du Trésor/de TPSGC)	Fairmont Winnipeg	Above City Rate Limit - Better Proximity / Les frais dépassent les limites de tarifs d'hébergement – meilleure proximité	485.00	4	1,940.00	388.00

Country/Region Pays/Région	Currency / Devise	Exchange Rate / Taux de change (OANDA.com)
Canada - (Except NWT, NVT, Yukon)	CAD	1.0000

	Per Diem Rate Taux quotidien	No. of Meals Nbre de repas	Total Per Diem Indemnité quotidienne totale	Total CAD Equivalent Équivalent total en dollars canadiens
Breakfast / Petit déjeuner	20.50	0	0.00	0.00
Lunch / Déjeuner	20.10	2	40.20	40.20
Dinner / Dîner	50.65	1	50.65	50.65
Total Meal Estimated / Coût total estimatif des repas :				90.85
Incidentals / Frais accessoires	17.30	5	86.50	86.50
Other (Specify) Autre (précisez)			Estimated Cost Coût estimatif	CAD Equivalent Équivalent en dollars canadiens

Total Accommodation and Trip Cost / Coût total de l'hébergement et du voyage :	1,940.00
Total Estimated Meals and Incidentals / Coût total estimatif des repas et des frais accessoires :	177.35



Travel Authority and Advance / Autorisation de voyager et d'avance de fonds

TA # /
N° d'autorisation
TABCC82734

Status / Statut :

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PART C - Hospitality Calculator / PARTIE C - Calculateur des frais d'accueil

Is hospitality being offered? / L'hospitalité est-elle offerte? *

☐ Yes / Oui ☒ No / Non

Country/Region Pays/Région*		Currency / Devise		Exchange Rate / Taux de change * (OANDA.com)	
				1.0000	
Hospitality / Frais d'accueil	Rate / Taux (PP)	Standard / Coût standard		Maximum / Coût maximum	
		No. / Nombre	(PP)	No. / Nombre	(PP)
Breakfast (Treasury Board Rate *1.5) / Petit déjeuner (taux du Conseil du Trésor *1,5)			0.00		0.00
Lunch (Treasury Board Rate *2) / Déjeuner (taux du Conseil du Trésor *2)			0.00		0.00
Dinner (Treasury Board Rate *1.75) / Dîner (taux du Conseil du Trésor *1,75)			0.00		0.00
Reception (Treasury Board Rate *2) / Réception (taux du Conseil du Trésor *2)			0.00		0.00
Refreshments (Treasury Board Rate *0.5) / Rafraîchissements (taux du Conseil du Trésor *0,5)			0.00		0.00
Total Meals / Coût total des repas :					0.00
<u>Other Hospitality Expenses / Autres frais d'accueil</u>		<u>Amount / Montant</u>		<u>CAD Equivalent (Total) / Équivalent en dollars canadiens</u>	
				0.00	
Total Other Hospitality Expenses / Total – Autres frais d'accueil :				0.00	

Note:

- The Standard Cost Per Person shall apply to both Internal and External Hospitality.
- The Maximum Cost Per Person shall only apply to External Hospitality.
- The Standard Cost and Maximum Cost are inclusive of taxes and gratuities.

Notes :

- Le coût standard par personne s'applique aux activités d'accueil internes et externes.
- Le coût maximum par personne s'applique aux activités d'accueil externes seulement.
- Le coût standard et le coût maximum comprennent les taxes et les pourboires.

Hospitality Total / Coût total des repas :	0.00
--	------



Travel Authority and Advance / Autorisation de voyager et d'avance de fonds

TA # /
N° d'autorisation
TABCC82734

Training video / Vidéo de formation

Status / Statut :

Draft

SUMMARY / SOMMAIRE

Total Estimated Travel Trip Cost / Coût total estimatif des frais de déplacement	2,000.00
Total Estimated Accommodation Trip Cost / Coût total estimatif des frais d'hébergement	1,940.00
Total Estimated Contingency Trip Cost / Coût total estimatif des dépenses imprévues	788.00
Total Estimated Meals and Incidentals / Coût total estimatif des repas et des frais accessoires	177.35
Total Estimated Hospitality / Coût total estimatif des frais d'accueil	0.00
Total Estimated Travel Cost / Coût total estimatif des frais de voyage	4,905.35
Amount of advance required (Canadian dollars only) / Montant de l'avance demandée (en dollars canadiens uniquement)	0.00

PART D - Traveller / PARTIE D - Voyageur

The authority form is part of RCM's Travel, Hospitality, Conference and Event Policy #51. By signing this form, you declare having read and understood RCM's Travel, Hospitality, Conference and Event Policy #51 and agree to its terms and conditions prior to requesting this authority.

Ce formulaire d'autorisation fait partie de la politique n° 51 de la MRC sur les voyages, l'accueil, les conférences et les événements. En signant ce formulaire, vous déclarez avoir lu et compris la politique n° 51, et vous en acceptez les modalités avant de soumettre cette demande d'autorisation.

Gilles Patry

Traveller Signature / Signature du voyageur

27/03/19

Date / Date

PART E - Request for Advance (CAD Funds Only) / PARTIE E - Demande d'avance de fonds (Fonds en dollars canadiens seulement)

0.00	
Amount / Montant	Date required / Date requise

PART F - Approval / PARTIE F - Approbation

CEO APPROVAL REQUIRED:

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

CFO or CEO APPROVAL REQUIRED:

- ☐ Hospitality – Exceptions to Corporate Hospitality #51 (Annex 2B)
☐ 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)

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

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

TRAVELLER'S DIRECTOR APPROVAL REQUIRED:

- ☐ 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 – 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 – Missing original itemized receipts. Explanation provided (Policy section 33.2)
- ☐ 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)

APPROBATION DU PRÉSIDENT REQUISE :

- ☐ Voyages – Exceptions à la Politique sur les voyages, l'accueil, les conférences et les événements (politique n° 51) (annexe 2B)

APPROBATION DU CFO or PRÉSIDENT REQUISE :

- ☐ Voyages – Exceptions à la Politique sur les voyages, l'accueil, les conférences et les événements (politique n° 51) (annexe 2B)
- ☐ Accueil – Activités d'accueil externes et internes dépassant le coût maximum par personne (annexe 2B)
- ☐ Accueil – Activités d'accueil externes et internes de plus de 5 000 \$ (annexe 2B et article 44.1)
- ☐ Accueil – Boissons alcoolisées servies (article 44.1)
- ☐ Accueil – Coût des aliments et des boissons dépassant le coût maximum par personne (article 44.1)
- ☐ Accueil – Activités de divertissement offertes (article 44.1)
- ☐ Accueil – Activités d'accueil ou de divertissement offertes à un conjoint ou à une personne qui accompagne un participant (article 44.1)
- ☐ Accueil – Activités d'accueil payées par la MRC se déroulant dans la résidence d'un employé de la MRC, d'un membre du Conseil d'administration ou dans une autre résidence privée (articles 44.1 et 46.4)
- ☐ Accueil – Formes spéciales d'accueil (annexe 2B)

APPROBATION DU VP REQUISE (DU PRÉSIDENT, SI LE VOYAGEUR EST UN VP) :

