Blanket Travel Authority / Modèles d'autorisation générale de voyager

TA # / N° d'autorisation TABCC82972

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

Blanket travel authority (*autorisation générale de voyager*) - authorization for travel which is continuous or repetitive in nature, with no variation in the specific terms and conditions of trips and where it is not practical or administratively efficient to obtain prior approval from the employer for each individual trip.

Autorisation générale de voyager (*blanket travel authority*) - permission d'effectuer un déplacement de nature continuelle ou répétitive, sans qu'il y ait de variation quant aux modalités des voyages et lorsque ce n'est pas pratique ou administrativement efficace d'obtenir une approbation préalable de l'employeur pour chaque voyage individuel.

Blanket Travel Authority - Fiscal Year / Autorisation générale de voyager - Exercice financier

2019

Blanket Travel Authority - Geographic location / Autorisation générale de voyager - Lieu géographique

Ottawa, ON

Start Date / Date de début

7/1/2019

End Date / Date de fin

12/31/2019

Maximum number of consecutive travel days / Nombre maximal de jours de voyage consécutifs

5

Maximum dollar value - limit per trip / Valeur maximale en dollars - limite par voyage

8,000.00

1. Name of Traveler / Nom du voyageur *

Barry Rivelis

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 *

To attend Board & Committee meetings and other meetings/events/training as required.

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

To attend Board & Committee meetings and other meetings/events/training as required.

6. Number of Travelers / Nombre de voyageurs *

01

6.(a) Rationale / Justification

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

Blanket Travel Authority / Modèles d'autorisation générale de voyager

TA # / N° d'autorisation TABCC82972

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 No. / Nombre	Standard / Coût standard (PP)	Maximum / Coût maximum No. / Nombre	Maximum / Coût maximum (PP)	CAD Equivalent (Total) / Équivalent en dollars canadiens
Breakfast (Treasury Board Rate *1.5) / Petit déjeuner (taux du Conseil du Trésor *1,5)			0.00		0.00	0.00
Lunch (Treasury Board Rate *2) / Déjeuner (taux du Conseil du Trésor *2)			0.00		0.00	0.00
Dinner (Treasury Board Rate *1.75) / Dîner (taux du Conseil du Trésor *1,75)			0.00		0.00	0.00
Reception (Treasury Board Rate *2) / Réception (taux du Conseil du Trésor *2)			0.00		0.00	0.00
Refreshments (Treasury Board Rate *0.5) / Rafraîchissements (taux du Conseil du Trésor *0,5)			0.00		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

Blanket Travel Authority / Modèles d'autorisation générale de voyager

TA # / N° d'autorisation
TABCC82972

Training video / Vidéo de formation

Status / Statut : **Draft**

SUMMARY / SOMMAIRE

Total Estimated Travel Trip Cost / Coût total estimatif des frais de déplacement	4,500.00
Total Estimated Accommodation Trip Cost / Coût total estimatif des frais d'hébergement	2,000.00
Total Estimated Contingency Trip Cost / Coût total estimatif des dépenses imprévues	1,300.00
Total Estimated Meals and Incidentals / Coût total estimatif des repas et des frais accessoires	248.50
Total Estimated Hospitality / Coût total estimatif des frais d'accueil	0.00
Total Estimated Travel Cost / Coût total estimatif des frais de voyage	8,048.50
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.

Libby Simons for Barry Rikelis

13/06/19

Traveller Signature / Signature du voyageur **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 44.1and 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)

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

Jun 19/2019

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) — 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

Please refer to attached email approval from Phyllis Clark

21/06/19

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:	Friday, June 21, 2019 4:08 AM
To:	Simons, Deborah
Subject:	Re: Seeking approval - 2019 Blanket Travel Authorities - New Board Members

APPROVED...Thank you for the reminder.

Phyllis Clark
Phone: [redacted] **Email:** [redacted]

On Thu, Jun 20, 2019 at 9:12 PM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached for your review and approval are two Blanket Travel Authority forms for the Directors listed below. This authority will allow Directors to travel from their primary residence to Ottawa, Ontario for meetings of the Board and Committees, events, or training, as required from July 1st to December 31, 2019. Both Blanket TAs have been reviewed and approved by the CFO:

- Barry Rivelis, TABCC82972 (Vancouver to Ottawa and return)
- Pina Melchionna, TABCC82973 (Toronto to Ottawa and return)

Please note that all other travel (other than from their primary residence to Ottawa) will require an individual authority which we will prepare as the need arises.

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 document.

