[redacted] s.19(1)

Travel Expense Form 2019

OTJ #:	
TA #:	TABCC82624 B19-012
EAHCE #	EAHCE12134
Cost estimate provided on TA	$3,489.65
Departure Date	4-Mar-19
Return Date	7-Mar-19
THEMIS # (VP and Board claims only)	2945

Claimant Deborah Trudeau

Cost Centre 121 Legal Services (Board)

Travel Location and Reason (attach any supporting documents):

B19-012

Attend Board and Committee meetings, and Board business dinners.

Chicago/Toronto/Ottawa

Currency Conversion Table

1 Unit of	is Worth	of
USD	1.33170	CAD
		CAD
		CAD
		CAD
		CAD
		CAD
		CAD
		CAD

RECEIVED MAR 21 2019

Total Travel Expenses (inclusive of fares)	2,209.99
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** 2,209.99 **RCM** 0.00

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian $
HST - Registration # 10793 5058 RT0001		~~170.31~~ 182.17
740200 - Meals (domestic)	121 Legal Services (Board)	66.52
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	465.47
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)	~~110.65~~ 98.79
741500 - Taxi fare (foreign)	121 Legal Services (Board)	76.57
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	1,248.00
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	49.43
741900 - Incidentals (foreign)	121 Legal Services (Board)	23.04
740000 - Travel (domestic)		0.00
741000 - Travel (foreign)		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		(0.00)

ENTERED MAR 25 2019 AP422466

FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	($1,279.66)
	Variance %	-37%

000001

Travel Expense Form 2018

TA # TABCC82624

***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)
Deborah Trudeau	Debby Simons	Phyllis Clark
Debby Simons	Debby Simons	Please refer to attached
Signature of traveller	Signature	Signature of Traveller's Director
for Deborah Trudeau	13/03/19	E-mail approval from
Date 13/03/19	Date	Date Phyllis Clark 19/03/19

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]	
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee
	Mar 18/2019	
Date	Date	Date

7.Reviewed by Finance (PRINT NAME)	Date
C. Davies	Mar 25/19

Form updated January 2018

s.19(1)

Simons, Deborah

From: Phyllis Clark <[redacted]>
Sent: Tuesday, March 19, 2019 9:47 PM
To: Simons, Deborah
Subject: Re: Seeking approval - travel expense claim - TABCC82624 - Deborah Trudeau - B19-012

Approved

Sent from my iPad

On Mar 19, 2019, at 3:42 AM, Simons, Deborah <simons@mint.ca> wrote:

> Dear Phyllis,
>
> Attached is a travel expense claim for approval. This claim represents Deborah's travel to attend out Board of Directors and Committee meetings (one-way from Chicago as per the approved Travel Authorization). There are no exceptions, and I have included all of the supporting documentation. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.
>
> Best,
>
> DEBBY SIMONS
> COORDINATOR, CORPORATE SECRETARIAT
> *COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ*
>
> <image003.jpg>
>
> 320 SUSSEX DRIVE | 320, PROM. SUSSEX
> OTTAWA ON K1A 0G8
>
> Tel/Tél. : 613-716-4439
> simons@mint.ca | simons@monnaie.ca
> mint.ca | monnaie.ca
>
> <B19-012 - Trudeau - Ottawa Mar. 4-7, 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)	467.74	2.27				
Employee Paid Fares (Air- Foreign)						
Employee Paid Fares (Rail- Domestic)						
Employee Paid Fares (Rail - Foreign)						
Hotel Accommodations (Domestic)	1,410.24	162.24				
Hotel Accommodations (Foreign)						
Taxis (Domestic)	110.65	11.86				
Taxis (Foreign)				57.50		76.57
Mileage ($0.57km)						
Business Telephone						
Parking						
Car Rental (Domestic)						
Car Rental/Gas (Foreign)						
Personal Accommodations						
Hospitality						
Others (code manually)						
Others (total)						
Total Expenses	1,988.63	164.51		57.50		76.57

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	$20.25				$20.25			
Lunches	$19.85	1	19.85	0.95	$19.85			
Dinners	$50.00	1	50.00	2.38	$50.00			
Total Meals			69.85	3.33				
Incidentals	$17.30	3	51.90	2.47	$17.30	1	17.30	23.04
Total Expenses			121.75	5.80			17.30	23.04

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

Grand Total CAD Expenses	2,110.38	**Grand Total USD Expenses**	99.61
Grand Total HST/GST	~~170.31~~ 183.17		

Notes

While in Ottawa, Deborah rode with others to/from some of the venues, and is therefore claiming 6 cab fares that were at her expense. Breakfast was provided with the accommodations; Board dinners were provided on 4 & 5 March; Board lunches were provided on 5, 6 & 7 March. Airfare is one-way ticket only from Chicago to Ottawa as per TA TABCC82624.

Meal allowance and incidental calculator

Enter your travel dates here

			4 Mar.1	5 Mar.1	6 Mar.1	7 Mar.19									Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch			1												1
Dinner					1										1
Incidentals			1	1	1	1									4

Enter your travel dates here

															Total meal allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

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

Breakfast	0
Lunch	1
Dinner	1
Incidentals	4

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

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

Voyages Concierge Deluxe - Westmount Travel
Agency Address: 8-45th avenue, #2, Lachine, H8T 2L7 / 345 Victoria,Suite 301, Westmount, H3Z 2N1
Phone: 514-552-1552 / TPS 836106088 | TVQ 1218420091 | PERMIS OPC 702977
info@vcdtravel.com

Electronic Invoice

Prepared For:
SHANNON TRUDEAU/DEBORAH MRS

s.19(1)

SALES PERSON	MG
INVOICE NUMBER	[redacted]
INVOICE ISSUE DATE	20 Feb 2019
RECORD LOCATOR	[redacted]
CUSTOMER NUMBER	[redacted]

Client Address
[redacted]

Notes
AIR CANADA FILE NO.[redacted]
TICKET VALID AIR CANADA ONLY
NON REFUNDABLE/PENALTY FOR CHANGE
100.00 PER DIRECTION PLUS DIFFERENCE IN FARE
CHECK IN AVAILABLE 24 HOURS PRIOR DEPARTURE

DATE: Mon, Mar 04

Flight: AIR CANADA 504

From	CHICAGO OHARE, IL	Departs	10:00
To	TORONTO ON, CANADA	Arrives	12:31
Departure Terminal	2	Arrival Terminal	1
Duration	1hr(s) 31min(s)	Class	Economy
Type	EMBRAER EMB E90 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	SHANNON TRUDEAU/DEBORAH MRS	Seat(s) - 18A	AC - XXXXXXX[redacted]

*** AIR EXTRAS ***

SHANNON TRUDEAU/DEBORAH MRS	
ADVANCE SEAT ASSIGNMENT	18.00 PAID
ADVANCE SEAT ASSIGNMENT	18.00 PAID

DATE: Mon, Mar 04

Flight: AIR CANADA 454

From	TORONTO ON, CANADA	Departs	14:10
To	OTTAWA ON, CANADA	Arrives	15:11
Departure Terminal	1		
Duration	1hr(s) 1min(s)	Class	Economy
Type	EMBRAER EMB E90 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	SHANNON	Seat(s) - 17F	AC - XXXXXXX[redacted]

s.19(1)

TRUDEAU/DEBORAH
MRS

*** AIR EXTRAS ***

SHANNON TRUDEAU/DEBORAH MRS
ADVANCE SEAT ASSIGNMENT 11.00 PAID

DATE: Sun, Mar 31

Others

MONTREAL TRUDEAU
SERVICE FEE FOR
RESEARCH/RESERVATION/TICKETING
Final Payment

Billed to:	[redacted]XXXXXXXXXXXX[redacted]	CAD * 35.00
V.A.T./G.S.T./H.S.T.		CAD * 1.75
Q.S.T.		CAD * 3.48

DATE: Sun, Mar 31

Others

MONTREAL
TRUDEAU
CONTRIBUTION
FICAV/OPC
Final Payment

	CAD 0.40
V.A.T./G.S.T./H.S.T.	CAD 0.02
Q.S.T.	CAD 0.06

DATE: Sun, Mar 31

Others

MONTREAL TRUDEAU
REMISE
CONTRIBUTION
FICAV/OPC

DATE: Sat, Aug 31

Others

MONTREAL TRUDEAU
RETENTION DATE
FOR ARCHIVES

Ticket Information

Ticket Number	AC[redacted]	**Passenger**	S[redacted]ANNON TRUDEA[redacted]BORAH MRS		
		Billed to:	[redacted]XXXXXXXXXXX[redacted]	CAD	* 397.99
			V.A.T./G.S.T./H.S.T.	CAD	* 0.52
			Q.S.T.	CAD	* 0.00
Other Charges	AC[redacted]	**Passenger**	SHANNON TRUDEA[redacted]BORAH MRS		
		Billed to:	[redacted] XXXXXXXXXXX[redacted]	CAD	* 29.00
			V.A.T./G.S.T./H.S.T.	CAD	* 0.00
			Q.S.T.	CAD	* 0.00

Total base fare amount	CAD 420.40
Total Taxes	CAD 41.99
Total V.A.T./G.S.T./H.S.T.	CAD 2.29
Total Q.S.T.	CAD 3.54

Less Discount	CAD - 0.40
Less Tax Amount	CAD - 0.00
Less V.A.T./G.S.T./H.S.T.	CAD - 0.02
Less Q.S.T.	CAD - 0.06
Net Credit Card Billing	* CAD 467.74

Total Amount Due	CAD 0.00

INVOICE NOTES:
THE FUNDS COLLECTED BY VOYAGES CONCIERGE DELUXE TRAVEL ARE DEPOSITED IN A TRUST ACCOUNT.
TOURIST SERVICES PAID BUT NOT RECEIVED MAY BE REIMBURSED BY THE FONDS D INDEMNISATION DES CLIENTS DES AGENTS DE VOYAGES.
IT IS ADMINISTRATED BY THE O.P.C..IT IS A FINANCIAL PROTECTION FOR TRAVELERS.FOR MORE INFORMATION WWW.FICAV.GOUV.QC.CA
****

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

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 #843511775

Room/Chambre : 0491
Folio # : [redacted]
Invoice # :
Cashier/Cassier # : 836
Page # : 1 of 2

Reference No.

Ms Deborah Trudeau
[redacted]

Arrival/Arrivée : 03-04-19
Departure/Départ : 03-07-19

Date	Description	Additional Information/Supplémentaire	Charges	Credits
03-04-19	Room Charge		400.00	
03-04-19	Municipal Accommodation Tax (		16.00	
03-04-19	Room HST (13%)		54.08	
03-05-19	Room Charge		400.00	
03-05-19	Municipal Accommodation Tax (		16.00	
03-05-19	Room HST (13%)		54.08	
03-06-19	Room Charge		400.00	
03-06-19	Municipal Accommodation Tax (		16.00	
03-06-19	Room HST (13%)		54.08	
03-07-19	[redacted]	XXXXXXXXXXXX[redacted] XX/XX		1,410.24

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

Je me porte personnellement responsable du règlement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00$ par jour (du Lundi au Vendredi) et de 2.00$ le Samedi. (Dans les hôtels participants.)

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

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

Room/Chambre : 0491
Folio # : [redacted]
Invoice #
Cashier/Cassier # : 836
Page # : 2 of 2

s.19(1)

Reference No.

Ms Deborah Trudeau
[redacted]

Arrival/Arrivée : 03-04-19
Departure/Départ : 03-07-19

Date	Description	Additional Information/Supplémentaire	Charges	Credits
		Total	**1,410.24**	**1,410.24**
		Balance Due/Solde	**0.00**	

GST Summary / Sommaire		**HST Summary / Sommaire**	
Room/Chambre	0.00	Room/Chambre	162.24
F&B/Restauration	0.00	F&B/Restauration	0.00
Other/Autres	0.00	Other/Autres	0.00
Total	0.00	**Total**	162.24

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

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

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

Je me porte personnellement responsable du règlement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)
J'ai accepté la livraison du journal The Globe and Mall. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00$ par jour (du Lundi au Vendredi) et de 2.00$ le Samedi. (Dans les hôtels participants.)

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

s.19(1)

Mint to Airport

BLUE LINE TAXI
(613) 238 1111

TERMINAL ID:	314 674 588
MERCHANT ID:	432667SA
VEHICLE ID :	1761
DRIVER ID :	00056111
TRIP NUMBER:	4174
PASSENGERS:	1
03/07/2019	
START: 13:34	END: 13:55
FARE AMOUNT:	$ 34.49
TIP AMOUNT:	$ 6.90
TOTAL	$ 41.39
[redacted] SALE :	[redacted]
APPROVAL NUMBER	054924

PASSENGER COPY

CUSTOMER SERVICE 1-866-443-2812
INQUIRY@TAXITAB.COM
TAXITAB

BLUELINE

Ottawa airport to hotel

CAPITAL TAXI
(613) 744 3333

TERMINAL ID:	314 668 3..
MERCHANT ID:	432616..
VEHICLE ID :	264..
DRIVER ID :	0005424..
TRIP NUMBER:	875..
PASSENGERS:	
03/04/2019	
START: 15:39	END: 15:40
FARE AMOUNT:	$ 33.0.
TIP AMOUNT:	$ 6.6.
TOTAL :	$ 39.66
[redacted]AL :	[redacted]
APPROVAL NUMBER :	01366..

PASSENGER COPY

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

CAPITAL

--ORIGINAL--
CHOICE TAXI
CAB # 4129
MERCHANT COPY
03/04/19 TR 4638

START	END	MILES
07:17	08:05	0.2

FARE:	$ 47.50
EXTRA:	$ 0.00
TOLL:	$ 0.00
SRCH:	$ 0.00
TIP:	$ 9.50
FEE:	$ 0.50
US TOTAL:	$ 57.50 USD
CARD:	[redacted]
AUTH:	09388B

x US 57.50
(= 77.75C$)
from Chicago airport to Ottawa

Taxi

BLUELINE — Job #

RECEIPT FOR CAB FARE

Amount \10.00 Date Mar 7/19
From H.T
To Mint
Cab No. 761 Driver [redacted]
H.S.T. Included in meter fare

Cab from hotel to RCM

REGAL ET CROWN TAXI
165 RUE JEAN-PROULX
GATINEAU, QC J8Z 1T4
(819)777-3231

ID TERM: BL170877 — #LOT: 767
ID EMPLOYE: 7 — #QUART: 003
NOM D' EMPLOYE:7

Achat
[redacted]CT: 000000004
Puce
SEQ:757000180004
Marque d'application: [redacted]
AID: A0000 001010
TVR:00 00 00 00 00
TSI:F8 00 [redacted]

Mont: $	8.35
Pourboire$	1.25
Total:CAD$	**9.60**

APPROUVE 020154
001/00
06-Mar -19 20:57:33
COPIE CLIENT

Cab from Board dinner to hotel.