- ☐ Voyages – Combiner les voyages personnels avec les voyages d'affaires (article 14.3)
- ☐ Voyages – Tarif aérien – Classe de tarif supérieure à celle autorisée dans la politique (article 20.6)
- ☐ Voyages – Voyage en automobile privée – Taux de parcours kilométrique supérieur au tarif le moins élevé demandé par un transporteur commercial (article 22.1)
- ☐ Voyages – Voyages en automobile louée (article 23.1)
- ☐ Voyages – Hôtels – Tarifs d'hébergement dépassant les limites de tarifs d'hébergement établis ou publiés
- ☐ Accueil – Activités d'accueil externes et internes jusqu'à concurrence de 5 000 \$, dans les limites du coût maximum par personne (annexe 2B)
- ☐ Accueil – Coût des aliments et des boissons ne dépassant pas le coût maximum par personne (article 44.1)

APPROBATION DU DIRECTEUR DU VOYAGEUR REQUISE :

- ☐ Voyages – Tarif aérien – Surclassement d'un voyageur dans une classe de tarif supérieure à la classe de tarif aérien standard admissible en vertu de la politique, sans frais supplémentaires pour la MRC (article 20.6)
- ☐ Voyages – Location d'un véhicule – Location d'un véhicule d'une catégorie supérieure à la catégorie intermédiaire ou standard autorisée par la politique, sans frais supplémentaires pour la MRC (article 23.3)
- ☐ Voyages – Location d'un véhicule – Location d'un véhicule d'une catégorie supérieure à la catégorie intermédiaire ou standard permise pour accueillir trois employés ou plus (article 23.3)
- ☐ Voyages – Hôtels – Réservation d'une chambre d'hôtel plus luxueuse que la chambre standard autorisée par la politique, sans frais supplémentaires pour la MRC (article 25.1)
- ☐ Voyages – Absence de reçus détaillés originaux. Explication fournie. (article 33.2)
- ☐ Autres exceptions (énumérées et justifiées par le voyageur dans un document distinct)
- ☐ Accueil – Activités d'accueil externes ou internes jusqu'à concurrence de 1 500 \$, dans les limites du coût standard par personne (annexe 2B)

Phyllis Clark

Approved by Traveller's Director with
signing authority (PRINT NAME) /
Approuvé par le directeur du voyageur, qui
possède le pouvoir de signature approprié
(Nom en lettres moulées)

Please refer to attached e-mail
approval from Phyllis Clark 28/03/19

Signature of Traveller's Director /
Signature du directeur du voyageur

Date / Date



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

Examiné par le chef de la direction financière (demandes de remboursement du président
ou du Conseil; demandes aux fins d'examen avant l'approbation du président; autre au
besoin)

Mar 28/19

Date / Date

Approved by VP/CFO/CEO/Chair of Board (as required) /
Approuvé par le vice-président, le président de la Monnaie ou le président du Conseil (au
besoin)

Date / Date

Approved by Chair of BOD/Chair Audit Committee (as required) /

Date / Date

Approuvé par le président du Conseil / président du Comité de vérification (au besoin)

Simons, Deborah

From: Phyllis Clark <[REDACTED]>
Sent: Thursday, March 28, 2019 5:42 PM
To: Simons, Deborah
Subject: Re: Seeking approval - Board travel authorizations - May 2019 Board Meetings in Winnipeg

Approved

s.19(1)

Phyllis Clark
 Phone: [REDACTED] Email: [REDACTED]

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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 28, 2019 at 1:10 PM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Please find attached for your review and approval completed Travel Authorities for the Directors listed below. These authorities will allow the Directors to travel to Winnipeg to attend the May 2019 RCM Board and Committee meetings. If you approve via e-mail, I will attach a copy of your e-mail to each travel authority:

- Victor Young – TABCC82726 – St. John's NFLD/Winnipeg and return OR Tampa, Florida/Winnipeg and return to either primary location
- Deborah Trudeau – TABCC82728 – Montreal/Winnipeg and return
- Bill Ross – TABCC82729 – Toronto/Winnipeg and return
- Serge Falardeau – TABCC82730 – Ste Marie de Beauce, QC/Quebec City/Winnipeg and return
- Sandip Lalli – TABCC82731 – Heritage Pointe, AB/Calgary/Winnipeg and return

- Fiona Macdonald – TABCC82732 – San Francisco, CA/Winnipeg and return
- Cybele Negris – TABCC82733 – Vancouver/Winnipeg and return
- Gilles Patry – TABCC82734 – Ottawa/Winnipeg and return OR Phoenix, Arizona/Winnipeg and return to either primary location

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

Tel/Tél. : 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca



Travel Expense Form 2019

TA # TABCC82734

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

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

CEO APPROVAL REQUIRED: (Please initial)

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

CFO or CEO APPROVAL REQUIRED: (Please initial)

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

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

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

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

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

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

1. Traveller Name (PRINT NAME) <i>Gilles Patry</i>	2. Expense claim prepared by (PRINT NAME) <i>Debby Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller <i>Gilles Patry</i>	Signature <i>Debby Simons</i>	Signature of Traveller's Director
Date <i>22/05/19</i>	Date <i>22/05/19</i>	Date

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO <i>Acting for: Gordon</i>	Signature of CEO/Chair of Board/Chair of Audit Committee <i>Please refer to attached</i>
Date	Date <i>05/23/2019</i>	Date <i>E-mail approval from Phyllis Clark. 27/05/19</i>
7. Reviewed by Finance (PRINT NAME) <i>CD 2019</i>		Date <i>May 30/19</i>

Simons, Deborah

From: Smith, Cindy
Sent: Thursday, May 16, 2019 3:08 PM
To: Delegation of Authority
Subject: Delegation Notice - Jennifer Camelon - Avis de délégation de pouvoirs

VERSION FRANÇAISE CI-APRÈS.

Delegation Notice – Jennifer Camelon

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

Avis de délégation de pouvoirs – Jennifer Camelon

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

Original signed by/Original signé par

Marie Lemay
President & CEO/Présidente

Simons, Deborah

From: Phyllis Clark <[REDACTED]>
Sent: Monday, May 27, 2019 1:33 PM
To: Simons, Deborah
Subject: Re: Seeking approval - Travel expense claims X 4

Approved

s.19(1)

Phyllis Clark
 Phone: [REDACTED] Email: [REDACTED]

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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



Page 2

Canada - (Except NWT, NVT, Yukon)				USA - (Except Alaska)		
	Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST	USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
RCM Paid Fares (Air-Domestic)						
RCM Paid Fares (Rail-Domestic)						
RCM Paid Fares (Air-Foreign)						
RCM Paid Fares (Rail-Foreign)						
Employee Paid Fares (Air - Domestic)						
Employee Paid Fares (Air- Foreign)					✓ 1,565.56	✓ 1,565.56
Employee Paid Fares (Rail- Domestic)						
Employee Paid Fares (Rail - Foreign)						
Hotel Accommodations (Domestic)	✓ 483.64	✓ 21.47	✓			
Hotel Accommodations (Foreign)						
Taxis (Domestic)	✓ 91.43	✓ 3.52				
Taxis (Foreign)				36.39		✓ 49.80
Mileage (\$0.55/km)						
Business Telephone						
Parking						
Car Rental (Domestic)						
Car Rental/Gas (Foreign)						
Personal Accommodations						
Hospitality						
Baggage (Domestic)						
Baggage (Foreign)						
Others (code manually)						
Others (total)						
Total Expenses	575.07	21.47		36.39	1,565.56	1,615.36
Per Diem Country						
			Canada			USA
Meal allowance rates	No. of meal allowances	Total CAD allowance	Calculated GST/HST	No. of meal allowances	Total USD allowance	Total CAD Equivalent
Breakfasts \$20.50				\$20.50		
Lunches \$20.10				\$20.10		
Dinners \$50.65				\$50.65		
Total Meals						
Incidentals \$17.30	2	✓ 34.60	1.65	1	✓ 17.30	✓ 23.67
Total Expenses		34.60	1.65		17.30	23.67

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

Grand Total CAD Expenses

609.67

Grand Total HST/GST

23.12

Grand Total USD Expenses

1,639.03

Notes for Expenses

1) The Fairmont Hotel waived the room charge for the night of 14 May due to excessive noise levels 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.