Best,

s.19(1)

Thellend, Talia

From: Simons, Deborah
Sent: August 27, 2019 2:34 PM
To: [redacted]
Subject: RE: Request from Royal Canadian Mint
Attachments: S330-KM-WES19082714130.pdf; Board Travel Report-Rapport de dépenses Conseil - updated 27 August 2019.xlsx

Hi [redacted]

I am pleased to confirm that Barry's travel expense claim is complete and is awaiting the required approvals. As promised, attached is the Travel Expense Report I completed and signed on his behalf. You will notice that the mileage is a wee bit different than what you quoted in your e-mail earlier today. That's because, for audit purposes, I am required to attach a google map to the claim, and the google map calculation was 18.4 KM for the return trip.

I have also attached the Travel Expense Report template for future use. I should mention that Barry's per diems will be paid separately from his travel expense claim, as per diems are paid by our payroll department, and travel claims are paid by finance. Two EFT notifications will follow shortly, one for the claim and one for the per diems. I will copy you on both.

If there is anything else I can assist with, please don't hesitate to let me know.

Cheers.

Debby

From [redacted]
Sent: Monday, August 26, 2019 5:51 PM
To: Simons, Deborah <simons@mint.ca>
Subject: RE: Request from Royal Canadian Mint

Good afternoon, Debby.

Barry mentioned that he had spoken to you about his expenses. Since you have kindly offered to prepare his first expense report, he asked that I send you his receipts (attached).

Please let me know if you need any further information.

Kind regards,

[redacted]

[redacted] s.19(1)

------------------------------ IMPORTANT NOTICE ------------------------------
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------------------------------ IMPORTANT NOTICE ------------------------------

107674

Travel Expense Form 2019

OTJ #:	
Blanket TA #:	TABCC82972 B19-033
EAHCE #	EAHCE12272
Cost estimate provided on TA	$8,000.00
Hospitality estimate provided on TA	
Departure Date	19-Aug-19
Return Date	22-Aug-19
THEMIS # (VP and Board claims only)	3014

Claimant Barry Rivelis

Cost Centre 121 Legal Services (Board)

Travel Location and Reason (attach supporting documents):

B19-033
To attend new Board member orientation, Board of Directors meetings and business dinners.

Vancouver/Ottawa/Vancouver

Currency Conversion Table

1 Unit of	is Worth	of
USD		CAD
		CAD
		CAD
		CAD
		CAD

Total Travel Expenses (inclusive of fares)	4,970.88
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 4,970.88 RCM 0.00

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian $
HST - Registration # 10793 5058 RT0001		~~378.71~~ 362.69
740200 - Meals (domestic)	121 Legal Services (Board)	19.14
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	2,635.25
741010 - Airfare (foreign)		0.00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	34.15
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	9.99
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)	121 Legal Services (Board)	~~133.57~~ 149.60
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	1,694.16
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	65.90
741900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
0.00		0.00
0.00		0.00
		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		(0.00)

ENTERED
SEP - 4 2019
AP436368

FOR FINANCE USE ONLY

RECEIVED
AUG 30 2019

(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	($3,029.12)
Variance %	-38%
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	$0.00
Hospitality Variance %	#DIV/0!

Updated 000061
Form updated January 2018

Travel Expense Form 2019

TA # TABCC82972

*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 44.1and 46.4)
  - ☐ Hospitality – Special forms of hospitality (Annex 2B)
  - ☐ Hospitality – No pre-approval prior to expenditure (Section 44.7)

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

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

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

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

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

1.Traveller Name (PRINT NAME)	2.Expense claim prepared by (PRINT NAME)	3.Approved by Traveller's Director with signing authority (PRINT NAME)
Barry Ritelis	Debby Simons	
Debby Simons for	Debby Simons	
Signature of traveller	Signature	Signature of Traveller's Director
Barry Ritelis	27/08/19	
Date 27/08/19	Date	Date

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

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)
	BOB ZINTEL	Please refer to attached
Signature of VP	Signature of CFO ACTING for	Signature of CEO/Chair of Board/Chair of Audit Committee
		e-mail approval from
Date	Date 08/28/2019	Date Phyllis Clark
7.Reviewed by Finance (PRINT NAME)		Date 29/08/19
C Davies Sept 4/19		

000062

Form updated January 2018

Simons, Deborah

From: Brown, Sarah
Sent: Thursday, August 22, 2019 2:30 PM
To: Delegation of Authority
Subject: Delegation Notice - Jennifer Camelon - Avis de délégation de pouvoirs

VERSION FRANÇAISE CI-APRÈS.