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID:	324 383-896
MERCHANT ID:	432720SA
VEHICLE ID :	1356
DRIVER ID :	00960139
TRIP NUMBER:	8743
PASSENGERS:	1
03/06/2019	
START: 11:39	END: 11:48
FARE AMOUNT:	$ 10.00
TOTAL :	$ 10.00
[redacted]SALE :	[redacted]
APPROVAL NUMBER	011056

PASSENGER COPY

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

Cab from RCM to hotel.

BANK OF CANADA
BANQUE DU CANADA

Daily Exchange Rates Lookup

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

US dollar (USD)

Date	USD → CAD	CAD → USD
2019-03-04	1.3317	0.7509

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised October 1, 2018

Claimant: Deborah Trudeau

Departure Date: March 4,2019

Return Date: 7-Mar

Location: Ottawa

Purpose: Royal Canadian Mint Board Meeting, Strategy meeting and Committee meetings

TRAVEL EXPENSE		Amount
Airfare		$ 467.74
Baggage Fees		
Change Fees		
VIA Rail		
Hotel Accommodations		$ 1,410.24
Mileage ($.0585/km)		$ -
Parking		
Taxis	ds. 187.22	$ ~~185.65~~
Car Rental		
Gasoline		
Private Accomodation ($50/ngt)		
Other		

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	$20.25	0	$ -
Lunches	$19.85	1	$ 19.85
Dinners	$50.00	1	$ 50.00
Incidentals *	$17.30	4	$ ~~69.20~~ ds. 74.94
			$ ~~139.05~~ 144.79 ds.

Total Travel Expenses

* 4 March – day began in Chicago

Total Travel Expenses	$ ~~2,063.63~~	2065.20 ds.
Total Meal/Incidentals	$ ~~139.05~~	144.79 ds.
TOTAL	$ ~~2,202.68~~	2209.99 ds

Meal allowance and incidental calculator

Insert Date →			4-Mar	5-Mar	6-Mar	7-Mar		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch			1					1
Dinner					1			1
Incidentals			1	1	1	1		4

Per Diem Calculator

Insert Date →								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			1	1	1	1		4

Claimant Signature: ____________________ **Date:**

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

s.19(1)

[redacted]

Travel Expense Form 2019

OTJ #:	
TA #:	TABCC82728
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 # (VP and Board claims only)	2985

B19-9

Claimant Deborah Trudeau

Cost Centre 121 Legal Services (Board)

Travel Location and Reason (attach supporting documents):

B19-025
To attend Board of Directors meetings and business dinners.

Montreal/Winnipeg/Toronto/Montreal

Currency Conversion Table

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

RECEIVED / REÇU JUN - 7 2019 ACCOUNTS PAYABLES COMPTE À PAYER

Total Travel Expenses (inclusive of fares)	2,107.16
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	2,107.16	RCM	0.00

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian $
HST - Registration # 10793 5058 RT0001		~~95.92~~ 96.27
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)	1,372.07
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)	~~108.43~~ 108.08
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	462.17
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
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		**0.00**

ENTERED JUN 11 2019 AP429675

FOR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	($2,798.19)
Variance %	-57%
(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 # TABCC82728

***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)
Deborah Trudeau	Debby Simons	
Debby Simons	Debby Simons	
Signature of traveller	Signature	Signature of Traveller's Director
for Deborah Trudeau	04/06/19	
Date 04/06/19	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) J. Cameron	6.Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
		Please refer to attached
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee
	5/2019	e-mail approval from
Date	Date	Date Phyllis Clark
7.Reviewed by Finance (PRINT NAME)		Date 05/06/19

C Davies

June 11/19

Form updated January 2018

s.19(1)

Simons, Deborah

From: Phyllis Clark <[redacted]>
Sent: Wednesday, June 05, 2019 5:20 PM
To: Simons, Deborah
Subject: Re: Seeking approval - travel expense claims X 4

Approved

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

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

Dear Phyllis,

Attached are four travel expense claims for approval:

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

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

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

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

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

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

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

Tel/Tél. : 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

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)	1,434.90	62.83				
Employee Paid Fares (Air- Foreign)						
Employee Paid Fares (Rail- Domestic)						
Employee Paid Fares (Rail - Foreign)						
Hotel Accommodations (Domestic)	483.64	21.47				
Hotel Accommodations (Foreign)						
Taxis (Domestic)	116.62	~~8.19~~	8.54			
Taxis (Foreign)						
Mileage ($0.55km)						
Business Telephone						
Parking						
Car Rental (Domestic)						
Car Rental/Gas (Foreign)						
Personal Accommodations						
Hospitality						
Baggage (Domestic)						
Baggage (Foreign)						
Others (code manually)						
Others (total)						
Total Expenses	2,035.16	~~92.49~~ 92.84				

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	3	51.90	2.47	$17.30			
Total Expenses			72.00	3.43				

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

Grand Total CAD Expenses	2,107.16	**Grand Total USD Expenses**	
Grand Total HST/GST	~~95.92~~ 96.27		

Notes for Expenses

1) The Fairmont Hotel refunded the room charge for one night 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.

Meal allowance and incidental calculator

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

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

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

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

Numbers only

Enter your travel dates here for **CANADA** MONTH: May-19

			13	14	15										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										3

Enter your travel dates here for the **US** MONTH: 43586

			13	14	15										Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

Voyages Concierge Deluxe - Westmount Travel
Agency Address: 8-45th avenue, #2, Lachine, H8T 2L7 / 345 Victoria,Suite 301, Westmount, H3Z 2N1
Phone: 514-552-1552 / TPS 836106088 | TVQ 1218420091 | PERMIS OPC 702977
info@vcdtravel.com

Electronic Invoice

Prepared For:
SHANNON TRUDEAU/DEBORAH MRS

SALES PERSON	MG
INVOICE NUMBER	[redacted]
INVOICE ISSUE DATE	05 Apr 2019
RECORD LOCATOR	[redacted]
CUSTOMER NUMBER	[redacted]

Client Address
[redacted]

Notes
AIR CANADA FILE NO.[redacted]
PENALTY FOR CHANGE 50.00 PLUS
DIFFERENCE IN FARE
*****NON-REFUNDABLE TIKCET*****
CHECK IN AVAILABLE 24 HOURS PRIOR DEPARTURE
THANKS AND HAVE A NICE TRIP MICHELLE GAULIN 514 513 9381

DATE: Mon, May 13

Flight: AIR CANADA 371

From	MONTREAL TRUDEAU, CANADA	Departs	08:00
To	WINNIPEG MB, CANADA	Arrives	10:00
Duration	3hr(s) 0min(s)	Class	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	Breakfast
Stop(s)	Non Stop		
Seat(s) Details	SHANNON TRUDEAU/DEBORAH MRS	Seat(s) - 02F	AC - XXXXXXX[redacted]

DATE: Wed, May 15

Flight: AIR CANADA 270

From	WINNIPEG MB, CANADA	Departs	16:45
To	TORONTO ON, CANADA	Arrives	20:06
		Arrival Terminal	1
Duration	2hr(s) 21min(s)	Class	Business
Type	AIRBUS INDUSTRIE A319 JET	Meal	Meals
Stop(s)	Non Stop		
Seat(s) Details	SHANNON TRUDEAU/DEBORAH MRS	Seat(s) - 02F	AC - XXXXXXX[redacted]

DATE: Wed, May 15

s.19(1)

Flight: AIR CANADA 428

From	TORONTO ON, CANADA	Departs	21:15
To	MONTREAL TRUDEAU, CANADA	Arrives	22:28
Departure Terminal	1		
Duration	1hr(s) 13min(s)	Class	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	SHANNON TRUDEAU/DEBORAH MRS	Seat(s) - 02F	AC - XXXXXXX [redacted]

DATE: Fri, May 31

Others

MONTREAL TRUDEAU
SERVICE FEE FOR RESEARCH/RESERVATION/TICKETING
Final Payment

Billed to:	[redacted]XXXXXXXXXXXX[redacted]	CAD * 45.00
V.A.T./G.S.T./H.S.T.		CAD * 2.25
Q.S.T.		CAD * 4.49

DATE: Fri, May 31

Others

MONTREAL TRUDEAU
CONTRIBUTION FICAV/OPC
Final Payment

	CAD 1.38
V.A.T./G.S.T./H.S.T.	CAD 0.07
Q.S.T.	CAD 0.14

DATE: Fri, May 31

Others

MONTREAL TRUDEAU
REMISE CONTRIBUTION FICAV/OPC

DATE: Thu, Oct 31

Others

MONTREAL TRUDEAU
RETENTION DATE FOR ARCHIVES

Ticket Information

Ticket Number AC [redacted] **Passenger** SHANNON TRUDEAU DEBORAH MRS

Billed to:	[redacted]XXXXXXXXXXXXX[redacted]	CAD	* 1205.25
	V.A.T./G.S.T./H.S.T.	CAD	* 60.58
	Q.S.T.	CAD	* 117.33

Total base fare amount	CAD 1178.38
Total Taxes	CAD 73.25

Total V.A.T./G.S.T./H.S.T.	CAD 62.90
Total Q.S.T.	CAD 121.96
Less Discount	CAD - 1.38
Less Tax Amount	CAD - 0.00
Less V.A.T./G.S.T./H.S.T.	CAD - 0.07
Less Q.S.T.	CAD - 0.14
Net Credit Card Billing	* CAD 1434.90

Total Amount Due	CAD 0.00

INVOICE NOTES:
THE FUNDS COLLECTED BY VOYAGES CONCIERGE DELUXE TRAVEL ARE DEPOSITED IN A TRUST ACCOUNT.
TOURIST SERVICES PAID BUT NOT RECEIVED MAY BE REIMBURSED BY THE FONDS D INDEMNISATION DES CLIENTS DES AGENTS DE VOYAGES.
IT IS ADMINISTRATED BY THE O.P.C..IT IS A FINANCIAL PROTECTION FOR TRAVELERS.FOR MORE INFORMATION WWW.FICAV.GOUV.QC.CA
****
LES PAIEMENTS RECUS PAR VOYAGES CONCIERGE DELUXE TRAVEL SONT DEPOSES DANS UN COMPTE EN FIDEICOMMIS
LES SERVICES TOURISTIQUES PAYES MAIS NON RECUS PEUVENT ETRE REMBOURSES PAR LE FONDS D INDEMNISATION DES CLIENTS DES AGENTS DE VOYAGES. LE FOND EST ADMINISTRE PAR L O.P.C.
IL S AGIT D UNE PROTECTION FINANCIERE DESTINEE AUX VOYAGEURS.
RENSEIGNEZ-VOUS WWW.FICAV.GOUV.QC.CA
VOTRE AGENT EST MICHELLE GAULIN

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

GST/HST

2.25
.07
60.58
62.90
- .07

$ 62.83 ✓

s.19(1)

Fairmont
WINNIPEG

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

Room	:	1909
Folio #	:	[redacted]
Cashier #	:	1073
Page #	:	1 of 1

Royal Canadian Mint
Ms Deborah Trudeau
[redacted]

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			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	[redacted]	XXXXXXXXXXXX[redacted]	XX/XX		967.28
05-15-19	[redacted]	refund due to HVAC noise XXXXXXXXXXXX[redacted]	XX/XX		-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.

The hotel refunded one night 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 rÃ©servations visitez notre web au **www.fairmont.com** ou tÃ©lÃ©phoner au HÃ´tels Fairmont de:
Ã‰tats-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 rÃ¨glement total de cette note au cas ou la compagnie, l'association ou son reprÃ©sentant dÃ©signÃ© en refuserait le paiement. Les comptes en souffrance sont sujets Ã un intÃ©rÃªt de 1,5% par mois aprÃ¨s un mois. (18,00% par annÃ©e)

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

s.19(1)

UNICITY TAXI- 201
340 HARGRAVE PL
WINNIPEG, MB R3C 0X5
TEL (204) 925-3131

Achat
#FACT: 000000007
[redacted]
Puce
NO SEQ:437001001007
Marque d'application: [redacted]
AID :A0000000031010
TVR:00 80 00 80 00
TSI:F8 00
XXXXXXXXXXXX[redacted]

Mont: $ 20.71
Pourb: $ 4.00
===========
Total:CAD$ 24.71
APPROUVE 027173
001/00
13-Mai -19 10:17:57
COPIE CLIENT

To hotel

WPG airport to hotel.

UNICITY TAXI- 60
340 HARGRAVE PL
WINNIPEG, MB R3C 0X5
TEL (204) 925-3131

ID TERM: 86058105 #LOT: 354
ID EMPLOYE: 1 #QUART: 002

Achat
#FACT: 000000069
[redacted]
Puce
NO SEQ:354001001069
Marque d'application: [redacted]
AID :A0000000031010
TVR:00 80 00 80 00
TSI:F8 00
XXXXXXXXXXXX[redacted]

Mont: $ 27.91
Pourb: $ 5.00
===========
Total:CAD$ 32.91
APPROUVE 087108
001/00
13-Mai -19 12:36:23
COPIE CLIENT

To EPM
...

Hotel to annual public meeting

Service rapide & courtois
24H
COOP DE L'EST
(514) 352-6000

13/05/19
JJ MM AAAA
:
HEURES

CHARGE AU BUREAU

Vignette 3 4 9 5 Permis

Départ To Airport.

Destination

Montant de la course 29 - $
Taxes incluses

client :

Nom client

Signature client [redacted]

Signature chauffeur

TAXI

TÉLÉCHARGEZ NOTRE APPLICATION MOBILE
«TAXI COOP EST»

6610, boul. Les Galeries d'Anjou, Bureau 203, ville d'Anjou, QC H1M 2T4
Tél.: 514 352-7184 Fax: 514 352-7189
E-mail: coopdelest@bellnet.ca
[redacted]

to airport

UNIPAYMENT
SVC LIMO ET TAXI
(514) 758-8124
VIGNETTE 1529
POCKET 35139
TERM ID: A7608427 BATCH#: 847
SHIFT#: 000

Cash Sale
Total: CAD$ 30.00
15-May -19 22:12:40

MERCI/THANK YOU!