CREDIT CARD
STATEMENT

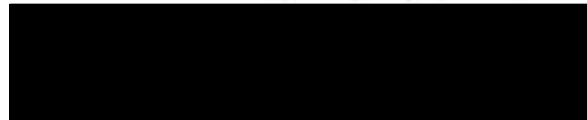
s.19(1)

AIR FARE
\$ 1144.06 USD \equiv \$ 1565.56 CDN

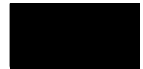
Apr 13, 2019



DELTA 000623675565052
Travel Purchase



\$1,565.56



exchange rate

$$1565.56 = 1144.06 \times 1.368425$$

Simons, Deborah

From: Gilles Patry <[REDACTED]>
Sent: Thursday, May 16, 2019 1:35 PM
To: Simons, Deborah
Subject: FW: Your Flight Receipt - GILLES G PATRY 13MAY19

s.19(1)

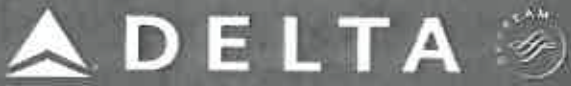
Deborah,

Please find attached the electronic flight receipt with detail cost breakdown (very similar to scanned receipt in previous package).

I will send the boarding passes in the next email.

Cheers,
 Gilles

From: Delta Air Lines <DeltaAirLines@e.delta.com>
Reply-To: Delta Air Lines <support-b5t3ajfbpayqkqauzqx8kqr8y6rt3a@e.delta.com>
Date: Saturday, April 13, 2019 at 10:13 AM
To: Patry Gilles G <[REDACTED]>
Subject: Your Flight Receipt - GILLES G PATRY 13MAY19



Hello, GILLES G SkyMiles [REDACTED]

Your Trip Confirmation #: [REDACTED] **MANAGE MY TRIP >**

You're all set. If you need to adjust your itinerary, you can make standard changes to your flight on delta.com including time, date and destination. Explore all of your options here.

MAKE THE MOST OF YOUR UPCOMING TRIP:

DOWNLOAD THE FLY DELTA APP – book a flight, upgrade or change your seats, speed through security, receive flight status notifications, track your bags and more.
 Download now >>

Mon, 13MAY	DEPART	ARRIVE
DELTA 1514 First Class (D)	PHOENIX, AZ 9:09am	MPLS-ST PAUL 2:18pm
DELTA 2839 First Class (D)	MPLS-ST PAUL 3:10pm	WINNIPEG, MB 4:39pm

Wed, 15MAY	DEPART	ARRIVE
DELTA 2840 First Class (I)	WINNIPEG, MB 5:20pm	MPLS-ST PAUL 6:45pm
DELTA 1239 First Class (I)	MPLS-ST PAUL 7:58pm	PHOENIX, AZ 9:21pm

TSA CHANGES - ARRIVE EARLY

Please be aware of the recent changes to TSA screening procedures, including the requirement to place powder-like substances over 12oz./350ml in your checked bag when traveling on an international flight to the United States. For more information on powder restrictions, visit delta.com.

In addition to these changes, many airports are experiencing a high volume of travelers, resulting in long check-in, baggage drop and security checkpoint lines. Please plan to arrive at the airport at least 2 hours prior to your departure when traveling domestically (within the U.S) and at least 3 hours prior to your departure when traveling internationally. We also encourage passengers to check-in online at delta.com or via the Fly Delta app to help avoid delays.

NEW BRANDED BOARDING ORDER

Effective January 23, 2019, boarding order will be based on the branded fare you purchased in an effort to bring consistency and clarity to the gate and boarding experience. Please note your branded fare group before boarding. SkyMiles® Medallion® Members and eligible Credit Card Members will continue to receive priority boarding. Learn more [here](#).

RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, **Delta will no longer accept smart bags starting January 15, 2018. Smart bags with non-removable lithium-ion batteries** will not be permitted as carry-on or checked baggage on any Delta mainline or Delta Connection flight. For more information, please visit our News Hub.

Hoverboards or any lithium battery powered self-balancing personal transportation devices are also not permitted as both carry-on and checked baggage.

Spare batteries for other devices, fuel cells, and e-cigarettes are permitted in carry-on baggage only. If your carry-on bag contains these items and is gate checked, they must be removed and carried in the cabin. Further information and specific guidelines regarding restricted items can be found [here](#).

Passenger Info

s.19(1)

NAME	FLIGHT	SEAT
GILLES G PATRY	DELTA 1514	04D
SkyMiles [REDACTED]	DELTA 2839	03C
	DELTA 2840	03C
	DELTA 1239	04D

Visit delta.com or use the Fly Delta app to view, select or change your seat.
If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

Flight Receipt

s.19(1)

Ticket #: [REDACTED]

As credit card statement.

Place of Issue: Delta.com

Ticket Issue Date: 13APR19

Ticket Expiration Date: 13APR20

METHOD OF PAYMENT

[REDACTED]

\$1144.06 USD

Air Transportation Charges

Base Fare \$983.00 USD

Taxes, Fees and Charges

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
Canada - Air Travellers Security Charge (CA)	\$9.50 USD
Canada - Airport Improvement Fee (AIF) (SQ)	\$18.70 USD
United States - Transportation Tax (US)	\$73.73 USD
United States - Animal and Plant Health Inspection Service Fee (APHIS User Fee - Passengers (XA)	\$3.96 USD
United States - Passenger Facility Charge (XF)	\$13.50 USD
Canada - Goods and Services Tax (GST) (XG)	\$0.90 USD
United States - Immigration and Naturalization Fee(Immigration User Fee) (XY)	\$7.00 USD
United States - Custom User Fee (YC)	\$5.77 USD
United States - Flight Segment Tax (ZP)	\$16.80 USD

CHARGES

TICKET AMOUNT

\$1144.06 USD

NONREF/PENALTY APPLIES

\$1565.56 card (see credit card statement)

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: PHX DL X/MSP DL YWG550.00HA0SA0FL DL X/MSP DL PHX433.00KAUVA0FL USD983.00END ZP PHXMSPYWGMPSP XF PHX4.5MSP4.5MSP4.5

Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

Mon 13 May 2019

DELTA: PHX MSP

CARRY ON

FIRST

SECOND

FREE

FREE

FREE

Mon 13 May 2019

DELTA: MSP YWG

CARRY ON

FIRST

SECOND

INCLUDED

INCLUDED

INCLUDED

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Wed 15 May 2019

DELTA: YWG MSP

CARRY ON

FIRST

SECOND

FREE

FREE

FREE

Wed 15 May 2019

DELTA: MSP PHX

CARRY ON

FIRST

SECOND

INCLUDED

INCLUDED

INCLUDED

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit delta.com Restricted Items Section.

NEED MORE MILES? >

Buy and transfer miles on delta.com.

DELTA
SKYMILES

BOOK YOUR SUMMER GETAWAY. >

It's a great time to choose your next escape from more than 325 destinations on six continents.