Delegation Notice – Jennifer Camelon

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

Avis de délégation de pouvoirs – Jennifer Camelon

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

Original signed by/Original signé par

Marie Lemay
President & CEO/Présidente

000063

Simons, Deborah

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

s.19(1)

Approved

Sent from my iPad

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

> Dear Phylis,
>
> Attached are 5 travel expense claims for approval. These claims represent expenses related to last week's attendance at our Board of Directors meetings, and have all been reviewed and approved by the Acting CFO (Bob Zintel). None of the claims contain any exceptions:
>
> TABCC82553 – Fiona Macdonald (Vancouver/Ottawa/Vancouver)
> TABCC82973 – Pina Melchionna (Toronto/Ottawa/Toronto)
> TABCC82552 – Sandip Lalli (Calgary/Ottawa/Calgary)
> TABCC82554 – Cybele Negris (Vancouver/Ottawa/Vancouver)
> TABCC82972 – Barry Rivelis (Vancouver/Ottawa/Vancouver)
>
> If you approve via e-mail, I will add a notation to your signature lines, and will attach a copy of your e-mail to each claim.
>
> Best,
>
> DEBBY SIMONS
> COORDINATOR, CORPORATE SECRETARIAT
> COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ
>
> <image003.jpg>
>
> 320 SUSSEX DRIVE | 320, PROM. SUSSEX
> OTTAWA ON K1A 0G8
>
> Tel/Tél. : 613-716-4439
> simons@mint.ca | simons@monnaie.ca
> mint.ca | monnaie.ca
>
> <B19-032 - Macdonald - Ottawa August 20-22, 2019.pdf>
> <B19-031 - Melchionna - Ottawa August 19-22, 2019.pdf>
> <B19-029 - Lalli - EXP - Ottawa August 20-22, 2019.pdf>
> <B19-034 - Negris - Ottawa August 19-22, 2019.pdf>
> <B19-033 - Rivelis - Ottawa August 19-22, 2019.pdf>

		Canada - (Except NWT, NVT, Yukon)		
		Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST
RCM Paid Fares (Air-Domestic)				
RCM Paid Fares (Rail-Domestic)				
RCM Paid Fares (Air-Foreign)				
RCM Paid Fares (Rail-Foreign)				
Employee Paid Fares (Air - Domestic)		2,768.85	133.60	
Employee Paid Fares (Air- Foreign)				
Employee Paid Fares (Rail- Domestic)				
Employee Paid Fares (Rail - Foreign)				
Hotel Accommodations (Domestic)		1,914.39	220.23	
Hotel Accommodations (Foreign)				
Taxis (Domestic)		38.25	4.10	
Taxis (Foreign)				
Mileage ($0.57km)	18.4	10.49		0.50
Business Telephone				
Parking		149.60	~~16.03~~	
Car Rental (Domestic)				
Car Rental/Gas (Foreign)				
Personal Accommodations				
Hospitality				
Baggage (Domestic)				
Baggage (Foreign)				
Others (code manually)				
Others (total)				
Total Expenses		4,881.58	~~373.96~~ 357.93	0.50

USA - (Except Alaska)		
USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent

Per Diem Country

Meal allowance rates		No. of meal allowances	Total CAD allowance	Canada Calculated GST/HST		No. of meal allowances	Total USD allowance	USA Total CAD Equivalent
Breakfasts	$20.50				$20.50			
Lunches	$20.10	1	20.10	0.96	$20.10			
Dinners	$50.65				$50.65			
Total Meals			20.10	0.96				
Incidentals	$17.30	4	69.20	3.30	$17.30			
Total Expenses			89.30	4.25				

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

Grand Total CAD Expenses	4,970.88	**Grand Total USD Expenses**	
Grand Total HST/GST	~~378.71~~ 362.69		

Notes for Expenses

1) Travel from hotel to the Ottawa airport on 22 August - Barry rode with Fiona Macdonald, Sandip Lalli and Cybele Negris (Fiona paid the cab fare); 2) Dinner was provided with flights to and from Ottawa; 3) RCM provided breakfast on 20 August; 4) Breakfast on 21 & 22 August was included with the accommodations; 5) RCM provided lunch on 20, 21 & 22 August and dinner on 20 & 21 August.