Montreal airport to [redacted]

Total cabs = $116 62

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised October 1, 20:

Claimant: Deborah Trudeau **Departure Date:** 13-May **Return Date:** 15-May

Location: Winnipeg

Purpose: Board meeting, Public Annual meeting and committee meetings

TRAVEL EXPENSE	**Amount**	
Airfare	$ 1,434.90	✓
Baggage Fees		
Change Fees		
VIA Rail		
Hotel Accommodations	$ 483.64	✓
Mileage ($.0585/km)	$ -	
Parking		
Taxis	$ 116.62	✓
Car Rental		
Gasoline		
Private Accomodation ($50/ngt)		
Other		
Total Travel Expenses	$ 2,035.16	✓
Total Meal/Incidentals	$ ~~71.75~~	72.00 ds
TOTAL	$ ~~2,106.91~~	2107.16 ds

Meals & Incidentals

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

	ds	Rate	# Meals	Total	
Breakfast	20.50	~~$20.25~~	0	$ -	ds
Lunches	20.10	~~$19.85~~	1	$ ~~19.85~~	20.1
Dinners	50.65	~~$50.00~~	0	$ -	
Incidentals		$17.30	3	$ 51.90	✓
				$ ~~71.75~~	
Total Travel Expenses				72.00	ds

Meal allowance and incidental calculator

Insert Date →			13-May	14 May	15 May			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	**Total**
Breakfast								0
Lunch			1					1 ✓
Dinner								0
Incidentals			1	1	1			3 ✓

Per Diem Calculator

Insert Date →			13 May	14 May	15 May			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	**Total**
			1	1	1			3 ✓

Claimant Signature: Debby Simons for Deborah Trudeau **Date:**

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

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

TA # / N° d'autorisation TABCC82728

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 *	**2. Cost Centre / Centre de coûts ***
Deborah Trudeau	121 - Board Expenses
3. Travel Category / Catégorie de voyage *	**3.(a) Please provide detailed explanation / Veuillez fournir une explication détaillée ***
Support internal governance (eg. management meetings, BOD meetings)	Attend Board and Committee meetings.
4. Traveler Type / Type de voyageur *	**4.(a) If "other", please provide detailed explanation / Si « autre », veuillez fournir une explication détaillée**
Board of Director	
5. Purpose of Travel / Objet du voyage *	**5.(a) Purpose of Travel / Objet du voyage**
Attend Board meetings and retreats	Attend Board and Committee meetings.
6. Number of Travelers / Nombre de voyageurs *	**6.(a) Rationale / Justification**
21	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: TABCC82728

Status / Statut : Draft

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

Note that estimate for 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).

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	Montreal/Winnipeg Winnipeg/Montreal	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	Montreal/Winnipeg Winnipeg/Montreal	Taxi / Taxi	Direct Route/economical and/or efficient / Itinéraire direct/Option économique/Option rentable	400.00	80.00
5/12/2019 5/16/2019	Montreal/Winnipeg Winnipeg/Montreal	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?	If "no", please provide rationale / Si « non », veuillez fournir une justification
◉ Yes / Oui ○ No / Non	

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 nuits	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	Country/Region Pays/Région		
		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
TABCC82728

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		CAD Equivalent (Total) / Équivalent en dollars canadiens
		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	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

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

TA # / N° d'autorisation: TABCC82728

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.

Deborah Trudeau	27/03/19
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)

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

Carlo	Mar 28/2019
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**
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]

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

OTJ #:	
TA #:	TABOD82747
EAHCE #	EAHCE12208
Claimant	Deborah Trudeau
Cost Centre	121 Legal Services (Board)
Cost estimate provided on TA	$5,960.00
Hospitality estimate provided on TA	
Departure Date	4-Jun-19
Return Date	7-Jun-19
THEMIS # (VP and Board claims only)	2961

Travel Location and Reason (attach supporting documents):

B19-016
To attend the 2019 ICD National Conference
Montreal/Toronto/Montreal

*CONFERENCE REGISTRATION FEE

Currency Conversion Table

1 Unit of	is Worth	of
USD		CAD
		CAD
		CAD
		CAD

Total Travel Expenses (inclusive of fares)	1,548.10
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**	**1,548.10**	**RCM**	**0.00**

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian $
HST - Registration # 10793 5058 RT0001		**178.10**
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)		0.00
740020 - Rail fare (domestic)	ENTERED	0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	MAY - 7 2019	0.00
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)	AP425785	0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)		0.00
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)		0.00
741900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
740300 Conference Fees	121 Legal Services (Board)	1,370.00
		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	($4,411.90)
Variance %	-74%
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	$0.00
Hospitality Variance %	#DIV/0!

Travel Expense Form 2019

TA # TABOD82747

*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)
Deborah Trudeau	Debby Simons	
Debby Simons	Debby Simons	
Signature of traveller	Signature	Signature of Traveller's Director
for Deborah Trudeau	05/04/19	
Date 05/04/19	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)
	[signature]	Please refer to attached
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee
	Apr 30/2019	e-mail approval from
Date	Date	Date Phyllis Clark 03/05/19
		Date

7.Reviewed by Finance (PRINT NAME)

C. Davies May 7 2019

000038

Form updated January 2018

'eau

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**)						
Employee Paid Fares (Rail- **Domestic**)						
Employee Paid Fares (Rail - Foreign)						
Hotel Accommodations (Domestic)						
Hotel Accommodations (Foreign)						
Taxis (Domestic)						
Taxis (Foreign)						
Mileage ($0.55km)						
Business Telephone						
Parking						
Car Rental (Domestic)						
Car Rental/Gas (Foreign)						
Personal Accommodations						
Hospitality						
Baggage (Domestic)						
Baggage (Foreign)						
Others (code manually)						
Conference fee 740300	1,548.10	178.10				
Others (total)	1,548.10	178.10				
Total Expenses	**1,548.10**	**178.10**				

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**				**$17.30**			
Total Expenses								

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

Grand Total CAD Expenses	**1,548.10**	**Grand Total USD Expenses**	
Grand Total HST/GST	**178.10**		

Notes for Expenses

Conference registration fee was lower than expected due to the fact that the early registration deadline was extended (anticipated cost $1,909.70; actual cost $1,548.10).

Simons, Deborah

From: Phyllis Clark <[redacted]
Sent: Friday, May 03, 2019 2:51 PM
To: Simons, Deborah
Subject: Re: Seeking approval - travel expense claim - TABOD82747 - Deborah Trudeau - B19-016

Agreed

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

On Fri, May 3, 2019 at 11:44 AM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents Deborah's registration fee for the upcoming 2019 ICD National Conference (airfare not yet available). The conference registration fee was lower than expected due to the fact that the early registration deadline was extended. I have included all of the supporting documentation. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

Institute of Corporate Directors
Institut des administrateurs de sociétés

RECEIPT

s.19(1)

2701-250 Yonge Street
Toronto, ON M5B 2L7

Invoice No. [redacted]

Sold To: Ms Deborah Shannon Trudeau
[redacted]

Ship To: Ms Deborah Shannon Trudeau
[redacted]

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
[redacted]		4/12/2019	[redacted]	Upon Receipt	4/12/2019

Qty	Description	Unit Price	Extended Price
	2019 ICD National Conference & Fellowship Awards Gala		
	6/5/2019 - 6/6/2019 Toronto, ON		
1	2019ICDCG/GALA Fellowship Awards & Gala	375.00	375.00
1	2019ICDCG/ICDNC National Conference	995.00	995.00

Paid by: [redacted] ************[redacted]
GST/HST: 178.10 Total PST/QST: 0.00

Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
1,370.00		178.10	1,548.10	1,548.10	0.00

GST Remittance Number: 12179 8201
QST Remittance Number: 1204855478

MI
OE1A

Travel Expense Form 2019

OTJ #:	
TA #:	TABOD82747 B19-016 B.
EAHCE #	EAHCE12208
Cost estimate provided on TA	$5,960.00
Hospitality estimate provided on TA	
Departure Date	04-Jun-19
Return Date	07-Jun-19
THEMIS # (VP and Board claims only)	2961

Claimant Deborah Trudeau

Cost Centre 121 Legal Services (Board)

Travel Location and Reason (attach supporting documents):

B19-016
Attend the 2019 ICD National Conference

Montreal/Toronto/Montreal

AIRFARE AND EXPENSES

RECEIVED / REÇU
JUN 27 2019
ACCOUNTS PAYABLES
COMPTE À PAYER

Currency Conversion Table

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

Total Travel Expenses (inclusive of fares)	2,123.00
Prepaid Fares (Paid using Amex Corporate Billing Account)	0.00
Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card) Conference reg fee	1548.10 0.00
Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE $ AMOUNT)	

Total Trip $3671.10

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**	**2,123.00**	**RCM**	**0.00**

Expense Coding

Account		Cost Center (Select One from drop down box)	In Canadian $
HST - Registration # 10793 5058 RT0001			184.178
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)	~~726.82~~ 662.25
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)	89.04
741500 - Taxi fare (foreign)			0.00
740700 - Personal car mileage (domestic)			0.00
741700 - Personal car mileage (foreign)			0.00
740030 - Car rental (domestic)			0.00
741030 - Car rental (foreign)			0.00
740800 - Parking (domestic)			0.00
741099 - Other transportation (foreign)			0.00
740400 - Accommodations (domestic)		121 Legal Services (Board)	1,037.92
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	155100	~~121 Legal Services (Board)~~ QST on Flight	~~0.00~~ 64.57
0.00			0.00
			0.00
			0.00
154200 - Prepaid Fares			0.00
Out of Balance - Discrepancy in Expenses Coded			-0.00

ENTERED
JUL 04 2019
AP431690

FOR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	~~($3,837.00)~~
Variance %	-64%
(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 # TABOD82747

*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) Deborah Trudeau	2 Expense claim prepared by (PRINT NAME) Debby Simons	3.Approved by Traveller's Director with signing authority (PRINT NAME)
Debby Simons for Deborah Trudeau Signature of traveller	Debby Simons Signature	Signature of Traveller's Director
Date 24/06/19	24/06/19 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)
Signature of VP	Signature of CFO	Please refer to attached Signature of CEO/Chair of Board/Chair of Audit Committee
Date	Jul 4/2019 Date	e-mail approval from Date
7.Reviewed by Finance (PRINT NAME)		Phyllis Clark 26/06/19 Date

C Davies

July 4/19

s.19(1)

From: Phyllis Clark <[redacted]
Sent: Wednesday, June 26, 2019 4:13 PM
To: Simons, Deborah
Subject: Re: Seeking approval - travel expense claim TABOD82747 Deborah Trudeau - B19-016

Approved

Sent from my iPhone

On Jun 26, 2019, at 9:53 AM, Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents the expenses related to Deborah's travel to Toronto to attend the 2019 ICD National Conference. There are no exceptions, and the claim has been reviewed and initialed by the CFO. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

COORDINATOR, CORPORATE SECRETARIAT
COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ
DEBBY SIMONS
<image001.jpg>

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

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

<B19-016 - Trudeau - Toronto June 4-7, 2019.pdf>

s.19(1)

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)				QST			
Employee Paid Fares (Air - Domestic)	761.13	34.31		64.57			
Employee Paid Fares (Air- Foreign)							
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)	1,172.85	134.93					
Hotel Accommodations (Foreign)							
Taxis (Domestic)	99.72	10.68					
Taxis (Foreign)							
Mileage ($0.55km)							
Business Telephone							
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality							
Baggage (Domestic)							
Baggage (Foreign)							
Others (code manually)							
Others (total)							
Total Expenses	2,033.70	179.92					

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	2,123.00	**Grand Total USD Expenses**	
Grand Total HST/GST	184.17 8		

64.57 QST

Notes for Expenses

1) The conference registration fee has already been claimed ($1,548.10); 2) Deborah travelled from Montreal to Toronto on 4 June, however she is not claiming meals or accommodations for that day since 4 June is considered a personal day. She is only claiming incidentals and cab fare from residence to Montreal airport; 3) Deborah is only claiming one meal that was not provided by the conference.

Meal allowance and incidental calculator

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

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

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

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

Numbers only

Enter your travel dates here for CANADA MONTH: Jun-19

				4	5	6	7								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total allowances
Breakfast															0
Lunch				1	[illegible]										1
Dinner															0
Incidentals				[illegible]	1	1	1								3

Enter your travel dates here for the US MONTH: 43617

				4	5	6	7								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total allowances
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

s.19(1)

Voyages Concierge Deluxe - Westmount Travel
Agency Address: 8-45th avenue, #2, Lachine, H8T 2L7 / 345 Victoria,Suite 301, Westmount, H3Z 2N1
Phone: 514-552-1552 / TPS 836106088 | TVQ 1218420091 | PERMIS OPC 702977
info@vcdtravel.com

Electronic Invoice

Prepared For:
SHANNON TRUDEAU/DEBORAH MRS

SALES PERSON	MG
INVOICE NUMBER	[redacted]
INVOICE ISSUE DATE	28 May 2019
RECORD LOCATOR	[redacted]
CUSTOMER NUMBER	[redacted]

Client Address
[redacted]

Notes
AIR CANADA FILE NO.[redacted]
TICKET VALID AIR CANADA/NON REFUNDABLE
PENALTY FOR CHANGE PLUS DIFFERENCE IN FARE
CHECK IN AVAILABLE 24 HOURS PRIOR DEPARTURE
MERCI ET BON VOYAGE MICHELLE GAULIN 514 513 9381

DATE: Tue, Jun 04

Flight: AIR CANADA 7959 Operated by: /AIR CANADA EXPRESS - JAZZ

From	MONTREAL TRUDEAU, CANADA	Departs	10:30
To	TORONTO B BISHOP, CANADA	Arrives	11:40
Duration	1hr(s) 10min(s)	Class	Economy
Type	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	SHANNON TRUDEAU/DEBORAH MRS	Seat(s) - 07D	AC - XXXXXX[redacted]

*** AIR EXTRAS ***

SHANNON TRUDEAU/DEBORAH MRS
ADVANCE SEAT ASSIGNMENT 12.65 PAID

DATE: Fri, Jun 07

Flight: AIR CANADA 7958 Operated by: /AIR CANADA EXPRESS - JAZZ

From	TORONTO B BISHOP, CANADA	Departs	10:15
To	MONTREAL TRUDEAU, CANADA	Arrives	11:25
Duration	1hr(s) 10min(s)	Class	Economy
Type	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	SHANNON TRUDEAU/DEBORAH	Seat(s) - 08C	AC - XXXXXXX[redacted]