NEED HELP?

Learn how to make ticket changes
and more at delta.com.

KEEP CLIMBING
DELTA

GET HELP

 We have partnered with The Nature Conservancy to allow you to offset your carbon emissions from this trip. Go to delta.com/sustainability to calculate your CO2 emissions and learn more about offsetting.

Terms & Conditions

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Checked Bag Allowance

*On Delta operated flights, you may carry on one bag and a small personal item at no charge.

Delta One™/First/Business Class weight allowance reverts to 50 lbs for all checked bags beyond regular free allowance.

At the time of check in with Delta, SkyMiles Medallion members, SkyTeam Elite & Elite Plus and active US Military personnel are eligible for fee waivers and other benefits. For more details, visit delta.com/baggage. Basic Cardmembers with a Gold, Platinum, or Reserve Delta SkyMiles Credit Card from American Express are eligible for the first bag fee waiver. More details on the program can be found at delta.com/firstbagfree.

A standard checked bag with Delta may be up to 50 lbs and 62 linear inches (per piece). Additional fees apply for oversize, overweight, and/or additional pieces of checked baggage. Please review Delta's baggage guidelines for details. Weight and size restrictions may vary when checking baggage on carriers other than Delta. Contact with the operating carrier for detailed checked baggage allowances. You must be checked in at the gate by the applicable check-in deadlines or your reservation may be cancelled. Please review Delta's check-in requirement guidelines for details. Check-in requirements vary by airline, so if your ticket includes travel on other airlines, please check with the operating carrier on your ticket.

Do you have comments about our service? Please email us to share them.

Conditions of Carriage

Air transportation on Delta and the Delta Connection® carriers is subject to Delta's conditions of carriage. They include terms governing for example:

- Limits on our liability for personal injury or death of passengers, and for loss, damage or delay of goods and baggage.
- Claim restrictions including time periods within which you must file a claim or bring action against us.
- Our right to change terms of the contract.
- Check-in requirements and other rules established when we may refuse carriage.
- Our rights and limits of our liability for delay or failure to perform service including schedule change, substitution of alternative air carriers or aircraft, and rerouting.
- Our policy on overbooking flights, and your rights if we deny you boarding due to an oversold flight.

These terms are incorporated by reference into our contract with you. You may view these conditions of carriage on delta.com, or by requesting a copy from Delta.

You have received this email because you elected to receive your Electronic Ticket receipt sent to you via email. If you would like to take advantage of other Delta email programs featuring special fares, promotions, information and flight updates, please visit: delta.com/emailprograms or delta.com/notifications.

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Your privacy is important to us. Please review our Privacy Policy.

AIR FARE

Page 4 of 12



Date of Purchase: Apr 13, 2019

Flight Receipt for Phoenix, AZ to Minneapolis/St Paul, MN

s.19(1)

PASSENGER INFORMATION

GILLES G PATRY

SkyMiles Number: [REDACTED]

Confirmation Number: [REDACTED]

Ticket Number: [REDACTED]

FLIGHT INFORMATION

Date and Flight	Status	Class	Seat/Cabin
PHX>MSP Mon 13May2019 DL 1514	OPEN	D	4D
MSP>YWG Mon 13May2019 DL 2839	OPEN	D	3C
YWG>MSP Wed 15May2019 DL 2840	OPEN	I	3C
MSP>PHX Wed 15May2019 DL 1239	OPEN	I	4D

DETAILED CHARGES

Air Transportation Charges

Base Fare: \$983.00 USD

Taxes, Fees & Charges:

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
Canada - Air Travellers Security Charge (CA)	\$9.50 USD
Canada - Airport Improvement Fee (AIF) (SQ)	\$18.70 USD
United States - Transportation Tax (US)	\$73.73 USD
United States - Animal and Plant Health Inspection Service Fee (APHIS User Fee - Passengers (XA)	\$3.96 USD
United States - Passenger Facility Charge (XF)	\$13.50 USD
Canada - Goods and Services Tax (GST) (XG)	\$0.90 USD
United States - Immigration and Naturalization Fee(Immigration User Fee) (XY)	\$7.00 USD
United States - Custom User Fee (YC)	\$5.77 USD
United States - Flight Segment Tax (ZP)	\$16.80 USD

Total Price:

\$1,144.06 USD

s.19(1)

AIR FARE

Page 5 of 12

Paid with 

KEY OF TERMS

- Arrival date different than departure date
 ** - Check-in required
 ***- Multiple meals
 *S\$ - Multiple seats
 AR - Arrives
 B - Breakfast
 C - Bagels / Beverages
 D - Dinner

F - Food available for purchase
 L - Lunch
 LV - Departs
 M - Movie
 R - Refreshments, complimentary
 S - Snack
 T - Cold meal
 V - Snacks for sale

Check your flight information online at delta.com or call the Delta Flightline at 800.325.1999.

Baggage and check-in requirements vary by airport and airline, so please check with the operating carrier on your ticket.

Please review Delta's check-in requirements and baggage guidelines for details.

You must be checked in and at the gate at least 15 minutes before your scheduled departure time for travel inside the United States.

You must be checked in and at the gate at least 45 minutes before your scheduled departure time for international travel.

For tips on flying safely with laptops, cell phones, and other battery-powered devices, please visit Flying safely government guild.

Do you have comments about service? Please email us to share them.

NON-REFUNDABLE / CHANGE FEE

When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

This ticket is non-refundable unless issued at a fully refundable fare. Any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

All Preferred, Delta Comfort+™, First Class, and Delta One seat purchases are Nonrefundable.

Terms & Conditions


Air transportation on Delta and the Delta Connection® carriers is subject to Delta's conditions of carriage. They include terms governing for example:

- Limits on our liability for personal injury or death of passengers, and for loss, damage or delay of goods and baggage.
- Claim restrictions including time periods within which you must file a claim or bring action against us.
- Our right to change terms of the contract.

5/12/2019

s.19(1)

Print Preview : Delta Air Lines

MON, MAY 13, 2019		INTL - VERIFY PASSPORT			
Gilles G Patry [REDACTED] /SKY PRIORITY/TSA PRECHK		SkyMiles [REDACTED]		BOARDING DOCUMENT	
<h1>PHX ▶ MSP</h1>					
PHOENIX (PHX) ▶ Mpls-St Paul (MSP) FLIGHT DL1514	BOARDING 8:29am	GATE - Terminal 3	ZONE FIRST	SEAT 4D First Class (D)	Depart Mon, 9:09am Arrive Mon, 2:18pm
<i>Boarding ends 15 minutes prior to departure time.</i>				<i>Fly Paperless: www.delta.com/app</i>	
Ticket#: [REDACTED] Service Requests: [REDACTED]					

If your travel plans change, please contact Delta. Gate assignments and departure times are subject to change, please check the airport monitors for the most up-to-date flight and gate information. We recommend you arrive at the airport 75 minutes prior to departure for travel within U.S. and 3 hours prior to departure for international flights. It is your responsibility to arrive at the airport with sufficient time to complete baggage check and security clearance.