Meal allowance and incidental calculator

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

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

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

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

Enter your travel dates here for CANADA — MONTH: Aug-19

Numbers only

			19	20	21	22									Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															0
Lunch			1												1
Dinner															0
Incidentals			1	1	1	1									4

Enter your travel dates here for the US — MONTH: 43678

			19	20	21	22									Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

AIR CANADA

Booking Confirmation

s.19(1)

Booking Reference [redacted]

Date of Issue: 08 Jul, 2019

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. [illegible]

Data Protection Notice: [illegible]

– Depart

[illegible]

Monday
19 Aug, 2019

12:00
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

18:36
Ottawa
Ottawa Intl. (YOW), ON

AC342

4hr36
Business P
Operated by: Air Canada | 320
Meal
– dinner provided

– Return

[illegible]

Thursday
22 Aug, 2019

17:50
Ottawa
Ottawa Intl. (YOW), ON

20:00
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

AC345

5hr10
Business P
Operated by: Air Canada | 319
Meal
– dinner provided

Passengers

Barry Michael Rivalis

Ticket Number
[redacted]

Air Canada - Aeroplan
[redacted]

Travel Options
[illegible]

Seats
AC342 3C
AC345 2D

s.19(1)

Purchase summary

[redacted]
Amount paid: $2768.85
Tax information
GST no. 10009-2287 RT0001
$130.61
GST/HST no. 10009-2287 RT0001
$2.99

$133.60
tax

	1 adult
Air Transportation Charges	
Base Fare - Depart - Business Class (lowest)	2532.00
Surcharges	45.00
Taxes, fees and charges	
Goods and Services Tax - Canada no. 100092287 RT0001	130.61
Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)	2.99
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	43.00
Total airfare and taxes before options	$2768.85
GRAND TOTAL (Canadian dollars)	$2768.85

Check-in and boarding gate deadlines

Within Canada

90 minutes — **Recommended check-in time**
You should check in no later than the times indicated at left. [illegible]

45 minutes[1] — **Check-in and baggage drop-off deadline**
You must have checked in, obtained your boarding pass and dropped off all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

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

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 30 minutes.

s.19(1)

Fairmont
CHÂTEAU LAURIER

1 Rideau Street
Ottawa, ON, Canada K1N 8S7
T (613) 241-1414 F (613) 562-7030
G.S.T. / H.S.T Registration #843511776

Room/Chambre	: 0484
Folio #	[redacted]
Invoice #	:
Cashier/Caissier #	: 815
Page #	: 1 of 2

Reference No.

Mr Barry Rivelis
[redacted]

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

Date	Description	Additional Information/Supplément d'inf.	Charges	Credit
08-19-19	[redacted]			Personal
08-19-19	Room Charge		645.00	
08-19-19	Municipal Accommodation Tax (		25.80	
08-19-19	Room HST (13%)		87.20	
08-20-19	[redacted]			Personal
08-20-19	Room Charge		595.00	
08-20-19	Municipal Accommodation Tax (		23.80	
08-20-19	Room HST (13%)		80.44	
08-21-19	[redacted]			Personal
08-21-19	[redacted]			
08-21-19	Room Charge		389.00	
08-21-19	Municipal Accommodation Tax (		15.56	
08-21-19	Room HST (13%)		52.59	
08-22-19	[redacted]	XXXXXXXXXXX[redacted] XX/XX		2,019.28

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www.fairmont.com or call Fairmont Hotels & Resorts from:
United States or Canada 1 800 441 1414
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www.fairmont.com ou téléphoner au Hôtels Fairmont de:
États-Unis ou Canada 1 800 441 1414

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Merci d'avoir choisi les Hôtels Fairmont

Fairmont
CHÂTEAU LAURIER

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

s.19(1)

Room/Chambre : 0484
Folio # [redacted]
Invoice # :
Cashier/Caissier # : 815
Page # : 2 of 2

Reference No.

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

Mr Barry Rivelis
[redacted]

Date	Description	Additional Information/Supplementaire	Charges	Credits
		Total	2,019.28	2,019.28
		Balance Due/Solde	0.00	

GST Summary / Sommaire		HST Summary / Sommaire	
Room/Chambre	0.00	Room/Chambre	220.23
F&B/Restauration	0.00	F&B/Restauration	8.71
Other/Autres	0.00	Other/Autres	2.08
Total	0.00	Total	231.02

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

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

Personal = $104.89
Rm = $1914.39 (tax = $220.23)

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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

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

Google Maps [redacted] Vancouver, BC [redacted] o Vancouver International Airport

Drive 9.2 km, 16 min

[redacted]
Vancouver, BC [redacted]

s.19(1)

[redacted]