MRS

*** AIR EXTRAS ***

SHANNON TRUDEAU/DEBORAH MRS

ADVANCE SEAT ASSIGNMENT 12.65 PAID

s.19(1)

DATE: Sun, Jun 30

Others

MONTREAL TRUDEAU

SERVICE FEE FOR RESERVATION/TICKETING

Final Payment

Billed to:	[redacted]XXXXXXXXXXXX[redacted]	CAD * 45.00
V.A.T./G.S.T./H.S.T.		CAD * 2.25
Q.S.T.		CAD * 4.49

DATE: Sun, Jun 30

Others

MONTREAL TRUDEAU

CONTRIBUTION FICAV

Final Payment	CAD 0.68
V.A.T./G.S.T./H.S.T.	CAD 0.03
Q.S.T.	CAD 0.07

DATE: Sun, Jun 30

Others

MONTREAL TRUDEAU

REMISE CONTRIBUTION FICAV

DATE: Thu, Oct 31

Others

MONTREAL TRUDEAU

RETENTION DATE FOR ARCHIVES

Ticket Information

Ticket Number	AC [redacted]	**Passenger**	SHANNON TRUDEAU DEBORAH MRS		
		Billed to:	[redacted]XXXXXXXXXXXX[redacted]	CAD	* 595.25
			V.A.T./G.S.T./H.S.T.	CAD	* 30.96
			Q.S.T.	CAD	* 57.88
Other Charges	AC [redacted]	**Passenger**	SHANNON TRUDEAU DEBORAH MRS		
		Billed to:	[redacted]XXXXXXXXXXXX[redacted]	CAD	* 22.00
			V.A.T./G.S.T./H.S.T.	CAD	* 1.10
			Q.S.T.	CAD	* 2.20

Total base fare amount	CAD 603.68
Total Taxes	CAD 59.25
Total V.A.T./G.S.T./H.S.T.	CAD 34.34
Total Q.S.T.	CAD 64.64
Less Discount	CAD - 0.68
Less Tax Amount	CAD - 0.00
Less V.A.T./G.S.T./H.S.T.	CAD - 0.03

Less Q.S.T.	CAD - 0.07
Net Credit Card Billing	* CAD 761.13

Total Amount Due	CAD 0.00

INVOICE NOTES:
THE FUNDS COLLECTED BY VOYAGES CONCIERGE DELUXE TRAVEL
ARE DEPOSITED IN A TRUST ACCOUNT.
TOURIST SERVICES PAID BUT NOT RECEIVED MAY BE REIMBURSED BY
THE FONDS D INDEMNISATION DES CLIENTS DES AGENTS DE VOYAGES.
IT IS ADMINISTRATED BY THE O.P.C..IT IS A FINANCIAL PROTECTION
FOR TRAVELERS.FOR MORE INFORMATION WWW.FICAV.GOUV.QC.CA
****
LES PAIEMENTS RECUS PAR VOYAGES CONCIERGE DELUXE TRAVEL
SONT DEPOSES DANS UN COMPTE EN FIDEICOMMIS
LES SERVICES TOURISTIQUES PAYES MAIS NON RECUS PEUVENT ETRE
REMBOURSES PAR LE FONDS D INDEMNISATION DES CLIENTS DES
AGENTS DE VOYAGES. LE FOND EST ADMINISTRE PAR L O.P.C.
IL S AGIT D UNE PROTECTION FINANCIERE DESTINEE AUX VOYAGEURS.
RENSEIGNEZ-VOUS WWW.FICAV.GOUV.QC.CA
VOTRE AGENT EST MICHELLE GAULIN

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

INTERCONTINENTAL.
TORONTO CENTRE

s.19(1)

INFORMATION INVOICE

Membership No. : PC [redacted]
A/R Number :
Group Code :
Company Name :

ms Deborah Trudeau
320 Succes Drive
Ottawa ON K1A 0G8
Canada

Room No. : 0723
Confirmation No. : [redacted]
Arrival : 06-05-19
Departure : 06-07-19
Page No. : 1 of 1
Folio No. : [redacted]
Cashier No. : 54
HST Reg No. : 803103712

Date	Text	Reference	Charges	Credits
06-05-19	*Accommodation		519.00	
06-05-19	Municipal Accommodation Tax		20.76	
06-05-19	HST 13% on Rooms		67.47	
06-05-19	HST on MAT(13%)		2.70	
06-06-19	[redacted]	Personal —	24.91	
06-06-19	*Accommodation		479.00	
06-06-19	Municipal Accommodation Tax		19.16	
06-06-19	HST 13% on Rooms		62.27	
06-06-19	HST on MAT(13%)		2.49	
06-07-19	[redacted]	XXXXXXXXXXXX[redacted]		1,197.76

	0.00	CAD	**Total**	**1,197.76**	**1,197.76**
HST 13%	**2.41**				
Harmonized Sales Tax			**Balance**	**0.00**	**CAD**

How great was your stay? If we did not exceed your expectations, let us know and we'll make it right.

InterContinental Toronto Centre
225 Front Street West
Toronto, Ontario M5V 2X3
Telephone: (416) 597-1400 Fax: (416) 597-8104

Personal
RCM

24.91
1172.85 (tax = 134.93)
1197.76

000050

s.19(1)

www.diamondtaxi.ca

416-366-6868

DIAMONDTAXI.CA

GET THE APP

DATE 6/5/19 AMT.$ 20

FROM

TO HST#

DRIVER'S NAME

CAB# [redacted] FARE INCLUDES HST

Thank you

The Driver is an ... any HST input credit may be claimed as "notional" or applied to the driver's HST registered number, not Diamond Taxi Ltd.

Service rapide & courtois

24H

COOP DE L'EST (514) 352-6000

07/06/19
JJ MM AAAA

: HEURES

CHARGE AU BUREAU

Vignette ☐☐☐☐ Permis ☐☐☐☐☐

Départ

Destination Airport

Montant de la course $

Taxes incluses

client : [redacted]

Nom client

Signature client

Signature chauffeur

TAXI

TÉLÉCHARGEZ NOTRE APPLICATION MOBILE «TAXI COOP EST»

6610, boul. Les Galeries d'Anjou, Bureau 203, ville d'Anjou, QC H1M 2T4
Tél.: 514 352-7184 Fax: 514 352-7189
E-mail: coopdelest@bellnet.ca

SERVICES TAXI ET LIMO H
4397 RUE SAINTE ANNE
PIERREFONDS QC H9H2Z5
#34487 Tel514-576-3329 #
3215

TERM #	78028371
NOM DE RECU	003620
HOST REF #	0003617
HOST SEQ #	1005059

CRTE ************[redacted]
CREDIT [redacted] D
2019/06/07 09:57:48

ACHAT

MONTANT	$25.85
POURBOIRE	$3.87
TOTAUX	**$29.72**

AUTO:027095 L:0460
HTS: 20190607095756

00 OPERATION APPROUVEE 000

MERCI

[redacted]

AID:	A0000000031010
TC:	C3D93B81DA523B24
TVR:	0080008000
TSI:	F800

COPIE CLIENT

RECEIPT

Cab No. H.S.T.

From

To Billy Bishop.

Date 6/7/19 Amount $22

Signature

Cabs in Quebec $57.72

Cabs in Ontario $42.00

CRA Calculated Taxi Tax 2019

Taxis for

Ontario &	$	42.00
Quebec	$	57.72

$	99.72
$	10.68
$	89.04

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

$	-
$	-
$	-

Taxis for
BC &
Saskatchewan &
Alberta &
Manitoba

$	-
$	-
$	-

The figures you need

GRAND TOTAL	$	99.72
TOTAL TAX	$	10.68
SUMMARY Page total	$	89.04

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised May 6, 2019

Claimant: Deborah Trudeau **Departure Date:** 4-Jun **Return Date:** 7-Jun

Location: Toronto

Purpose: Attend the 2019 ICD National Conference

TRAVEL EXPENSE		**Amount**
Airfare		$ 761.13
Baggage Fees		
Change Fees		
VIA Rail		
Hotel Accommodations		$ 1,172.85
Mileage ($.055/km)		$ -
Parking		
Taxis		$ 99.72
Car Rental		
Gasoline		
Private Accomodation ($50/ngt)		
Other		
	Total Travel Expenses	$ 2,033.70
	Total Meal/Incidentals	$ 72.00
	TOTAL	$ 2,105.70

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	3	$ 51.90
			$ 72.00

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →				4-Jun	5-Jun	6-Jun	7-Jun	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	**Total**
Breakfast								0
Lunch					1			1
Dinner								0
Incidentals					1	1	1	3

Per Diem Calculator

Insert Date →				4-Jun	5-Jun	6-Jun	7-Jun	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	**Total**
				1	1	1	1	4

Claimant Signature: Debby Simms for Deborah Trudeau **Date:**

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

[redacted]

s.19(1)

Royal Canadian Mint
General Expense Claim Form

ROYAL CANADIAN MINT / MONNAIE ROYALE CANADIENNE

Claimant: Deborah Trudeau

Cost Centre: 121 Board Expenses

THEMIS #: (VP and Board claims only) 2992

Date: 25-Jun-19

EAHCE #

Payee: (●) Claimant ( ) Other

Purpose of Expense (For 740100 & 740200 Hospitality, Include: Place, Attendees, Company)

B19-028. Parking expense for attendance at the Give Peace A Chance coin unveiling in Montreal.

Notes or Special Instructions

Expense Coding

Currency: Canadian Dollars

Gross Amount (incl. GST/HST) 20.00

GST/HST Registration # 10793 5058 RT0001

Account	Cost centre	Gross Amt.	HST/GST	QST	Calc. Net	
740800 - Parking (domestic)	121	20.00	0.87	1.74 3	17.39	40
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
Out of Balance - Discrepancy in Expenses Coded	0.00	20.00	0.87	1.74 3	17.39	40

RECEIVED / REÇU
JUN 27 2019
ACCOUNTS PAYABLES
COMPTE À PAYER

ENTERED
JUL 04 2019
AP431491

*IMPORTANT - Expense claims related to Travel, Hospitality, Conference & Events 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. Claimant and approver certify they have read the terms and conditions of the policies by signing this.

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:

Beyond 30 days

CEO APPROVAL REQUIRED:

- ☑ Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 2B)
- ☐ Hospitality – Total costs associated with an event exceed $25,000 but are $50,000 (CAD) or less (Section 52.3)

CFO APPROVAL REQUIRED:

- ☐ Exceptions to Corporate 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 (CAD) (Annex 2B and 44.1)
  - ☐ Hospitality – Alcoholic beverages provided (Policy Section 44.1)
  - ☐ Hospitality – Food & beverage cost exceed 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)
  - ☐ Hospitality – Total costs associated with an event exceed $10,,000 but are $25,000 (CAD) or less (Section 52.3)

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

- ☐ Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1)
- ☐ Travel - Car travel – Leased Vehicles (Policy Section 23.1)
- ☐ Hospitality - External or internal hospitality up to $5,000 and within Standard Cost Per Person (Annex 2B)
- ☐ Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)
- ☐ Hospitality – Total costs associated with an event do not exceed $10,000 (CAD) (Section 52.3)

DIRECTOR APPROVAL REQUIRED:

- ☐ 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)
- ☐ Hospitality - External or internal hospitality up to $1,500 and within Standard Cost Per Person (Annex 2B)

By signing below, the claimant 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. Please note, if exceptions related to Travel, Hapistlaity, Conference & Events, were pre-approved prior to the expense, the claimants Manager (Director level and above) can sign off on the expense claim.

Deborah Trudeau — Debby Simons for Deborah Trudeau — 21/06/19

1. Name (PRINT NAME) Signature Date

Debby Simons

2.Expense claim prepared by (PRINT NAME) Date

Phyllis Clark — Please refer to attached e-mail approval from Phyllis Clark — 26/06/19

3. Authorized by (PRINT NAME) Authorized by (SIGNATURE) Date

By signing below, the VP or CFO, or CEO when applicable, confirms that she/he has reviewed the exceptions as noted above requiring her/his approval and hereby grants it.

June 26/2019

4.Approved by V.P. /CFO/CEO & President/Chair of BOD/Chair of Audit Committee (as required) Date

July 2/19

5.Reviewed by Finance Date

s.19(1)

Simons, Deborah

From: Phyllis Clark [redacted]
Sent: Wednesday, June 26, 2019 4:13 PM
To: Simons, Deborah
Subject: Re: Seeking approval - general expense claim - Deborah Trudeau - B19-028

Approved

Sent from my iPhone

On Jun 26, 2019, at 11:52 AM, Simons, Deborah <simons@mint.ca> wrote:

> Dear Phyllis,
>
> Attached is a general expense claim for approval. This claim represents the expenses related to Deborah's attendance at our "Give Peace A Chance" coin unveiling in Montreal ($20.00 parking charge). The claim has been reviewed and initialed by the CFO. If you approve, I will add a notation to your signature line, and will attach a copy of your e-mail to the claim.
>
> Best,
>
> DEBBY SIMONS
> COORDINATOR, CORPORATE SECRETARIAT
> *COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ*
>
> <image003.jpg>
>
> 320 SUSSEX DRIVE | 320, PROM. SUSSEX
> OTTAWA ON K1A 0G8
>
> Tel/Tél. : 613-716-4439
> simons@mint.ca | simons@monnaie.ca
> mint.ca | monnaie.ca
>
> <B19-028 - Trudeau - Montreal May 23, 2019.pdf>

INDIGO
STATIONNEMENT
BELMONT GARAGE
FACTURE 01
ENTRY TIME:
05/23/19 09:19
EXIT TIME:
05/23/19 13:49
PARK-DUR.: HRS:MIN
0:04:30
AMOUNT:
$ 20.00

KIND OF PAYMENT:
[redacted]
s.19(1)
XXXXXXXXXXXX[redacted]
REF. 89

TPS/TVQ INCLUS
MERCI ET A BIENTOT
THANK YOU
FOR COMING
TEL. 514-877-9763
TPS: R120996095
TVQ: 1003421861

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

s.19(1)

ELECTRONIC FUNDS TRANSFER

DEBORAH TRUDEAU

Telephone	613-993-3500
Fax	
Date	02/04/2019
Vendor account	[redacted]
Date of payment	03/04/2019
Reference No.	PV142614

Fax
E-mail murka@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82624 B19-012	21/03/2019	CAD	2,209.99	0.00	2,209.99	THEMIS # 2945 EAHCE12134 OTTAWA FROM CHICAGO
		CAD			2,209.99	

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

Travel Expense Form 2019

OTJ #:	
TA #:	TABCC82624
EAHCE #	EAHCE12134
Cost estimate provided on TA	$3,489.65
Departure Date	4-Mar-19
Return Date	7-Mar-19
THEMIS # (VP and Board claims only)	2945

Claimant Deborah Trudeau
Cost Centre 121 Legal Services (Board)

Travel Location and Reason (attach any supporting documents):

B19-012

Attend Board and Committee meetings, and Board business dinners.