MON, MAY 13, 2019		INTL - VERIFY PASSPORT		DELTA	
Gilles G Patry		SkyMiles # [REDACTED]		BOARDING DOCUMENT	
[REDACTED]/SKY PRIORITY/TSA PRECHK					
MSP ▶ YWG					
MPLS-ST PAUL (MSP) ▶ Winnipeg (YWG) FLIGHT DL2839	BOARDING 2:15pm	GATE - Terminal 1	ZONE FIRST	SEAT 3C First Class (D)	⌚ Layover 0h 52m Depart Mon, 3:10pm Arrive Mon, 4:39pm
Boarding ends 15 minutes prior to departure time.			Fly Paperless: www.delta.com/app		
Ticket#: [REDACTED]				MSPO27	

If your travel plans change, please contact Delta. Gate assignments and departure times are subject to change, please check the airport monitors for the most up-to-date flight and gate information. We recommend you arrive at the airport 75 minutes prior to departure for travel within U.S. and 3 hours prior to departure for international flights. It is your responsibility to arrive at the airport with sufficient time to complete baggage check and security clearance.

5/14/2019

s.19(1)

Print Preview : Delta Air Lines

WED, MAY 15, 2019		INTL - VERIFY PASSPORT		DELTA	
Gilles G Patry		SkyMiles		BOARDING DOCUMENT	
/SKY PRIORITY/TSA PRECHK					
YWG ▶ MSP					
WINNIPEG (YWG) ▶	BOARDING	GATE	ZONE	SEAT	
Mpls-St Paul (MSP)	4:25pm	-	FIRST	3C	Depart Wed, 5:20pm
FLIGHT DL2840				First Class (I)	Arrive Wed, 6:45pm
Boarding ends 15 minutes prior to departure time.			Fly Paperless: www.delta.com/app		
Ticket#:				YWG021	

If your travel plans change, please contact Delta. Gate assignments and departure times are subject to change, please check the airport monitors for the most up-to-date flight and gate information. We recommend you arrive at the airport 75 minutes prior to departure for travel within U.S. and 3 hours prior to departure for international flights. It is your responsibility to arrive at the airport with sufficient time to complete baggage check and security clearance.

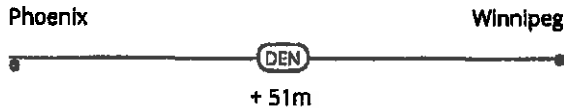
5/14/2019

s.19(1)

Print Preview : Delta Air Lines

WED, MAY 15, 2019		INTL - VERIFY PASSPORT		DELTA	
Gilles G Patry		SkyMiles # [REDACTED]		BOARDING DOCUMENT	
[REDACTED] SKY PRIORITY/TSA PRECHK					
MSP ▶ PHX					
MPLS-ST PAUL (MSP) ▶ Phoenix (PHX) FLIGHT DL1239	BOARDING 7:18pm	GATE -	ZONE FIRST	SEAT 4D First Class (I)	🕒 Layover 1h 13m Depart Wed, 7:58pm Arrive Wed, 9:21pm
Boarding ends 15 minutes prior to departure time.			Fly Paperless: www.delta.com/app		
Ticket#: [REDACTED]					
Service Requests: [REDACTED]					

If your travel plans change, please contact Delta. Gate assignments and departure times are subject to change, please check the airport monitors for the most up-to-date flight and gate information. We recommend you arrive at the airport 75 minutes prior to departure for travel within U.S. and 3 hours prior to departure for international flights. It is your responsibility to arrive at the airport with sufficient time to complete baggage check and security clearance.

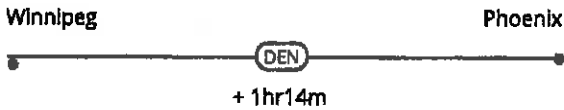
Air Canada - For comparison purposes**Departing Flight: Monday, May 13th, 2019** Phoenix, US (PHX) - Winnipeg, CA (YWG)Page 7 of 12
Change Flight**07:15** **1 Stop - 4hr48m** **14:03**

Includes travel operated by United Airlines & SkyWest/United Express

[Details](#)**Business Class (lowest)****\$1034**

1 Adult

You've chosen superior comfort and convenience with spacious seating, personalized service, fine cuisine, extra baggage allowance and access to premium airport services.

Return Flight: Thursday, May 16th, 2019 Winnipeg, CA (YWG) - Phoenix, US (PHX)**Change Flight****07:00** **1 Stop - 5hr39m** **10:39**

Includes travel operated by SkyWest/United Express & United Airlines

[Details](#)**Business Class (lowest)****\$889**

Mixed cabin - 1 Adult

You've chosen superior comfort and convenience with spacious seating, personalized service, fine cuisine, extra baggage allowance and access to premium airport services.



Cancel within 24 hours of purchase without penalty. You will receive a full refund if you change your mind. Find out more

09:39

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

View price breakdown

1 adult

✈ Air Transportation Charges

1792.00



Taxes, Fees and Charges

131.66

GRAND TOTAL - Canadian dollars
(Change currency)**\$1923.66****FOR COMPARISON ONLY**



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

Royal Canadian Mint
Mr Gilles Patry
Canada

Room : 1804
Folio # :
Cashier # : 1073
Page # : 1 of 1

Fairmont Hotel did not charge for the night of May 14 because of the noise in the room

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

Date	Description	Additional Information	Charges	Credits
05-13-19	Room Charge		409.00	
05-13-19	Room PST	s.19(1)	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				483.64
Total			483.64	483.64
Balance Due			0.00	

GST Summary

Room	20.45
F&B	0.00
Other	1.02
Total	21.47

Thank you for choosing Fairmont Hotels & Resorts.

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

* Hotel waived one night (14 May) due to excessive noise levels 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 réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balances subject to a surcharge at the rate of 1.6% per month after one month. (18.00% per annum.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.6% par mois après un mois. (18.00% par année)

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

TAXI #2UNICITY TAXI W526
348 HARGRAVE PL.WINNIPEG, MB R3C 0X5
TEL (204) 925-3131

s.19(1)

ID TERM: A7594827
ID EMPLOYE: 1#LOT: 034
#QUART: 002**Achat**

#FACT: 000000010

Puce

Marque d'application:

NO SED: 094001001010

AID: A0000000041010

TVR: 00 00 00 00 00

TSI: 00 00

Mont: \$ 32.87
Pourb: \$ 3.29

Total: CAD\$ 36.16

APPROUVE 000435
001/00

13-Mai -19

17:10:01

COPIE CLIENT

TAXI #3UNICITY TAXI- 153
348 HARGRAVE PL.WINNIPEG, MB R3C 0X5
TEL (204) 925-3131

ID TERM: B6140787

#LOT: 757
#QUART: 002**Achat**

#FACT: 000000010

Puce

Marque d'application:

NO SED: 757001001010

AID: A0000000041010

TVR: 00 00 00 00 00

TSI: 00 00

Mont: \$ 49.35
Pourb: \$ 5.92

Total: CAD\$ 55.27

APPROUVE 065215
001/00

15-Mai -19

15:32:17

COPIE CLIENT

Cab from Winnipeg
Airport to hotel.Cab from Rca
to Winnipeg
airport

Taxi #1 Page 8 of 12**Gilles Patry**

From: no-reply@lyftmail.com on behalf of Lyft Ride Receipt <no-reply@lyftmail.com>
Sent: May 13, 2019 10:01 AM
To: Gilles Patry
Subject: Your ride with [REDACTED] on May 13

Follow Up Flag: Flag for follow up s.19(1)
Flag Status: Flagged



Thanks for riding with [REDACTED]!