[redacted] to Vancouver airport + return

9.2 x 2 = 18.4 km

Vancouver International Airport

3211 Grant McConachie Way, Richmond, BC V7B 0A4

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan

000071

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 314-674-898
MERCHANT ID: 43250078
VEHICLE ID : 11
DRIVER ID : 005511

TRIP NUMBER: 4134
PASSENGERS: 1

08/15/2019
START: 20:10 END: 20:11

FARE AMOUNT: $ 32.25
EXTRA AMOUNT: $ 6.00

s.19(1)

TOTAL : $ 38.25

[redacted] SALE : [redacted]

APPROVAL NUMBER : 037339

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB

BLUELINE

Cab from ottawa airport to hotel

CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec	$	38.25

$	18.25
$	[illegible]
$	34.15

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

$	-
$	-
$	

Taxis for
BC &
Saskatchewan &
Alberta &
Manitoba

$	-
$	
$	

The figures you need

GRAND TOTAL	$	38.25
TOTAL TAX		
SUMMARY Page total	$	34.15

GATEWAY VALET AND CONCIE
3360 BRIDGEPORT RD SUITE
RICHMOND, BC. V6X 3C7
604-298-1000

SALE

s.19(1)

Server #: 000001

[redacted]

REF#: 00000049

Batch #: 403
03/22/19 20:06:07
APPR CODE: 082179
Trace: 49
[redacted] Chip
************[redacted] **/**

AMOUNT $149.60

APPROVED

[redacted] CREDIT
AID: A0000000031010
TVR: 00 80 00 80 00
TSI: F8 00

THANK YOU / MERCI

CUSTOMER COPY

Parking at Vancouver airport

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised May 6, 2019

Claimant: Barry Rivelis **Departure Date:** 19-Aug **Return Date:** 22-Aug

Location: Ottawa

Purpose: To attend orientation for new Board members, Board of Directors meetings and business dinners.

TRAVEL EXPENSE		**Amount**
Airfare		$ 2,768.85
Baggage Fees		
Change Fees		
VIA Rail		
Hotel Accommodations		$ 1,914.39
Mileage ($.057/km)	18.4	$ 10.49
Parking		$ 149.60
Taxis		$ 38.25
Car Rental		
Gasoline		
Private Accomodation ($50/ngt)		
Other		
Total Travel Expenses		$ 4,881.58
Total Meal/Incidentals		$ 89.30
TOTAL		$ 4,970.88

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	$20.50	0	$ -
Lunches	$20.10	1	$ 20.10
Dinners	$50.65	0	$ -
Incidentals	$17.30	4	$ 69.20
			$ 89.30

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →			19 Aug.	20 Aug.	21 Aug	22 Aug.		
	Sat	**Sun**	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Total**
Breakfast								0
Lunch			1					1
Dinner								0
Incidentals			1	1	1	1		4

Per Diem Calculator

Insert Date →			19 Aug.	20 Aug.	21 Aug.	22 Aug.		
	Sat	**Sun**	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Total**
			1	1	1	1		4

Claimant Signature: Debby Simons for Barry Rivelis **Date:** 27/08/19

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

Travel Expense Form 2019

OTJ #:	
TA #:	TABCC82972 B19-003
EAHCE #	EAHCE12358
Cost estimate provided on TA	$8,000.00
Hospitality estimate provided on TA	
Departure Date	18-Nov-19
Return Date	20-Nov-19
THEMIS # (VP and Board claims only)	3048

Claimant Barry Rivelis

Cost Centre 121 Legal Services (Board)

Travel Location and Reason (attach supporting documents):

B19-043
To attend Board of Directors meetings and business dinners.

Vancouver/Ottawa/Vancouver

Currency Conversion Table

1 Unit of	is Worth	of
USD		CAD
		CAD
		CAD
		CAD
		CAD

Total Travel Expenses (inclusive of fares)	4,072.54
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**	4,072.54	**RCM**	**0.00**

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian $
HST - Registration # 10793 5058 RT0001		~~271.37~~ 259.35
740200 - Meals (domestic)		0.00
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	2,725.25
741010 - Airfare (foreign)		0.00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	84.32
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)	121 Legal Services (Board)	9.99
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)	121 Legal Services (Board)	~~100.18~~ 112.20.
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	832.00
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	49.43
741900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
0.00		0.00
0.00		0.00
		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00

ENTERED
DEC 11 2019
AP444271

FOR FINANCE USE ONLY

RECEIVED
DEC 04 2019

(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	($3,927.46)
Variance %	-49%
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	$0.00
Hospitality Variance %	#DIV/0!