Chicago/Toronto/Ottawa

Currency Conversion Table

1 Unit of	is Worth	of
USD	1.33170	CAD
		CAD
		CAD
		CAD
		CAD
		CAD
		CAD
		CAD

Total Travel Expenses (inclusive of fares)	2,209.99
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 2,209.99 RCM 0.00

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian $
HST - Registration # 10793 5058 RT0001		170.31
740200 - Meals (domestic)	121 Legal Services (Board)	66.52
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	465.47
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)	110.65
741500 - Taxi fare (foreign)	121 Legal Services (Board)	76.57
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	1,248.00
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	49.43
741900 - Incidentals (foreign)	121 Legal Services (Board)	23.04
740000 - Travel (domestic)		0.00
741000 - Travel (foreign)		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		(0.00)

FOR FINANCE USE ONLY

(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	($1,279.66)
Variance %	-37%

Form updated

Updated 07/01/18

Travel Expense Form 2018

TA # TABCC82624

***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)
Deborah Trudeau	Debby Simons	Phyllis Clark
Debby Simons	Debby Simons	Please refer to attached
Signature of traveller	**Signature**	**Signature of Traveller's Director**
for Deborah Trudeau	13/03/19	e-mail approval from Phyllis Clark
Date 13/03/19	**Date**	**Date** 19/03/19

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 [illegible] prior to CEO approval, other as required)	6 Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	**Signature of CFO**	**Signature of CEO/Chair of Board/Chair of Audit Committee**
Date	**Date** Mar 18/2019	**Date**

7 Processed by Finance (PRINT NAME)	Date

	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)	467.74	2.27				
Employee Paid Fares (Air- Foreign)						
Employee Paid Fares (Rail- Domestic)						
Employee Paid Fares (Rail - Foreign)						
Hotel Accommodations (Domestic)	1,410.24	162.24				
Hotel Accommodations (Foreign)						
Taxis (Domestic)	110.65					
Taxis (Foreign)				57.50		76.57
Mileage ($0.57km)						
Business Telephone						
Parking						
Car Rental (Domestic)						
Car Rental/Gas (Foreign)						
Personal Accommodations						
Hospitality						
Others (code manually)						
Others (total)						
Total Expenses	1,988.63	164.51		57.50		76.57

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	$20.25				$20.25			
Lunches	$19.85	1	19.85	0.95	$19.85			
Dinners	$50.00	1	50.00	2.38	$50.00			
Total Meals			69.85	3.33				
Incidentals	$17.30	3	51.90	2.47	$17.30	1	17.30	23.04
Total Expenses			121.75	5.80			17.30	23.04

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

Grand Total CAD Expenses	2,110.38	Grand Total USD Expenses	99.61
Grand Total HST/GST	170.31		

Notes

While in Ottawa, Deborah rode with others to/from some of the venues, and is therefore claiming 6 cab fares that were at her expense. Breakfast was provided with the accommodations; Board dinners were provided on 4 & 5 March; Board lunches were provided on 5, 6 & 7 March. Airfare is one-way ticket only from Chicago to Ottawa as per TA TABCC82624.

s.19(1)

Simons, Deborah

From: Phyllis Clark [redacted]
Sent: Tuesday, March 19, 2019 9:47 PM
To: Simons, Deborah
Subject: Re: Seeking approval - travel expense claim - TABCC82624 - Deborah Trudeau - B19-012

Approved

Sent from my iPad

On Mar 19, 2019, at 3:42 AM, Simons, Deborah <simons@mint.ca> wrote:

> Dear Phyllis,
>
> Attached is a travel expense claim for approval. This claim represents Deborah's travel to attend out Board of Directors and Committee meetings (one-way from Chicago as per the approved Travel Authorization). There are no exceptions, and I have included all of the supporting documentation. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.
>
> Best,
>
> DEBBY SIMONS
> COORDINATOR, CORPORATE SECRETARIAT
> *COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ*
>
> <image003.jpg>
>
> 320 SUSSEX DRIVE | 320, PROM. SUSSEX
> OTTAWA ON K1A 0G8
>
> Tel/Tél. : 613-716-4439
> simons@mint.ca | simons@monnaie.ca
> mint.ca | monnaie.ca
>
> <B19-012 - Trudeau - Ottawa Mar. 4-7, 2019.pdf>

Meal allowance and incidental calculator

Enter your travel dates here

			4 Mar.19	5 Mar.19	6 Mar.19	7 Mar.19									
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total meal allowances
Breakfast															0
Lunch			1												1
Dinner					1										1
Incidentals			1	1	1	1									4

Enter your travel dates here

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total meal allowances
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

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

Breakfast	0
Lunch	1
Dinner	1
Incidentals	4

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

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

000063

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised October 1, 2018

Claimant: Deborah Trudeau **Departure Date:** March 4,2019 **Return Date:** 7-Mar

Location: Ottawa

Purpose: Royal Canadian Mint Board Meeting, Strategy meeting and Committee meetings

TRAVEL EXPENSE		**Amount**
Airfare		$ 467.74
Baggage Fees		
Change Fees		
VIA Rail		
Hotel Accommodations		$ 1,410.24
Mileage ($.0585/km)		$ -
Parking		
Taxis	ds. 187.22	~~$ 185.65~~
Car Rental		
Gasoline		
Private Accomodation ($50/ngt)		
Other		
Total Travel Expenses		~~$ 2,063.63~~ 2065.20 ds
Total Meal/Incidentals		~~$ 139.05~~ 144.79 ds.
TOTAL		~~$ 2,202.68~~ 2209.99 ds

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	1	$ 19.85
Dinners	$50.00	1	$ 50.00
Incidentals *	$17.30	4	~~$ 69.20~~ ds. 74.94
Total Travel Expenses			~~$ 139.05~~ 144.79 ds.

* 4 March - day began in Chicago

Meal allowance and incidental calculator

Insert Date →			4-Mar	5-Mar	6-Mar	7-Mar		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch			1					1
Dinner					1			1
Incidentals			1	1	1	1		4

Per Diem Calculator

Insert Date →								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			1	1	1	1		4

Claimant Signature: ____________________ **Date:**

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

BANK OF CANADA
BANQUE DU CANADA

Daily Exchange Rates Lookup

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

US dollar (USD)

Date	USD → CAD	CAD → USD
2019-03-04	1.3317	0.7509

s.19(1)

Voyages Concierge Deluxe - Westmount Travel
Agency Address: 8-45th avenue, #2, Lachine, H8T 2L7 / 345 Victoria,Suite 301, Westmount, H3Z 2N1
Phone: 514-552-1552 / TPS 836106088 | TVQ 1218420091 | PERMIS OPC 702977
info@vcdtravel.com

Electronic Invoice

Prepared For:
SHANNON TRUDEAU/DEBORAH MRS

SALES PERSON	MG
INVOICE NUMBER	[redacted]
INVOICE ISSUE DATE	20 Feb 2019
RECORD LOCATOR	[redacted]
CUSTOMER NUMBER	[redacted]

Client Address
MRS DEBORAH SHANNON TRUDEAU
[redacted]

Notes
AIR CANADA FILE NO. [redacted]
TICKET VALID AIR CANADA ONLY
NON REFUNDABLE/PENALTY FOR CHANGE
100.00 PER DIRECTION PLUS DIFFERENCE IN FARE
CHECK IN AVAILABLE 24 HOURS PRIOR DEPARTURE

DATE: Mon, Mar 04

Flight: AIR CANADA 504

From	CHICAGO OHARE, IL	Departs	10:00
To	TORONTO ON, CANADA	Arrives	12:31
Departure Terminal	2	Arrival Terminal	1
Duration	1hr(s) 31min(s)	Class	Economy
Type	EMBRAER EMB E90 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	SHANNON TRUDEAU/DEBORAH MRS	Seat(s) - 18A	AC - XXXXXXX[redacted]

*** AIR EXTRAS ***

SHANNON TRUDEAU/DEBORAH MRS	
ADVANCE SEAT ASSIGNMENT	18.00 PAID
ADVANCE SEAT ASSIGNMENT	18.00 PAID

DATE: Mon, Mar 04

Flight: AIR CANADA 454

From	TORONTO ON, CANADA	Departs	14:10
To	OTTAWA ON, CANADA	Arrives	15:11
Departure Terminal	1		
Duration	1hr(s) 1min(s)	Class	Economy
Type	EMBRAER EMB E90 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	SHANNON	Seat(s) - 17F	AC - XXXXXXX[redacted]

s.19(1)

TRUDEAU/DEBORAH
MRS

*** AIR EXTRAS ***

SHANNON TRUDEAU/DEBORAH MRS
ADVANCE SEAT ASSIGNMENT 11.00 PAID

DATE: Sun, Mar 31

Others

MONTREAL TRUDEAU
SERVICE FEE FOR
RESEARCH/RESERVATION/TICKETING
Final Payment

Billed to:	[redacted]XXXXXXXXXXXX[redacted]	CAD * 35.00
V.A.T./G.S.T./H.S.T.		CAD * 1.75
Q.S.T.		CAD * 3.48

DATE: Sun, Mar 31

Others

MONTREAL
TRUDEAU
CONTRIBUTION
FICAV/OPC
Final Payment

	CAD 0.40
V.A.T./G.S.T./H.S.T.	CAD 0.02
Q.S.T.	CAD 0.06

DATE: Sun, Mar 31

Others

MONTREAL TRUDEAU
REMISE
CONTRIBUTION
FICAV/OPC

DATE: Sat, Aug 31

Others

MONTREAL TRUDEAU
RETENTION DATE
FOR ARCHIVES

Ticket Information

Ticket Number	AC [redacted]	**Passenger**	SHANNON TRUDEAU DEBORAH MRS		
		Billed to:	[redacted]XXXXXXXXXXXX[redacted]	CAD	* 397.99
			V.A.T./G.S.T./H.S.T.	CAD	* 0.52
			Q.S.T.	CAD	* 0.00
Other Charges	AC [redacted]	**Passenger**	SHANNON TRUDEAU DEBORAH MRS		
		Billed to:	[redacted]XXXXXXXXXXXX[redacted]	CAD	* 29.00
			V.A.T./G.S.T./H.S.T.	CAD	* 0.00
			Q.S.T.	CAD	* 0.00

Total base fare amount	CAD 420.40
Total Taxes	CAD 41.99
Total V.A.T./G.S.T./H.S.T.	CAD 2.29
Total Q.S.T.	CAD 3.54

Less Discount	CAD - 0.40
Less Tax Amount	CAD - 0.00
Less V.A.T./G.S.T./H.S.T.	CAD - 0.02
Less Q.S.T.	CAD - 0.06
Net Credit Card Billing	*CAD 467.74

Total Amount Due	CAD 0.00

INVOICE NOTES:
THE FUNDS COLLECTED BY VOYAGES CONCIERGE DELUXE TRAVEL
ARE DEPOSITED IN A TRUST ACCOUNT.
TOURIST SERVICES PAID BUT NOT RECEIVED MAY BE REIMBURSED BY
THE FONDS D INDEMNISATION DES CLIENTS DES AGENTS DE VOYAGES.
IT IS ADMINISTRATED BY THE O.P.C..IT IS A FINANCIAL PROTECTION
FOR TRAVELERS.FOR MORE INFORMATION WWW.FICAV.GOUV.QC.CA
****

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

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 #843511775

Room/Chambre	: 0491
Folio #	: [redacted]
Invoice #	:
Cashier/Cassier #	: 836
Page #	: 1 of 2

Reference No.

Ms Deborah Trudeau
[redacted]

Arrival/Arrivée	: 03-04-19
Departure/Départ	: 03-07-19

Date	Description	Additional Information/Supplementaire		Charges	Credits
03-04-19	Room Charge			400.00	
03-04-19	Municipal Accommodation Tax (			16.00	
03-04-19	Room HST (13%)			54.08	
03-05-19	Room Charge			400.00	
03-05-19	Municipal Accommodation Tax (			16.00	
03-05-19	Room HST (13%)			54.08	
03-06-19	Room Charge			400.00	
03-06-19	Municipal Accommodation Tax (			16.00	
03-06-19	Room HST (13%)			54.08	
03-07-19	[redacted]	XXXXXXXXXXXX[redacted]	XX/XX		1,410.24

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

Je me porte personnellement responsable du règlement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00$ par jour (du Lundi au Vendredi) et de 2.00$ le Samedi. (Dans les hôtels participants.)

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

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

Room/Chambre : 04[illegible] 1
Folio # : [redacted]
Invoice # :
Cashier/Cassier # : 836
Page # : 2 of 2

Reference No.

Ms Deborah Trudeau
[redacted]

Arrival/Arrivée : 03-04-19
Departure/Départ : 03-07-19

Date	Description	Additional Information/Supplémentaire	Charges	Credits
		Total	**1,410.24**	**1,410.24**
		Balance Due/Solde	**0.00**	

GST Summary / Sommaire		**HST Summary / Sommaire**	
Room/Chambre	0.00	Room/Chambre	162.24
F&B/Restauration	0.00	F&B/Restauration	0.00
Other/Autres	0.00	Other/Autres	0.00
Total	0.00	**Total**	162.24

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

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

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

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

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J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00$ par jour (du Lundi au Vendredi) et de 2.00$ le Samedi. (Dans les hôtels participants.)