May 13, 2019 at 6:38 AM

Ride Details

Lyft fare (11.25mi, 20m 8s) \$13.63

Tip \$2.00

\$15.63 USD

\$21.39 CDN

Cab from [REDACTED] to
 Airport



- Pickup 6:38 AM
[REDACTED] Phoenix, AZ
- Drop-off 6:58 AM
3407 Sky Harbor Blvd, Phoenix, AZ

s.19(1)

This and every ride is carbon neutral



Taxi #4

Gilles Patry

From: no-reply@lyftmail.com on behalf of Lyft Ride Receipt <no-reply@lyftmail.com>
Sent: May 16, 2019 1:08 AM
To: Gilles Patry
Subject: Your ride with [REDACTED] on May 15

s.19(1)

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Courriel externe : soyez prudent, en particulier avec les hyperliens et les pièces jointes.
 External email: be cautious, particularly with links and attachments.



Thanks for riding with [REDACTED]
 May 15, 2019 at 9:24 PM

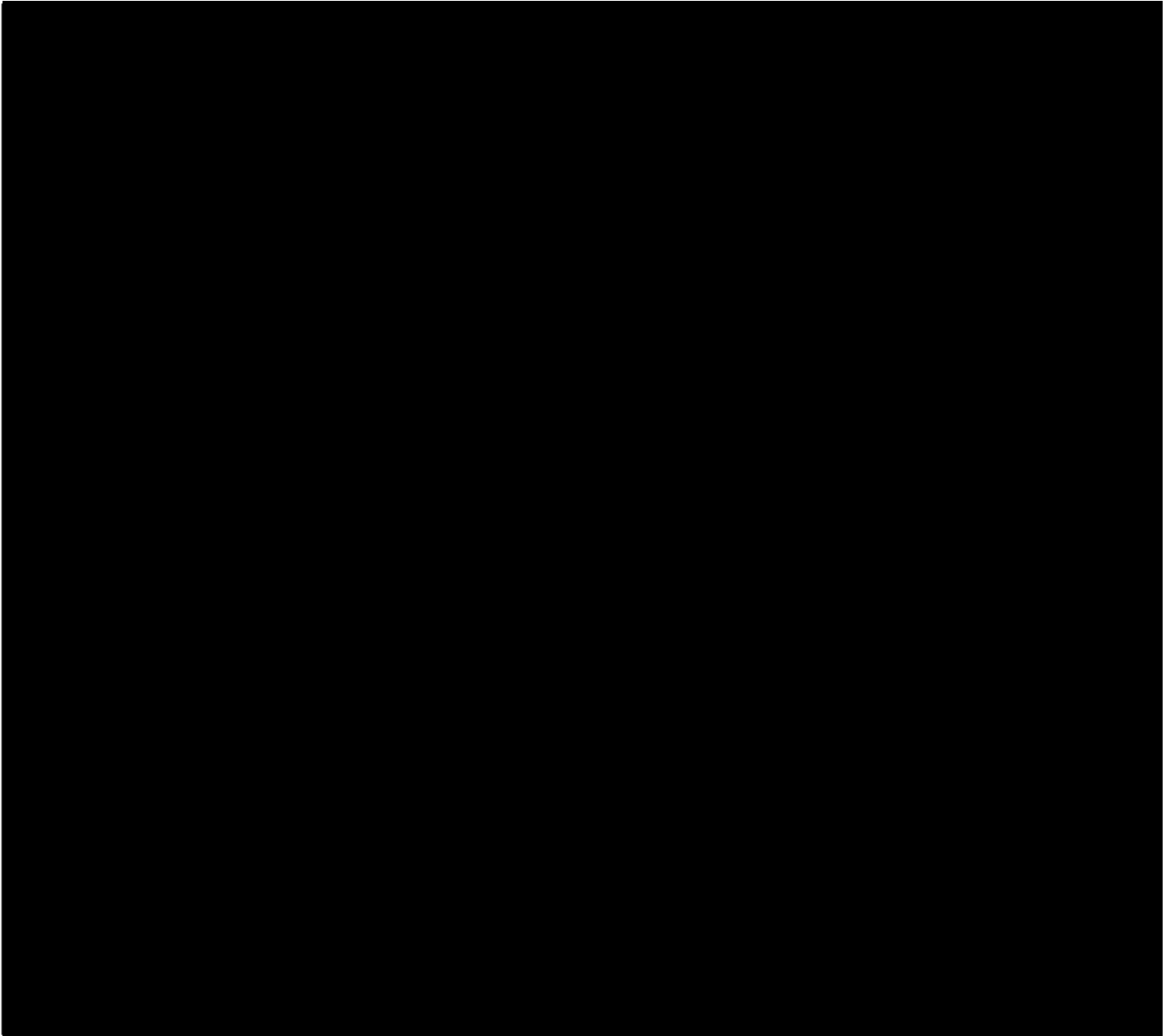
Ride Details

Lyft fare (10.45mi, 15m 20s)	\$18.05
Tip	\$2.71

\$20.76 USD

\$28.41 CDN

Cab from airport



- Pickup 9:24 PM
3474 Sky Harbor Blvd, Phoenix, AZ

s.19(1)

- Drop-off 9:40 PM
[REDACTED] Phoenix, AZ

This and every ride is carbon neutral



TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

s.19(1)

Revised October 1, 2018

Page 1 of 12

Claimant:

Gilles Patry

Departure Date:

13-May

Return Date:

15-May

Location:

Winnipeg, MB (Travel from Phoenix, AZ [REDACTED])

Purpose:

Board meetings - May 13-15, 2019

TRAVEL EXPENSE**Amount**

Airfare

\$ 1,565.56 ✓

Baggage Fees

Change Fees

VIA Rail

Hotel Accommodations

\$ 483.64 ✓

Mileage (\$.0585/km)

\$ -

Parking

Taxis

\$ 141.23 ✓

Car Rental

Gasoline

Private Accommodation (\$50/ngt)

Other

Total Travel Expenses \$ 2,190.43 ✓**Total Meal/Incidentals** \$ ~~34.60~~ 58.27 dn.**TOTAL** \$ ~~2,225.03~~ 2248.70 dn.**Meals & Incidentals**

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

	Rate	# Meals	Total
Breakfast	\$20.25	0	\$ -
Lunches	\$19.85	0	\$ -
Dinners	\$50.00	0	\$ -
Incidentals	\$17.30	2	\$ 34.60 ✓
		1 at 23.67 dn. (USA)	\$ 34.60

Total Travel Expenses**Meal allowance and incidental calculator**

Insert Date →

		13-May	14-May	15-May			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast							0
Lunch							0
Dinner							0
Incidentals			1	1	1 dn.		23 dn.

Per Diem Calculator

Insert Date →

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
								0

Claimant Signature:

*Debby Jimenez for
Gilles Patry*

Date:

20105/19.

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

Gilles Patry - Expenses

Air Travel		Description	USD \$	CDN \$	Comments
	Delta Airlines	PHX-YWG-PHX	\$ 1,144.06	\$ 1,565.56	Delta Airlines was cheaper by \$400 than Air Canada's lowest business class fare (see The amount charged to [REDACTED] credit card was \$1565.56 (see attached) Exchange Rate: 1.368425
Total Air Travel			\$ 1,144.06	\$ 1,565.56	

s.19(1)

Taxis		Description	USD \$	CDN \$	Comments
13-May-19	[REDACTED] PHX	Lyft	\$ 15.63	\$ 21.39	Charged to [REDACTED] credit card - using exchange rate above (1.368425)
13-May-19	YWG-Hotel			\$ 36.16	
15-May-19	RCM-YWG			\$ 55.27	
15-May-19	PHX-[REDACTED]	Lyft	\$ 20.76	\$ 28.41	Charged to [REDACTED] credit card - using exchange rate above (1.368425)
Total Taxis			\$ 36.39	\$ 141.23	



Travel Authority and Advance / Autorisation de voyager et d'avance de fonds

TA # /
N° d'autorisation
TABCC82734

Status / Statut : **Draft**

This form must be completed and have the required approvals and authorizations prior to any travel arrangements being made. Travel must be authorized and approved in accordance with the Delegation of Authority Policy #41. Once completed and authorized, this form must immediately be sent to the RCM Finance department, prior to the start of travel.