Updated 18/03/19
Form updated January 2018

Travel Expense Form 2019

TA # TABCC82972

*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 44.1and 46.4)
  - ☐ Hospitality – Special forms of hospitality (Annex 2B)
  - ☐ Hospitality – No pre-approval prior to expenditure (Section 44.7)

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

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

s.19(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) Cab receipt missing
- ☐ 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 ($180), Vancouver ($200), and Calgary ($180), Las Vegas ($145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Pc[redacted] provided copy of statement instead
- ☐ Missing original itemized receipts. Explanation provided (Policy section 26.2)
- ☐ Other exceptions (traveller has listed and explained on a separate document)
- ☐ Hospitality - External or internal hospitality up to $1,500 and within Standard Cost Per Person (Annex 2B)

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

1. Traveller Name (PRINT NAME)	2. Expense claim prepared by (PRINT NAME)	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Barry Teritelis / Debby Simons for	Debby Simons	
Signature of Traveller: Barry Teritelis	Signature: Debby Simons	Signature of Traveller's Director
Date: 25/11/19	Date: 25/11/19	Date:

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

Jennifer Camelon

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO Claims, Board claims, Chair 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	Please refer to attached. Signature of CEO/Chair of Board/Chair of Audit Committee
Date	Date: Nov 27/19	e-mail approval from Phyllis Clark
7. Reviewed by Finance (PRINT NAME)		Date: 03/12/19

C Sauvé

Dec 11/19

000077

s.19(1)

Simons, Deborah

From: Phyllis Clark <[redacted]
Sent: Monday, December 02, 2019 3:39 PM
To: Simons, Deborah
Subject: Re: Seeking approval - travel expense claim TABCC82972 - Barry Rivelis - B19-043

Approved

Sent from my iPhone

On Nov 28, 2019, at 12:37 PM, Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents Barry's expenses related to his attendance at last week's Board of Directors meetings in Ottawa. The claim has been reviewed and approved by the CFO, and contains one exception. One cab receipt is missing, so Barry provided a copy of his credit card statement instead. If you approve via e-mail, I will add a notation to your signature line, and will attach a copy of your e-mail to the claim.

Best,

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

<image002.jpg>

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

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

<B19-043 - Rivelis - Ottawa November 18-20, 2019.pdf>

Page 2

		Canada - (Except NWT, NVT, Yukon) Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST	USA - (Except Alaska) 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)		2,863.35	138.10				
Employee Paid Fares (Air- Foreign)							
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)		940.16	106.16				
Hotel Accommodations (Foreign)							
Taxis (Domestic)		94.44	10.12				
Taxis (Foreign)							
Mileage ($0.57km)	18.4	10.49		0.50			
Business Telephone							
Parking		112.20	12.62				
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality							
Baggage (Domestic)							
Baggage (Foreign)							
Others (code manually)							
Others (total)							
Total Expenses		4,020.64	~~268.48~~ 356.38	0.50			

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	$20.35				$20.35			
Lunches	$20.60				$20.60			
Dinners	$50.55				$50.55			
Total Meals								
Incidentals	$17.30	3	51.90	2.47	$17.30			
Total Expenses			51.90	2.47				

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

Grand Total CAD Expenses	4,072.54	**Grand Total USD Expenses**	
Grand Total HST/GST	~~271.37~~ 359.35		

Notes for Expenses

1) Breakfast on 19 & 20 November was included with the accommodations; 2) Two meals were provided with the flights; 3) RCM provided dinner on 18 & 19 November, and lunch on 19 & 20 November; 4) Barry only paid 3 cab fares - for all other trips between RCM/hotel/dinners Barry either walked or rode with someone else; 5) One cab receipt is missing so Barry provided a copy of his [redacted] statement which illustrates the cab fare from hotel to Ottawa airport on date of departure, 20 November.