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

Mint to Airport

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID:	[illegible]
MERCHANT ID:	[illegible]
VEHICLE ID :	1701
DRIVER ID :	[illegible]
TRIP NUMBER:	[illegible]
PASSENGERS:	1
03/07/2019	
START: 13:[illegible]	END: 13:[illegible]
FARE AMOUNT:	$ 34.40
TIP AMOUNT:	$ 6.[illegible]
TOTAL :	$ 41.[illegible]
[redacted]	[redacted]
APPROVAL NUMBER	[illegible]

PASSENGER COPY

CUSTOMER SERVICE 1-888-443-2012
INQUIRY@TAXITAB.COM
TAXITAB

BLUELINE

Ottawa airport to hotel

CAPITAL TAXI
(613) 744 3333

TERMINAL ID:	324-[illegible]
MERCHANT ID:	[illegible]
VEHICLE ID :	[illegible]
DRIVER ID :	[illegible]
TRIP NUMBER:	[illegible]
PASSENGERS:	[illegible]
03-04-2019	
START: 15:[illegible]	END: 16:[illegible]
FARE AMOUNT:	$ 33.[illegible]
TIP AMOUNT:	$ 6.6[illegible]
TOTAL :	$ 39.[illegible]
[redacted]	[redacted]
APPROVAL NUMBER	[illegible]

PASSENGER COPY

CUSTOMER SERVICE 1-888-443-2012
INQUIRY@TAXITAB.COM
TAXITAB

Capital

--ORIGINAL--
CHOICE TAXI
CAB # 4129
MERCHANT COPY
03/04/19 TR 4638
START END MILES
07:17 08:05 0.2
FARE: $ 47.50
EXTRA: $ 0.00
TOLL: $ 0.00
SRCH: $ 0.00
TIP: $ 9.50
FEE: $ 0.50
US> TOTAL: $ 57.50 USD

CARD: [redacted]
AUTH: [illegible]

x US 57.50
= $ 75 CD
from Chicago airport to Ottawa

Job #

Blue Line RECEIPT FOR CAB FARE

Amount \$10.00 Date Mar 7/19
From H/T
To Mint
Cab No. 761 Driver [redacted]
H.S.T. Included in meter fare

Cab from hotel to RCM

Taxi

REGAL ET GATINEAU TAXI
[illegible] RUE JEAN-PROULX
GATINEAU, QC J8Z 1T4
(819)777-[illegible]

ID TERM: [illegible] ... [illegible]
ID EMPLOYE: ?
NOM D' EMPLOYE:?

Achat

[redacted]CT: [illegible]

[redacted]

Montant $ 8.35
Pourboire $ 1.25

Total:CAD$ 9.60

APPROUVE [illegible]

05-Mar-19 20:57:33

COPIE CLIENT

Cab from board dinner to hotel.

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID:	324-[illegible]
MERCHANT ID:	[illegible]
VEHICLE ID :	1356
DRIVER ID :	[illegible]
TRIP NUMBER:	[illegible]
PASSENGERS:	1
03/06/2019	
START: 11:[illegible]	END: 11:[illegible]
FARE AMOUNT:	$ 10.[illegible]
TOTAL :	$ 10.[illegible]
[redacted]	[redacted]
APPROVAL NUMBER :	[illegible]

PASSENGER COPY

CUSTOMER SERVICE 1-888-443-2012
INQUIRY@TAXITAB.COM
TAXITAB

Cab from RCM to hotel.

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

TA # / N° d'autorisation
TABCC82624

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 *

Deborah Trudeau

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 the Board Meeting, March 5-7, 2019

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 the Board Meeting, March 5-7, 2019

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

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

TA # / N° d'autorisation TABCC82624

Status / Statut : Draft

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

Deborah Trudeau will be traveling from Chicago to Ottawa to attend the March Board Meeting, and then go to Florida. The Mint will reimburse only for the Chicago/Ottawa one way portion - up to what it would cost to come from Montreal (regular schedule). The 2019 Blanket Travel Authority (Montreal-Ottawa-Montreal) doesn't cover this change,
therefore, a new TA is required.

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
3/4/2019 3/7/2019	Chicago, Ottawa (One way)	Air / Avion	Convenience/flexibility / Pour des raisons pratiques/Souplesse	750.00	250.00
3/4/2019 3/7/2019	Airport, hotel Hotel, Airport	Taxi / Taxi	Convenience/flexibility / Pour des raisons pratiques/Souplesse	150.00	30.00
3/4/2019 3/7/2019	Hotel, Meetings Meetings, Hotel	Taxi / Taxi	Convenience/flexibility / Pour des raisons pratiques/Souplesse	200.00	40.00

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

◉ Yes / Oui ○ No / Non

Dates for personal travel if combining with business travel /
Dates du voyage personnel s'il est combiné avec le déplacement d'affaires

Start Date / Date de début	End Date / Date de fin	Rationale / Justification
3/7/2019	3/10/2019	Mrs. Trudeau will be flying out to [redacted] fter the Board Meeting, she will cover this part of the expense.

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?

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

◉ Yes / Oui ○ No / Non

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 nuits	Estimated Cost / Coût estimatif	Contingency
Hotel (listed in the Treasury Board/PWGSC) / Hôtel (affiché dans le répertoire du Conseil du Trésor/de TPSGC)	Chateau Laurier	Within City Rate Limit / Les frais ne dépassent pas les limites de tarifs d'hébergement	500.00	3	1,500.00	300.00

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

Country/Region
Pays/Région

	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	20.25	3	60.75	60.75
Lunch / Déjeuner	19.85	2	39.70	39.70
Dinner / Dîner	50.00	2	100.00	100.00
Total Meal Estimated / Coût total estimatif des repas :				200.45
Incidentals / Frais accessoires	17.30	4	69.20	69.20

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 :	1,500.00
Total Estimated Meals and Incidentals / Coût total estimatif des repas et des frais accessoires :	269.65

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

TA # / N° d'autorisation TABCC82624

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)
Canada - (Except NWT, NVT, Yukon)	CAD	1.0000

Hospitality / Frais d'accueil	Rate / Taux (PP)	Standard / Coût standard		Maximum / Coût maximum		CAD Equivalent (Total) / Équivalent en dollars canadiens
		No. / Nombre	(PP)	No. / Nombre	(PP)	
Breakfast (Treasury Board Rate *1.5) / Petit déjeuner (taux du Conseil du Trésor *1,5)	20.25		30.38		45.56	0.00
Lunch (Treasury Board Rate *2) / Déjeuner (taux du Conseil du Trésor *2)	19.85		39.70		59.55	0.00
Dinner (Treasury Board Rate *1.75) / Dîner (taux du Conseil du Trésor *1,75)	50.00		87.50		131.25	0.00
Reception (Treasury Board Rate *2) / Réception (taux du Conseil du Trésor *2)	20.25		40.50		60.75	0.00
Refreshments (Treasury Board Rate *0.5) / Rafraîchissements (taux du Conseil du Trésor *0,5)	20.25		10.13		15.19	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 TABCC82624

Training video / Vidéo de formation

Status / Statut : Draft

SUMMARY / SOMMAIRE

Total Estimated Travel Trip Cost / Coût total estimatif des frais de déplacement	1,100.00
Total Estimated Accommodation Trip Cost / Coût total estimatif des frais d'hébergement	1,500.00
Total Estimated Contingency Trip Cost / Coût total estimatif des dépenses imprévues	620.00
Total Estimated Meals and Incidentals / Coût total estimatif des repas et des frais accessoires	269.65
Total Estimated Hospitality / Coût total estimatif des frais d'accueil	0.00
Total Estimated Travel Cost / Coût total estimatif des frais de voyage	3,489.65
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.

Deborah Trudeau Feb. 19, 2019

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
Pamela		feb 20/2019

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

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

000079

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

s.19(1)

Vivier, Mélanie

From: Phyllis Clark <[redacted]>
Sent: Wednesday, February 20, 2019 3:05 PM
To: Vivier, Mélanie
Subject: Re: Travel Authority (TABCC82624) Deborah Trudeau - Chicago to Ottawa

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 Wed, Feb 20, 2019 at 11:22 AM Vivier, Mélanie <Vivier@mint.ca> wrote:

Good afternoon,

Please find attached for your review and approval a Travel Authority form (TABCC82624) for Deborah Trudeau, for the March Board Meeting. She will be traveling from Chicago instead of Montreal. A new TA was required as the 2019 Blanket Travel Authority covers only for her regular itinerary (Montreal-Ottawa-Montreal). The total estimate is for $3,489.65 and is based on a flight from Chicago. The CFO has reviewed and approved the form.

Best regards,

MÉLANIE VIVIER

ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ, AFFAIRES RÉGLEMENTAIRES

ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT, REGULATORY AFFAIRS

320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

T: 613-854-5767

vivier@mint.ca | vivier@monnaie.ca

---------- Forwarded message ----------
From: "KMPrinter@mint.ca" <KMPrinter@mint.ca>
To: "Vivier, Mélanie" <Vivier@mint.ca>
Cc:
Bcc:
Date: Wed, 20 Feb 2019 17:59:46 +0000
Subject: Message from FALP0003

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12134

Form version : 2.0.0.555

Status : Draft

In accordance with the RCM Corporate Travel, Hospitality, Conference and Event Policy # 51, Section 2, 3 and 4, all hospitality, conference and event expenditures must be pre-approved, regardless of whether travel is required or not. This form must be completed in its entirety and submitted to the appropriate authorities for review and approval before any such expenditures can be made. The original completed and properly signed form is to be forwarded to Finance.

PART A - Hospitality, Conference, Event, Group Travel Overview

1. Requestor Name

Mélanie Vivier

2. Name of Hospitality, Conference, Event or Assignment

March 2019 Board and Committee Meetings

3. Location

Ottawa, Ontario

4. Start/End Date

3/3/2019 3/8/2019

5. Cost Centre

121 - Board Expenses

6. Description of Hospitality, Conference, Event or Assignment

Board and Committee Meetings with business dinners

7. Objective to be Accomplished

Governance of Royal Canadian Mint

8a. Is there a Conference/block accommodation booking?

○ Yes ◉ No

8b. Is the accommodation room rate in excess of the Hotel City Rate Limits?

○ Yes ◉ No

Justification of Above City Rates – (include City limit and above room rate)

9. Other Comments

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA #: EAHCE12134

PART B - RCM Attendees & Rationale

RCM Attendee Name	Title	Rationale for Participating
See list attached	Directors	Required for meeting
See list attached	Senior Management	Required for meeting
See list attached	RCM Staff	Administrative support

Total RCM Attendees: 3

PART C - RCM Hosted Guests (where applicable)

Guest or Company Name	Number of Guest(s)	Nature of Business Relationship with RCM

Total Number of Guests: 0

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA #: EAHCE12134

PART D - Hospitality Calculator

Country/Region	Currency	Exchange Rate * (OANDA.com)
Canada - (Except NWT, NVT, Yukon)	CAD	1.0000

Is Alcohol being served? *

○ Yes ◉ No

Is entertainment being provided? *

○ Yes ◉ No

Will hospitality or entertainment be provided to a spouse or to a person accompanying an event participant? *

○ Yes ◉ No

Will hospitality be extended at the residence of a RCM employee or member of the Board of Directors ?

○ Yes ◉ No

Please indicate if your food and beverage costs exceed the maximum cost per person as per the Cost Matrix in the Travel, Hospitality, Conference & Event Policy #51

○ Yes (please add rationale) ◉ No

Hospitality	Rate (PP)	Standard		Maximum		CAD Equivalent (Total)
		No. of Hospitality	Standard Cost (PP)	No. of Hospitality	Maximum Cost (PP)	

Breakfast (Treasury Board Rate * 1.5)	20.25	0	30.38	45.56	0.00
Lunch (Treasury Board Rate * 2)	19.85	63	39.70	59.55	2,501.10
Dinner (Treasury Board Rate *1.75)	50.00	31	87.50	131.25	2,712.50
Reception (Treasury Board Rate *2)	20.25	21	40.50	60.75	850.50
Refreshments (Treasury Board Rate *0.5)	20.25	231	10.13	15.19	2,340.03

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.

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12134

Part E - Summary of Estimated Costs

Expense	Estimated Total Cost of Expenses (Canadian Dollars)
Air Fare	30,600.00
Ground Transportation	5,250.00
Other Travel	
Accomodation	20,403.00
Per Diem and Incidentals	1,971.60
Hospitality (Total from part D)	8,404.13
Conference Fees	
Meeting Room Rental	1,900.00
Booth Rental	
Shipping	
Audio Visual Equipment Rental	8,283.68
Other Professional Services Fees	8,333.75
Other Expense	1,100.00
Estimated Contingency :	1,961.74
Estimated Grand Total :	86,243.16

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12134

Part F - Comments and Attachments

Comments

Attachments

No file attached

Part G - Approval

Chair of the Board of Directors Approval Required:

- Costs associated with an event exceed $50,000 (CAD).

President and CEO approval required if any of the following components are present:

- Total Event costs exceed $25,000 but are $50,000 or less (CAD); or
- A combined 5 or more RCM employees and/or Board members will be participating in the event, conference, out of own assignment or function.

CFO approval required:

- Total event costs exceed $10,000 but are $25,000 or less (CAD); or
- Total hospitality costs associated with an event exceed $5,000 (CAD); or
- Alcoholic beverages will be provided; or
- Food and beverages costs exceed the Maximum Cost Per Person; or
- Entertainment will be provided; or
- Hospitality or entertainment will be provided to a spouse or to a person accompanying an event participant; or
- Hospitality paid by the RCM will be extended at the residence of a RCM employee or member of the Board of Directors

VP approval required:

- Total event cost $10,000 or less (CAD); or
- Total hospitality costs associated with an event exceed $1,500 but are $5,000 or less (CAD); or
- Cost not exceed Maximum Cost Per Person; or
- 3 or 4 RCM employees will be participating in the event, conference, out of own assignment or function.

Director approval required:

- Total hospitality costs up to $1,500 (CAD); or
- Cost not exceed Standard Cost Per Person; or
- No more than 2 RCM employees will be participating in the event, conference, out of own assignment or function.