Avant d'entreprendre les préparatifs de voyage, vous devez remplir ce formulaire et obtenir les approbations et autorisations requises, conformément à la politique n°41 – Délégation des pouvoirs. Vous devez ensuite remettre le formulaire dûment rempli et approuvé à la section des Finances de la MRC, et ce, avant le début du voyage.

PART A - Information / PARTIE A - Information

☒ Travel Authority and Advance / Autorisation de voyager et d'avance de fonds

☐ Blanket Travel Authority / Autorisation générale de voyager

1. Name of Traveler / Nom du voyageur *

Gilles Patry

2. Cost Centre / Centre de coûts *

121 - Board Expenses

3. Travel Category / Catégorie de voyage *

Support internal governance (eg. management meetings, BOD meetings)

3.(a) Please provide detailed explanation /
Veuillez fournir une explication détaillée *

Attend Board and Committee meetings.

4. Traveler Type / Type de voyageur *

Board of Director

4.(a) If "other", please provide detailed explanation /
Si « autre », veuillez fournir une explication détaillée

5. Purpose of Travel / Objet du voyage *

Attend Board meetings and retreats

5.(a) Purpose of Travel / Objet du voyage

Attend Board and Committee meetings.

6. Number of Travelers / Nombre de voyageurs *

21

6.(a) Rationale / Justification

Board members, Leadership Team and RCM staff.

7. Rationale for not selecting virtual presence or other remote meeting solutions /

Raison pour laquelle la présence virtuelle ou une autre solution de réunion à distance n'a pu être appliquée *

Requires Face to Face meeting / Rencontre en personne requise



Travel Authority and Advance / Autorisation de voyager et d'avance de fonds

TA # /
N° d'autorisation
TABCC82734

Status / Statut : Draft

8. Comments/Information to support request / Commentaires/Information pour appuyer la demande

Note that airfare covers bookings at short notice (if required) which are usually priced higher.
Hotel rate above city rate limit but within RCM policy (Board member).
Primary residences in Ottawa, ON and Phoenix, Arizona. Unknown at this time if travel will be from/to
Ottawa or Phoenix.

PART B - Travel Itinerary and Estimated Cost / PARTIE B - Itinéraire et coût estimatif (Please remember to include travel costs in your estimate e.g. taxis/rail/parking / N'oubliez pas d'inclure vos frais de voyage dans votre estimation, p. ex., taxi/train/stationnement)

Start and End Dates / Dates de début et de fin	From and To Destinations / Lieux de départ et d'arrivée	Mode of Transportation / Mode de transport	Rationale / Justification	Estimated Cost / Coût estimatif	Contingency
5/12/2019 5/16/2019	Ottawa or Phoenix/Winnipeg Winnipeg/Ottawa ...	Air / Avion	Direct Route/economical and/or efficient / Itinéraire direct/Option économique/Option rentable	1,500.00	300.00
5/12/2019 5/16/2019	Ottawa or Phoenix/Winnipeg Winnipeg/Ottawa ...	Taxi / Taxi	Direct Route/economical and/or efficient / Itinéraire direct/Option économique/Option rentable	400.00	80.00
5/12/2019 5/16/2019	Ottawa or Phoenix/Winnipeg Winnipeg/Ottawa ...	Parking / Stationne	Convenience/flexibility / Pour des raisons pratiques/Souplesse	100.00	20.00

Are you combining personal with business travel? / Combinez-vous un voyage personnel avec un voyage d'affaires?

☐ Yes / Oui ☒ No / Non

Did you select the lowest available airfare as permitted
by the travel policy? / Avez-vous choisi le tarif aérien le
moins élevé, comme le prévoit la politique sur les
voyages?

☒ Yes / Oui ☐ No / Non

If "no", please provide rationale /
Si « non », veuillez fournir une justification

If "No", please specify why? / Si « non », veuillez préciser pourquoi?



Travel Authority and Advance / Autorisation de voyager et d'avance de fonds

TA # /
N° d'autorisation
TABCC82734

Status / Statut : **Draft**

PART C - Hospitality Calculator / PARTIE C - Calculateur des frais d'accueil

Is hospitality being offered? / L'hospitalité est-elle offerte? *

☐ Yes / Oui ☒ No / Non

Country/Region Pays/Région*		Currency / Devise		Exchange Rate / Taux de change * (OANDA.com)	
				1.0000	
Hospitality / Frais d'accueil	Rate / Taux (PP)	Standard / Coût standard		Maximum / Coût maximum	
		No. / Nombre	(PP)	No. / Nombre	(PP)
Breakfast (Treasury Board Rate *1.5) / Petit déjeuner (taux du Conseil du Trésor *1,5)			0.00		0.00
Lunch (Treasury Board Rate *2) / Déjeuner (taux du Conseil du Trésor *2)			0.00		0.00
Dinner (Treasury Board Rate *1.75) / Dîner (taux du Conseil du Trésor *1,75)			0.00		0.00
Reception (Treasury Board Rate *2) / Réception (taux du Conseil du Trésor *2)			0.00		0.00
Refreshments (Treasury Board Rate *0.5) / Rafraîchissements (taux du Conseil du Trésor *0,5)			0.00		0.00
Total Meals / Coût total des repas :					0.00

Other Hospitality Expenses / Autres frais d'accueil		Amount / Montant	CAD Equivalent (Total) / Équivalent en dollars canadiens
			0.00
Total Other Hospitality Expenses / Total – Autres frais d'accueil :			0.00

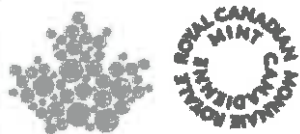
Note:

- The Standard Cost Per Person shall apply to both Internal and External Hospitality.
- The Maximum Cost Per Person shall only apply to External Hospitality.
- The Standard Cost and Maximum Cost are inclusive of taxes and gratuities.

Notes :

- Le coût standard par personne s'applique aux activités d'accueil internes et externes.
- Le coût maximum par personne s'applique aux activités d'accueil externes seulement.
- Le coût standard et le coût maximum comprennent les taxes et les pourboires.

Hospitality Total / Coût total des repas :	0.00
--	------



Travel Authority and Advance / Autorisation de voyager et d'avance de fonds

TA # /
N° d'autorisation
TABCC82734

Training video / Vidéo de formation

Status / Statut :

Draft

SUMMARY / SOMMAIRE

Total Estimated Travel Trip Cost / Coût total estimatif des frais de déplacement	2,000.00
Total Estimated Accommodation Trip Cost / Coût total estimatif des frais d'hébergement	1,940.00
Total Estimated Contingency Trip Cost / Coût total estimatif des dépenses imprévues	788.00
Total Estimated Meals and Incidentals / Coût total estimatif des repas et des frais accessoires	177.35
Total Estimated Hospitality / Coût total estimatif des frais d'accueil	0.00
Total Estimated Travel Cost / Coût total estimatif des frais de voyage	4,905.35
Amount of advance required (Canadian dollars only) / Montant de l'avance demandée (en dollars canadiens uniquement)	0.00

PART D - Traveller / PARTIE D - Voyageur

The authority form is part of RCM's Travel, Hospitality, Conference and Event Policy #51. By signing this form, you declare having read and understood RCM's Travel, Hospitality, Conference and Event Policy #51 and agree to its terms and conditions prior to requesting this authority.