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Meal allowance and incidental calculator

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

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

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

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

Enter your travel dates here for CANADA MONTH: November

Numbers only			18	19	20										Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															0
Lunch															0
Dinner															0
Incidentals			1	1	1										3

Enter your travel dates here for the US MONTH: November

			18	19	20										Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

AIR CANADA

Booking Confirmation

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Booking Referenc[redacted]

Date of Issue: 09 Oct, 2019

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

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

Depart

Business Class (lowest)

Monday
18 Nov, 2019

09:50
Vancouver
Vancouver Int. (YVR), BC
Terminal M

17:23
Ottawa
Ottawa Int. (YOW), ON

AC338

4hr33
Business P
Operated by: Air Canada | 321
Meal

(lunch)

Return

Business Class (lowest)

Wednesday
20 Nov, 2019

17:28
Ottawa
Ottawa Int. (YOW), ON

20:04
Vancouver
Vancouver Int. (YVR), BC
Terminal M

AC343

5hr36
Business P
Operated by: Air Canada | 321
Meal

(dinner)

Passengers

Barry Rivelis
Ticket Number
[redacted]
Air Canada - Aeroplan
[redacted]

Travel Options
Regular meal

Seats
AC338 2D
AC343 4D

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Purchase summary

[redacted]
Amount paid: $2983.35
Tax information
GST no. 10009-2287 RT0001
$135.11
GST/HST no. 10009-2287 RT0001
$2.99

1 adult

Air Transportation Charges

Base Fare - Depart - Business Class (lowest)	2822.00
Surcharges	45.00

Taxes, fees and charges

Goods and Services Tax - Canada - 100092287 RT0001	135.11
Harmonized Sales Tax - Canada - 100092287 RT0001	2.99
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	45.00
Total airfare and taxes before options	$2983.35
GRAND TOTAL (Canadian dollars)	$2983.35

Tax #13810

Check-in and boarding gate deadlines

Within Canada

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

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

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

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

2

Fairmont
CHÂTEAU LAURIER

1 Rideau Street
Ottawa, ON, Canada K1N 8S7
T (613) 241-1414 F (613) 562-7030
G.S.T. / H.S.T Registration #843511776

Room/Chambre	: 0375
Folio #	[redacted]
Invoice #	:
Cashier/Cassier #	: 418
Page #	: 1 of 1

Reference No.

Mr Barry Rivelis
Unknown

Arrival/Arrivée	: 11-18-19
Departure/Départ	: 11-20-19

Date	Description	Additional Information/Supplementaire	Charges	Credits
11-18-19	Room Charge		400.00	
11-18-19	Municipal Accommodation Tax (	s.19(1)	16.00	
11-18-19	Room HST (13%)		54.08	
11-19-19	Room Charge		400.00	
11-19-19	Municipal Accommodation Tax (		16.00	
11-19-19	Room HST (13%)		54.08	
11-20-19	[redacted]	XXXXXXXXXXXX[redacted] XX/XX		940.16
		Total	940.16	940.16
		Balance Due/Solde	0.00	

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

Thank you for choosing Fairmont Hotels & Resorts.
To provide feedback about your stay, please contact Mr. Rick Corcoran, General Manager, at Rick.Corcoran@fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyoneisanoriginal.com.

Merci d'avoir choisi les Hôtels Fairmont.
Pour donner votre opinion sur votre séjour, veuillez contacter M. Rick Corcoran, Directeur général, à Rick.Corcoran@fairmont.com.
Nous vous invitons également à partager les souvenirs de votre expérience sur notre forum - www.everyoneisanoriginal.com.

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

[illegible]

[illegible]

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

Cab from Board / Management dinner to hotel

TAXI WPL
155 RUE JEAN-PROULX
GATINEAU, QC J8Z 1T4
819-777-5231

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VENTE

DM: 420599
NT: 471 No. REF: 00000007
Lot: 323001 NRE: 00000007
11/19/19 21:18:42
CODE APPR: 052928
[redacted] Proximité
********* [redacted] ****

MONTANT	$10.36
POURB	$1.55
TOTAL	$11.90

APPROUVE

SIGNATURE NON REQUISE

[redacted] CREDIT
AID: A0000000031010
TVR: 00 00 00 00 00

J'ACCEPTE DE PAYER LE MONTANT TOTAL CI-DESSUS EN ACCORD AVEC L'ENTENTE DE L'EMETTEUR DE CARTE (ENTENTE DU COMMERCANT EN CAS DE CREDIT). VEUILLEZ CONSERVER CETTE COPIE POUR LA VERIFICATION DU RELEVE

THANK YOU / MERCI

COPIE MARCHAND

cab from Ottawa airport to hotel.