Hospitality, Conference, Event and Group Travel Grand Total :	$88,204.90

CHRISTINE LIST
Approved by Manager with signing authority (PRINT NAME)

[signature]
Manager's Signature

12 FEV/2019
Date

[signature]
Approved by V.P., CFO, CEO/President or Board Chair (as required)

02/14/2019
Date

Best Copy Available

ESTIMATED COSTS

FOR [illegible] TRAVEL [illegible]

Attendee	Airfare	Train	Parking	Mileage	Total Cost	Hotel	Trip	#	Breakfast	#	Lunch	#	Dinner	#	Incidentals	Total Meals/Inc.	Total TA
Clark, [illegible]	[illegible]	$100		[illegible]	[illegible]	1	[illegible]		[illegible]	2	$80.70	2	$100.00	5	$96.50	[illegible]	[illegible]
Fisher, [illegible]	[illegible]	$100	$150.00	4	[illegible]	1	[illegible]		[illegible]	2	$80.70	2	$100.00	5	$96.50	[illegible]	[illegible]
[illegible]	[illegible]	$100	$150.00	4	[illegible]	1	[illegible]		[illegible]	2	$80.70	2	$100.00	5	$96.50	[illegible]	[illegible]
[illegible]	[illegible]	$100	$120.00	4	[illegible]	1	[illegible]		[illegible]	2	$80.70	2	$100.00	5	$96.50	[illegible]	[illegible]
[illegible]	[illegible]	$100	$120.00	4	[illegible]	1	[illegible]		[illegible]	2	$80.70	2	$100.00	5	$96.50	[illegible]	[illegible]
[illegible]					$0.00						$0.00		$0.00		$0.00	$0.00	$0.00
[illegible]					$0.00						$0.00		$0.00		$0.00	$0.00	$0.00
[illegible]	[illegible]	$100	$120.00	4	[illegible]	1	[illegible]		[illegible]	2	$80.70	2	$100.00	5	$96.50	[illegible]	[illegible]
Trudo[illegible]	[illegible]	$100		4	[illegible]	1	[illegible]		[illegible]	2	$80.70	2	$100.00	5	$96.50	[illegible]	[illegible]
Young[illegible]	[illegible]	$100	$120.00	5	[illegible]	1	[illegible]		[illegible]	2	$80.70	2	$100.00	5	$96.50	[illegible]	[illegible]
Total	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]	35	[illegible]	15	[illegible]	49	[illegible]	[illegible]	[illegible]

EVENT HOSPITALITY

#	Breakfast	#	Lunch	#	Dinner	#	Refreshments	#	Reception	TOTAL
	$0.00	3	$119.10	2	$175.00	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	2	$175.00	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	2	$175.00	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	2	$175.00	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	2	$175.00	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	2	$175.00	11	$111.43	1	$40.50	[illegible]
	$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	$0.00	3	$119.10	2	$175.00	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	2	$175.00	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	2	$175.00	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	2	$175.00	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	1	$87.50	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	1	$87.50	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	1	$87.50	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	1	$87.50	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	1	$87.50	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	1	$87.50	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	1	$87.50	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	1	$87.50	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	1	$87.50	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	1	$87.50	11	$111.43	1	$40.50	[illegible]
	$0.00	3	$119.10	1	$87.50	11	$111.43	1	$40.50	[illegible]
	$0.00		$0.00		$0.00		$0.00		$0.00	[illegible]
0	$0.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

EVENT AUTHORITY - [illegible] EST. COSTS

Hospitality	$9,494.13	
Airfare		
Ground Transport [illegible]		$ [illegible]
[illegible]		[illegible]
[illegible]		$ [illegible]
Audio Visual		$ [illegible]
[illegible]		$ 8,[illegible]
Conference [illegible]		$ 1,500.00
Other		$ 1,100.00
10% Contingency		$ 1,961.74
	$9,494.13	$ [illegible]

+ [illegible] contingency

GRAND TOTAL [illegible]

PREPARED BY:
DATE:
[illegible] #:

680000

From: Phyllis Clark
To: Vivier, Mélanie
Subject: Re: Approval Req'd: Event Authority March Meetings EAHCE12134
Date: Thursday, February 14, 2019 3:37:48 PM

Approved

Sent from my iPhone

On Feb 14, 2019, at 9:06 AM, Vivier, Mélanie <Vivier@mint.ca> wrote:

Good morning,

Please find attached for your review and approval the Hospitality and Event form (EAHCE12134) for the March Board and Committee meetings and Board business dinners. The total estimate is for $88,204.90 and is based on Directors travel, hospitality/catering, interpretation and audio visual requirements. Note that there is also a 20% contingency included. The CFO has reviewed and approved the estimate.

Best regards,

MÉLANIE VIVIER
ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ, AFFAIRES RÉGLEMENTAIRES
ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT, REGULATORY AFFAIRS

<image002.jpg>

320 SUSSEX DRIVE | 320, PROM. SUSSEX
OTTAWA ON K1A 0G8
T: 613-854-5767
vivier@mint.ca | vivier@monnaie.ca

<Hospitality Form Board Meeting March 4-7, 2019.pdf>

s.19(1)

Thellend, Talia

From: Simons, Deborah
Sent: April 2, 2019 12:09 PM
To: Deborah Trudeau
Subject: Reimbursement
Attachments: [redacted]_08233322_4.pdf

Good Afternoon,

I wish to advise you that you will receive an electronic transfer of funds on April 3, in the amount of $2,209.99 as a reimbursement of your travel expenses to attend the March Board/Committee meetings.

A copy of the transfer is attached.

Best,

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

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

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

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

s.19(1)

ELECTRONIC FUNDS TRANSFER

DEBORAH TRUDEAU

Telephone	613-993-3500
Fax	
Date	02/04/2019
Vendor account	[redacted]
Date of payment	03/04/2019
Reference No.	PV142614

Fax
E-mail murka@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82624 B19-012	21/03/2019	CAD	2,209.99	0.00	2,209.99	THEMIS # 2945 EAHCE12134 OTTAWA FROM CHICAGO
		CAD			2,209.99	

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

Thellend, Talia

s.19(1)

From: Simons, Deborah
Sent: April 15, 2019 9:25 AM
To: 'Deborah Trudeau'
Subject: FW: Registration - ICD National Conference & Fellowship Awards Gala - June 2019
Attachments: trudeau,d-2019conf.pdf; Your Reservation Confirmation # [redacted] at InterContinental Hotels.

Dear Deborah,

I am pleased to confirm that your registration for the 2019 ICD National Conference is complete. Your receipt is attached. The organizers have requested your choice for the conference breakout session and whether or not you wish to attend the pre-conference welcome reception – please see below.

If you would like to send me your flight itinerary and corresponding invoice once booked, I can process a travel expense claim for conference registration and airfare immediately, with a second claim for per diems and hotel to follow after the conference.

Best,

Debby

From: ICD Conference and Gala
Sent: Friday, April 12, 2019 9:45 AM
To: Simons, Deborah
Subject: RE: Registration - ICD National Conference & Fellowship Awards Gala - June 2019

Hello Debby,

Thank you for registering Deborah for our 2019 ICD National Conference & Gala. Please find your receipt for the event attached. Please note that our regular rates were extended to April 12th, which is why the charge is less than expected.

Kindly confirm her choice for our conference breakout session and whether she would like to attend our pre-conference welcome reception by clicking here.

Additionally, we have just introduced a new pre conference session for the morning of June 5th. Details can be found here.
Please let me know if she would like to attend one of our Cyber Games of Threats sessions.

We look forward to seeing her in June.

Best,

[redacted]National Events Operations

Institute of Corporate Directors
T: 416.593.7741 ext [redacted]
F: 416.593.0636
Toll-Free: 1.877.593.7741

s.19(1)

2701-250 Yonge Street
Toronto, ON M5B 2L7
[redacted]@icd.ca www.icd.ca

Institute of Corporate Directors
Institut des administrateurs de sociétés

RECEIPT

s.19(1)

2701-250 Yonge Street
Toronto, ON M5B 2L7

Invoice No. [redacted]

Sold To: Ms Deborah Shannon Trudeau
[redacted]

Ship To: Ms Deborah Shannon Trudeau
[redacted]

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
[redacted]		4/12/2019	[redacted]	Upon Receipt	4/12/2019

Qty	Description	Unit Price	Extended Price
	2019 ICD National Conference & Fellowship Awards Gala		
	6/5/2019 - 6/6/2019		
	Toronto, ON		
1	2019ICDCG/GALA Fellowship Awards & Gala	375.00	375.00
1	2019ICDCG/ICDNC National Conference	995.00	995.00
	Paid by: [redacted] [redacted] GST/HST: 178.10 Total PST/QST: 0.00		

Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
1,370.00		178.10	1,548.10	1,548.10	0.00

GST Remittance Number: 12179 8201
QST Remittance Number: 1204855478

MI
OE1A

Thellend, Talia

From:	InterContinental Reservations <Reservations@InterContinental.com>	s.19(1)
Sent:	April 3, 2019 3:16 PM	
To:	Simons, Deborah	
Subject:	Your Reservation Confirmation # [redacted] at InterContinental Hotels.	

Thank you for booking with InterContinental Hotels. View with Images

INTERCONTINENTAL HOTELS & RESORTS

Reservation Confirmed.

Reservations | Locations | Customer Care | Ambassador

InterContinental Hotels Toronto Centre
225 Front Street West
Toronto, ON M5V2X3

Hotel Front Desk: 1-416-5971400
Guest Name: Deborah Trudeau

Check In:		Check Out:	Rooms:	Adults:
04 Jun 2019	–	**07 Jun 2019**	**1**	**1**
03:00 PM		12:00 PM		

MODIFY RESERVATION
CUSTOMER CARE
DOWNLOAD THE IHG® APP
GROUND TRANSPORTATION
CANCEL RESERVATION

Your confirmation number is: [redacted]. Select your preferences before your stay.

Deluxe Room

Rate Type: Best Flexible Rate
Number of Rooms: 1

Room Rate Per Night:

Tue 4 Jun 2019 - Tue 4 Jun 2019	$599.00 (CAD)
Wed 5 Jun 2019 - Wed 5 Jun 2019	$519.00 (CAD)
Thu 6 Jun 2019 - Thu 6 Jun 2019	$479.00 (CAD)
Total Taxes:	$279.79 (CAD)
Estimated Total Price:	$1,876.79 (CAD)*

VIEW MORE RESERVATION DETAILS

INTERCONTINENTAL AMBASSADOR

Upgrade your IHG® Rewards Club membership to enjoy exclusive benefits at InterContinental® Hotels & Resorts.

Learn More

Rate your Service

Thank you for calling our Reservations department.

Cancellation Policy: Canceling your reservation before 4:00 PM (local hotel time) on Sunday, 2 June, 2019 will result in no charge. Canceling your reservation after 4:00 PM (local hotel time) on 2 June, 2019, or failing to show, will result in a charge equal to the first night's stay per room to your credit card. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

Rate Description: BEST FLEXIBLE RATE

Hotel Information:

Early Departure Fee: $75.00 (CAD)

Daily Valet Parking Fee: $49.00 (CAD)

Pet Policy: Pets under 50 pounds are allowed but cannot be left unattended in guestrooms and must be kept on a leash in public areas. A one time 50.00 deep cleaning fee is applicable per stay. Guide dogs are always welcome and exempt of charges and restrictions.

Payment Card Authorization Form: If this room is booked on behalf of another person, please follow these instructions to authorize payment.

* Additional taxes and charges may apply. Other hotel-specific service charges may also apply.

Please provide feedback for your phone representative.

Give Your Feedback

Places to Discover

Make the most of your stay, check out local information and nearby attractions.

Plan Ahead

Eat like a Local

Need a recommendation? Let our team help you decide where to dine.

See Our Suggestions

Thank you for booking with InterContinental Hotels. We look forward to your stay.

s.19(1)

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

ELECTRONIC FUNDS TRANSFER

DEBORAH TRUDEAU

Telephone	613-993-3500
Fax	
Date	05/07/2019
Vendor account	[redacted]
Date of payment	08/07/2019
Reference No.	PV145842

Fax
E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABOD82747 B19-016 B	27/06/2019	CAD	2,123.00	0.00	2,123.00	THEMIS # 2961 EAHCE12208 TORONTO
JUNE 25 2019	27/06/2019	CAD	20.00	0.00	20.00	THEMIS # 2992 MONTREAL
		CAD			2,143.00	

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

Simons, Deborah

From: Davies, Catrin
Sent: Friday, July 19, 2019 3:02 PM
To: Simons, Deborah
Subject: RE: DT Themis 2961
Attachments: Trudeau TABOD82747 B19-016 - Toronto June 4-7 2019 - revised.xlsx

Hi Debby – thanks I have printed it off down here. The QST does not work in the form so I will manually add it after the fact.
I have taken it out and attached the 'new' one for your records.

Thanks,
Cat
A/P
343-999-5691

From: Simons, Deborah <simons@mint.ca>
Sent: July 19, 2019 10:13 AM
To: Davies, Catrin <daviesc@mint.ca>
Subject: RE: DT Themis 2961

Attached is the revised claim. Before I manually add the conference registration fee and sign it on behalf of Deborah (and add the notation on the Chair's signature line) would you have a minute to take a look at it to see if the QST is ok? I will manually add QST beside the "grand total HST/GST" on the second page. I've also revised the notes since the original claim said she wasn't claiming incidentals for 4 June but incidentals were paid anyway.

From: Davies, Catrin
Sent: Thursday, July 18, 2019 2:10 PM
To: Simons, Deborah <simons@mint.ca>
Subject: DT Themis 2961

Here are the numbers Debby – I will need a new copy to look a little better ☺

You could enter the QST under other and then it will carry it to the next page and look pretty ☺

Thanks,
Cat
A/P
343-999-5691

From: KMprinter@mint.ca <KMprinter@mint.ca>
Sent: July 18, 2019 2:00 PM
To: Davies, Catrin <daviesc@mint.ca>
Subject: Message from KMBT_C364

Simons, Deborah

From: Davies, Catrin
Sent: Thursday, July 18, 2019 3:05 PM
To: Simons, Deborah
Subject: RE: DT Themis 2961

s.19(1)

You had gone [redacted] and I had to make a call – so I added it as there was no note. It's correct either way.

Thanks,
Cat
A/P
343-999-5691

From: Simons, Deborah <simons@mint.ca>
Sent: July 18, 2019 3:03 PM
To: Davies, Catrin <daviesc@mint.ca>
Subject: RE: DT Themis 2961

Ok. But Deborah didn't want to claim incidentals for the extra day. All good – [redacted] just explaining why it wasn't included.

From: Davies, Catrin
Sent: Thursday, July 18, 2019 3:01 PM
To: Simons, Deborah <simons@mint.ca>
Subject: RE: DT Themis 2961

Oh Gosh, sorry – No ☺ it's just so that I don't have too much hand changes and the amount went up due to incidentals – something that does not need re-approval.

Thanks,
Cat
A/P
343-999-5691

From: Simons, Deborah <simons@mint.ca>
Sent: July 18, 2019 3:00 PM
To: Davies, Catrin <daviesc@mint.ca>
Subject: RE: DT Themis 2961

Do I need to re-collect approvals?