Ce formulaire d'autorisation fait partie de la politique n° 51 de la MRC sur les voyages, l'accueil, les conférences et les événements. En signant ce formulaire, vous déclarez avoir lu et compris la politique n° 51, et vous en acceptez les modalités avant de soumettre cette demande d'autorisation.

Gilles Patry

Traveller Signature / Signature du voyageur

27/03/19

Date / Date

PART E - Request for Advance (CAD Funds Only) / PARTIE E - Demande d'avance de fonds (Fonds en dollars canadiens seulement)

0.00	
Amount / Montant	Date required / Date requise

PART F - Approval / PARTIE F - Approbation

CEO APPROVAL REQUIRED:

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

CFO or CEO APPROVAL REQUIRED:

- ☐ Hospitality – Exceptions to Corporate Hospitality #51 (Annex 2B)
☐ 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)

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

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

TRAVELLER'S DIRECTOR APPROVAL REQUIRED:

- ☐ 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 – 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 – Missing original itemized receipts. Explanation provided (Policy section 33.2)
- ☐ 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)

APPROBATION DU PRÉSIDENT REQUISE :

- ☐ Voyages – Exceptions à la Politique sur les voyages, l'accueil, les conférences et les événements (politique n° 51) (annexe 2B)

APPROBATION DU CFO or PRÉSIDENT REQUISE :

- ☐ Voyages – Exceptions à la Politique sur les voyages, l'accueil, les conférences et les événements (politique n° 51) (annexe 2B)
- ☐ Accueil – Activités d'accueil externes et internes dépassant le coût maximum par personne (annexe 2B)
- ☐ Accueil – Activités d'accueil externes et internes de plus de 5 000 \$ (annexe 2B et article 44.1)
- ☐ Accueil – Boissons alcoolisées servies (article 44.1)
- ☐ Accueil – Coût des aliments et des boissons dépassant le coût maximum par personne (article 44.1)
- ☐ Accueil – Activités de divertissement offertes (article 44.1)
- ☐ Accueil – Activités d'accueil ou de divertissement offertes à un conjoint ou à une personne qui accompagne un participant (article 44.1)
- ☐ Accueil – Activités d'accueil payées par la MRC se déroulant dans la résidence d'un employé de la MRC, d'un membre du Conseil d'administration ou dans une autre résidence privée (articles 44.1 et 46.4)
- ☐ Accueil – Formes spéciales d'accueil (annexe 2B)

APPROBATION DU VP REQUISE (DU PRÉSIDENT, SI LE VOYAGEUR EST UN VP) :

- ☐ Voyages – Combiner les voyages personnels avec les voyages d'affaires (article 14.3)
- ☐ Voyages – Tarif aérien – Classe de tarif supérieure à celle autorisée dans la politique (article 20.6)
- ☐ Voyages – Voyage en automobile privée – Taux de parcours kilométrique supérieur au tarif le moins élevé demandé par un transporteur commercial (article 22.1)
- ☐ Voyages – Voyages en automobile louée (article 23.1)
- ☐ Voyages – Hôtels – Tarifs d'hébergement dépassant les limites de tarifs d'hébergement établis ou publiés
- ☐ Accueil – Activités d'accueil externes et internes jusqu'à concurrence de 5 000 \$, dans les limites du coût maximum par personne (annexe 2B)
- ☐ Accueil – Coût des aliments et des boissons ne dépassant pas le coût maximum par personne (article 44.1)

APPROBATION DU DIRECTEUR DU VOYAGEUR REQUISE :

- ☐ Voyages – Tarif aérien – Surclassement d'un voyageur dans une classe de tarif supérieure à la classe de tarif aérien standard admissible en vertu de la politique, sans frais supplémentaires pour la MRC (article 20.6)
- ☐ Voyages – Location d'un véhicule – Location d'un véhicule d'une catégorie supérieure à la catégorie intermédiaire ou standard autorisée par la politique, sans frais supplémentaires pour la MRC (article 23.3)
- ☐ Voyages – Location d'un véhicule – Location d'un véhicule d'une catégorie supérieure à la catégorie intermédiaire ou standard permise pour accueillir trois employés ou plus (article 23.3)
- ☐ Voyages – Hôtels – Réservation d'une chambre d'hôtel plus luxueuse que la chambre standard autorisée par la politique, sans frais supplémentaires pour la MRC (article 25.1)
- ☐ Voyages – Absence de reçus détaillés originaux. Explication fournie. (article 33.2)
- ☐ Autres exceptions (énumérées et justifiées par le voyageur dans un document distinct)
- ☐ Accueil – Activités d'accueil externes ou internes jusqu'à concurrence de 1 500 \$, dans les limites du coût standard par personne (annexe 2B)

Phyllis Clark

Approved by Traveller's Director with
signing authority (PRINT NAME) /
Approuvé par le directeur du voyageur, qui
possède le pouvoir de signature approprié
(Nom en lettres moulées)

Please refer to attached e-mail
approval from Phyllis Clark 28/03/19

Signature of Traveller's Director /
Signature du directeur du voyageur

Date / Date



Mar 28 / 19

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

Date / Date

Examiné par le chef de la direction financière (demandes de remboursement du président
ou du Conseil; demandes aux fins d'examen avant l'approbation du président; autre au
besoin)

Approved by VP/CFO/CEO/Chair of Board (as required) /
Approuvé par le vice-président, le président de la Monnaie ou le président du Conseil (au
besoin)

Date / Date

Approved by Chair of BOD/Chair Audit Committee (as required) /

Date / Date

Approuvé par le président du Conseil / président du Comité de vérification (au besoin)

s.19(1)

Simons, Deborah

From: Phyllis Clark <[REDACTED]>
Sent: Thursday, March 28, 2019 5:42 PM
To: Simons, Deborah
Subject: Re: Seeking approval - Board travel authorizations - May 2019 Board Meetings in Winnipeg

Approved

Phyllis Clark

Phone: [REDACTED] Email: [REDACTED]

CONFIDENTIALITY WARNING

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

On Thu, Mar 28, 2019 at 1:10 PM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Please find attached for your review and approval completed Travel Authorities for the Directors listed below. These authorities will allow the Directors to travel to Winnipeg to attend the May 2019 RCM Board and Committee meetings. If you approve via e-mail, I will attach a copy of your e-mail to each travel authority:

- Victor Young – TABCC82726 – St. John's NFLD/Winnipeg and return OR Tampa, Florida/Winnipeg and return to either primary location
- Deborah Trudeau – TABCC82728 – Montreal/Winnipeg and return
- Bill Ross – TABCC82729 – Toronto/Winnipeg and return
- Serge Falardeau – TABCC82730 – Ste Marie de Beauce, QC/Quebec City/Winnipeg and return
- Sandip Lalli – TABCC82731 – Heritage Pointe, AB/Calgary/Winnipeg and return

- Fiona Macdonald – TABCC82732 – San Francisco, CA/Winnipeg and return
- Cybele Negris – TABCC82733 – Vancouver/Winnipeg and return
- Gilles Patry – TABCC82734 – Ottawa/Winnipeg and return OR Phoenix, Arizona/Winnipeg and return to either primary location

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



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