CAPITAL TAXI
613-744-3333

PURCHASE

MERCHANT: 581
MEDALLION: C803
DRIVER ID: 00056148
TRIP NUMBER: 0420
11-14-2019 17:03
START: 17:0[illegible] s.19(1) END: 17:03

FARE AMOUNT: $ 35.61
TIP AMOUNT: $ 5.24
TOTAL: CAD $: 40.85

AID: A[illegible]
APPLICATION NAME: [redacted] CREDIT
[redacted] [redacted]
[illegible]
Approval Code: [illegible]
TVR: [illegible]
TSI: [illegible]
ENTRY METHOD: CONTACTLESS CHIP

PASSENGER COPY

$40.85

[illegible]TAB.COM
[illegible]TAB.COM
[illegible]TAB

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[redacted]

BARRY M. RIVELIS

November 21, 2019

Cab from hotel to Ottawa Airport on 20 Nov. 2019

Authorized Transactions

DATE	DESCRIPTION	DEBIT	CREDIT
[redacted]			
Nov 20, 2019	BLUE LINE 1132 TAXITAB OTTAWA ON	$41.69	
[redacted]			

[redacted]

Simons, Deborah

From:	[redacted]
Sent:	Thursday, November 21, 2019 5:50 PM
To:	Simons, Deborah
Cc:	[redacted]
Subject:	Barry Rivelis - Board Travel Report
Attachments:	Board Travel Report - Rivelis - 112119.pdf

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Hello Debby,

I hope this e-mail finds you well.

Attached please find Barry Rivelis' Board Travel Report for the Nov. 18-20 Board Meetings and Dinners. Please note that he has misplaced the receipt for his taxi trip to Ottawa's airport; however, we have attached a copy of his [redacted] statement, which clearly indicates a taxi fare in Ottawa on Wed., November 20. We hope this is acceptable.

Please let me know if you need anything else from me regarding this Report.

Kind regards,

[redacted]

CRA Calculated Taxi Tax 2019

Taxis for		
Ontario &	$	82.54
Quebec	$	11.90

41.69 } ontario
40.85

11.90 - Quebec

$	94.44
$	10.12
$	84.32

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

$	-
$	-
$	

Taxis for
BC &
Saskatchewan &
Alberta &
Manitoba

$	-
$	-
$	

The figures you need

GRAND TOTAL	$	94.44
TOTAL TAX	[illegible]	
SUMMARY Page total	$	84.32

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GATEWAY VALET AND CONCIE
8360 BRIDGEPORT RD SUITE
RICHMOND, BC. V6X 3C7
604-298-1000

SALE

Server #: 000001

REF#: 00000058
Batch #: 403
11/20/19 20:03:08
APPR CODE: 072075
Trace: 58
[redacted] [redacted] Chip
/

AMOUNT $112.20

APPROVED

[redacted] CREDIT
AID: A0000000031010
TVR: 00 80 00 80 00
TSI: F8 00

THANK YOU / MERCI

CUSTOMER COPY

Parking at Vancouver
Airport

Google Maps [redacted], Vancouver, BC [redacted] to Vancouver International Airport

Drive 9.2 km, 16 min

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[redacted]

[redacted] to Vancouver airport + return

9.2 × 2 = 18.4 km

Vancouver International Airport

3211 Grant McConachie Way, Richmond, BC V7B 0A4

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised May 6, 2019

Claimant: Barry Rivelis **Departure Date:** 18-Nov **Return Date:** 20-Nov

Location: Ottawa

Purpose: To attend Board of Directors' meeting and Board Dinners

TRAVEL EXPENSE		**Amount**	
Airfare		$ 2,863.35	
Baggage Fees			
Change Fees			
VIA Rail			
Hotel Accommodations		$ 940.16	
Mileage ($.057/km)	18.4	$ ~~10.12~~	10.49
Parking		$ 112.20	
Taxis		$ ~~94.54~~	94.44
Car Rental			
Gasoline			
Private Accomodation ($50/ngt)			
Other			
Total Travel Expenses		$ ~~4,020.37~~	4020.64 M
Total Meal/Incidentals		$ ~~122.65~~	51.90 M
TOTAL		$ ~~4,143.02~~	4072.54 M

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast 20.35	~~$20.50~~	0	$ -
Lunches 20.60	~~$20.10~~	~~1~~ 0	$ ~~20.10~~
Dinners 50.55	~~$50.65~~	~~1~~ 0	$ 50.65
Incidentals	$17.30	3	$ 51.90
			$ ~~122.65~~ 51.90

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →			18-Nov	19-Nov	20-Nov			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch			~~1~~					~~1~~ 0
Dinner					~~1~~			~~1~~ 0
Incidentals			1	1	1			3

Per Diem Calculator

Insert Date →			18-Nov	19-Nov	20-Nov			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			1	1	1			3

Claimant Signature: **Date:**

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