From: Davies, Catrin
Sent: Thursday, July 18, 2019 2:10 PM
To: Simons, Deborah <simons@mint.ca>
Subject: DT Themis 2961

Here are the numbers Debby – I will need a new copy to look a little better ☺

You could enter the QST under other and then it will carry it to the next page and look pretty ☺

Thanks,
Cat
A/P
343-999-5691

From: KMprinter@mint.ca <KMprinter@mint.ca>
Sent: July 18, 2019 2:00 PM
To: Davies, Catrin <daviesc@mint.ca>
Subject: Message from KMBT_C364

Travel Expense Form 2019

OTJ #:	
TA #:	TABOD82747
EAHCE #	EAHCE12208
Cost estimate provided on TA	$5,960.00
Hospitality estimate provided on TA	
Departure Date	4-Jun-19
Return Date	7-Jun-19
THEMIS # (VP and Board claims only)	2961

Claimant Deborah Trudeau

Cost Centre 121 Legal Services (Board)

Travel Location and Reason (attach supporting documents):

B19-016
Attend the 2019 ICD National Conference

Montreal/Toronto/Montreal

AIRFARE AND EXPENSES

Currency Conversion Table

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

Total Travel Expenses (inclusive of fares)	2,123.00
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**	**2,123.00**	**RCM**	**0.00**

Expense Coding

Account		Cost Center (Select One from drop down box)	In Canadian $
HST - Registration # 10793 5058 RT0001			184.17
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)	726.82
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)	89.04
741500 - Taxi fare (foreign)			0.00
740700 - Personal car mileage (domestic)			0.00
741700 - Personal car mileage (foreign)			0.00
740030 - Car rental (domestic)			0.00
741030 - Car rental (foreign)			0.00
740800 - Parking (domestic)			0.00
741099 - Other transportation (foreign)			0.00
740400 - Accommodations (domestic)		121 Legal Services (Board)	1,037.92
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		121 Legal Services (Board)	0.00
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**	($3,837.00)
		Variance %	-64%
		(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 # TABOD82747

*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)
Signature of traveller	Signature	Signature of Traveller's Director
Date	Date	Date

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

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

7.Reviewed by Finance (PRINT NAME)	Date

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)	761.13	34.31				
Employee Paid Fares (Air- Foreign)						
Employee Paid Fares (Rail- Domestic)						
Employee Paid Fares (Rail - Foreign)						
Hotel Accommodations (Domestic)	1,172.85	134.93				
Hotel Accommodations (Foreign)						
Taxis (Domestic)	99.72	10.68				
Taxis (Foreign)						
Mileage ($0.55km)						
Business Telephone						
Parking						
Car Rental (Domestic)						
Car Rental/Gas (Foreign)						
Personal Accommodations						
Hospitality						
Baggage (Domestic)						
Baggage (Foreign)						
Others (code manually)						
Others (total)						
Total Expenses	**2,033.70**	**179.92**				

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	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	**2,123.00**	**Grand Total USD Expenses**	
Grand Total HST/GST	**184.17**		

Notes for Expenses

1) The conference registration fee has already been claimed ($1,548.10); 2) Deborah travelled from Montreal to Toronto on 4 June, however she is not claiming meals or accommodations for that day since 4 June is considered a personal day. She is only claiming incidentals and cab fare from residence to Montreal airport; 3) Deborah is only claiming one meal that was not provided by the conference.

Meal allowance and incidental calculator

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

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

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

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

Numbers only

Enter your travel dates here for CANADA MONTH: Jun-19

				4	5	6	7								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total allowances
Breakfast															0
Lunch					1										1
Dinner															0
Incidentals				1	1	1	1								4

Enter your travel dates here for the US MONTH: 43617

				4	5	6	7								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total allowances
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

s.19(1)

[redacted]

Travel Expense Form 2019

OTJ #:	
TA #:	TABOD82747
EAHCE #	EAHCE12208
Cost estimate provided on TA	$5,960.00
Hospitality estimate provided on TA	
Departure Date	4-Jun-19
Return Date	7-Jun-19
THEMIS # (VP and Board claims only)	2961

B19-016 B.

Claimant Deborah Trudeau

Cost Centre 121 Legal Services (Board)

Travel Location and Reason (attach supporting documents):

B19-016
Attend the 2019 ICD National Conference
Montreal/Toronto/Montreal
AIRFARE AND EXPENSES

RECEIVED / REÇU
JUN 27 2019
ACCOUNTS PAYABLES
COMPTE À PAYER

Currency Conversion Table

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

Total Travel Expenses (inclusive of fares)	3671.10 ~~3653.80~~	~~2,105.70~~ 2123.00
Prepaid Fares (Paid using Amex Corporate Billing Account)		0.00
Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card) Conference registration fee prepaid		0.00 1548.10
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** 2123.00 ~~2,105.70~~ **RCM** 0.00

Per diem error.

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian $
HST - Registration # 10793 5058 RT0001		~~183.38~~ 184.18
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)	~~726.79~~ 663.25
741010 - Airfare (foreign)		0.00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	12	89.04
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)		1,037.92
741400 - Accommodations (foreign)		0.00
740 90 - Incidentals (domestic)	121 Legal Services (Board)	~~49.45~~ 65.90
741900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
		0.00
155100 QST		~~0.00~~ 64.57
		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded	~~3306.70~~	(0.00)

Need to re-do to tidy up. $3671.00

ENTERED
JUL 04 2019
AP 201456

FOR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	~~($3,854.30)~~
Variance %	-65%
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	$0.00
Hospitality Variance %	#DIV/0!

Updated 18/02/19
Form updated ... 2018

s.19(1)

'eau	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
Paid Fares (Air-Domestic)							
M Paid Fares (Rail-Domestic)							
CM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)				QST			
Employee Paid Fares (Air - Domestic)	761.13	~~34.34~~	34.31	64.57			
Employee Paid Fares (Air- Foreign)							
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)	1,172.85	134.93					
Hotel Accommodations (Foreign)							
Taxis (Domestic)	99.72	10.68					
Taxis (Foreign)							
Mileage ($0.55km)							
Business Telephone							
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality							
Baggage (Domestic)							
Baggage (Foreign)							
Others (code manually)							
Others (total)							
Total Expenses	2,033.70	~~179.95~~ 179.92					

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	1	20.10	0.96	$20.10			
Dinners $50.65				$50.65			
Total Meals		20.10	0.96				
Incidentals $17.30	4 ~~3~~	~~51.90~~ 69.20	2.47 3.30	$17.30			
Total Expenses		72.00	~~3.43~~				

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

Grand Total CAD Expenses	2123.00	~~2,105.70~~	Grand Total USD Expenses	
Grand Total HST/GST	184.18	~~183.38~~		

64.57 QST

Notes for Expenses

1) The conference registration fee has already been claimed ($1,548.10); 2) Deborah travelled from Montreal to Toronto on 4 June, however she is not claiming any meals, incidentals or accommodations for that day since 4 June is considered a personal day. She is only claiming cab fare from residence to Montreal airport; 3) Deborah is only claiming one meal that was not provided by the conference.

Travel Expense Form 2019

OTJ #:	
TA #:	TABOD82747
EAHCE #	EAHCE12208
Cost estimate provided on TA	$5,960.00
Hospitality estimate provided on TA	
Departure Date	4-Jun-19
Return Date	7-Jun-19
THEMIS # (VP and Board claims only)	2961

Claimant Deborah Trudeau

Cost Centre 121 Legal Services (Board)

Travel Location and Reason (attach supporting documents):

B19-016
Attend the 2019 ICD National Conference

Montreal/Toronto/Montreal

AIRFARE AND EXPENSES

Currency Conversion Table

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

Total Travel Expenses (inclusive of fares)	3653.80 ~~2,105.70~~
Prepaid Fares (Paid using Amex Corporate Billing Account)	0.00
Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card) conference registration fee prepaid	~~0.00~~ 1548.10
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 2,105.70 RCM 0.00

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian $
HST - Registration # 10793 5058 RT0001		183.38
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)	726.79
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)	89.04
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	1,037.92
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
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00

FOR FINANCE USE ONLY 2306.20 (0.00)

(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	~~($3,854.30)~~
Variance %	-65%
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	$0.00
Hospitality Variance %	#DIV/0!

Updated 10/2019

000109

Form updated January 2018

Travel Expense Form 2019

OTJ #:	
TA #:	TABOD82747
EAHCE #	EAHCE12208
Cost estimate provided on TA	$5,960.00
Hospitality estimate provided on TA	
Departure Date	4-Jun-19
Return Date	7-Jun-19
THEMIS # (VP and Board claims only)	2961

Claimant Deborah Trudeau

Cost Centre 121 Legal Services (Board)

Travel Location and Reason (attach supporting documents):

B19-016

Attend the 2019 ICD National Conference

Montreal/Toronto/Montreal

AIRFARE AND EXPENSES

Currency Conversion Table

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

Total Travel Expenses (inclusive of fares)	3653.80	~~2,105.70~~
Prepaid Fares (Paid using Amex Corporate Billing Account)		0.00
Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card)		0.00
conference registration fee prepaid		1548.10
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**	**2,105.70**	**RCM**	**0.00**

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian $
HST - Registration # 10793 5058 RT0001		183.38
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)	726.79
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)	89.04
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	1,037.92
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
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded	2306.20	(0.00)

FOR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	~~($3,854.30)~~
Variance %	-65%
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	$0.00
Hospitality Variance %	#DIV/0!

000110

Travel Expense Form 2019

TA # TABOD82747

*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 28)

CFO or CEO APPROVAL REQUIRED: (Please initial)

- ☐ Hospitality – Exceptions to Hospitality Policy #51 (Annex 28)
- ☐ Hospitality – No pre-approval obtained for the following:
  - ☐ Hospitality – External or internal hospitality exceeding Maximum Cost Per Person (Annex 28)
  - ☐ Hospitality – External or internal hospitality costs exceeding $5,000 (Annex 28 and 44.1)
  - ☐ Hospitality – Alcoholic beverages provided (Policy Section 44.1)
  - ☐ Hospitality – Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)
  - ☐ Hospitality – Entertainment provided (Policy Section 44.1)
  - ☐ Hospitality – Hospitality or entertainment provided to spouse or person accompanying an event 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 28)
  - ☐ Hospitality – No pre-approval prior to expenditure (Section 44.7)

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

- ☐ Travel - Combining personal and business travel (Policy Section 14.3)
- ☐ Travel - Airfare – Higher level than permitted by policy (Policy Section 20.6)
- ☐ Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1)
- ☐ Travel - Hotel – Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3)
- ☐ Travel - Car travel – Leased Vehicles (Policy Section 23.1)
- ☐ Travel – Expense received over 30 days (Policy Section 33.1)
- ☐ Hospitality - External or internal hospitality up to $1,500 but less than $5,000 and within Maximum Cost Per Person (Annex 28)
- ☐ Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

- ☐ Travel – Airfare – upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6)
- ☐ Travel – Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.3)
- ☐ Travel – Car rental – upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3)
- ☐ Travel – Missing original itemized receipts. Explanation provided (Policy section 33.2)
- ☐ Travel – Hotel – upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1)
- ☐ Travel – Hotel – rate in excess of Ottawa ($200), Winnipeg ($155), Toronto ($200), Montreal ($190), Vancouver ($200), and Calgary ($180), Las Vegas ($145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2)
- ☐ Missing original itemized receipts. Explanation provided (Policy section 26.2)
- ☐ Other exceptions (traveller has listed and explained on a separate document)
- ☐ Hospitality - External or internal hospitality up to $1,500 and within Standard Cost Per Person (Annex 28)

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

1.Traveller Name (PRINT NAME)	2.Expense claim prepared by (PRINT NAME)	3.Approved by Traveller's Director with signing authority (PRINT NAME)
Deborah Trudeau	Debby Simons	
Signature of traveller: Debby Simons for Deborah Trudeau	Signature: Debby Simons	Signature of Traveller's Director
Date: 21/06/19	Date: 21/06/19	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.

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)
		Please refer to attached
Signature of VP	Signature of CFO: [signature]	Signature of CEO/Chair of Board/Chair of Audit Committee
Date	Date: June 21/2019	Date: e-mail approval from Phyllis Clark 26/06/19

7.Reviewed by Finance (PRINT NAME)

Form updated January 2018

s.19(1)

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)	761.13	34.34				
Employee Paid Fares (Air- Foreign)						
Employee Paid Fares (Rail- Domestic)						
Employee Paid Fares (Rail - Foreign)						
Hotel Accommodations (Domestic)	1,172.85	134.93				
Hotel Accommodations (Foreign)						
Taxis (Domestic)	99.72	10.68				
Taxis (Foreign)						
Mileage ($0.55km)						
Business Telephone						
Parking						
Car Rental (Domestic)						
Car Rental/Gas (Foreign)						
Personal Accommodations						
Hospitality						
Baggage (Domestic)						
Baggage (Foreign)						
Others (code manually)						
Others (total)						
Total Expenses	2,033.70	179.95				

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	3	51.90	2.47	$17.30			
Total Expenses			72.00	3.43				

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

Grand Total CAD Expenses	2,105.70
Grand Total HST/GST	183.38
Grand Total USD Expenses	

Notes for Expenses

1) The conference registration fee has already been claimed ($1,548.10); 2) Deborah travelled from Montreal to Toronto on 4 June, however she is not claiming any meals, incidentals or accommodations for that day since 4 June is considered a personal day. She is only claiming cab fare from residence to Montreal airport; 3) Deborah is only claiming one meal that was not provided by the conference.

* Finance added incidentals for 4 June ($17.30)

Total payable = $2123.00

s.19(1)

Simons, Deborah

From: Phyllis Clark <[redacted]>
Sent: Wednesday, June 26, 2019 4:13 PM
To: Simons, Deborah
Subject: Re: Seeking approval - travel expense claim TABOD82747 — Deborah Trudeau - B19-016

Approved

Sent from my iPhone

On Jun 26, 2019, at 9:53 AM, Simons, Deborah <simons@mint.ca> wrote:

> Dear Phyllis,
>
> Attached is a travel expense claim for approval. This claim represents the expenses related to Deborah's travel to Toronto to attend the 2019 ICD National Conference. There are no exceptions, and the claim has been reviewed and initialed by the CFO. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.
>
> Best,
>
> DEBBY SIMONS
> COORDINATOR, CORPORATE SECRETARIAT
> *COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ*
>
> <image001.jpg>
>
> 320 SUSSEX DRIVE | 320, PROM. SUSSEX
> OTTAWA ON K1A 0G8
>
> Tel/Tél. : 613-716-4439
> simons@mint.ca | simons@monnaie.ca
> mint.ca | monnaie.ca
>
> <B19-016 - Trudeau - Toronto June 4-7, 2019.pdf>

Meal allowance and incidental calculator

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

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

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

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

Enter your travel dates here for CANADA **MONTH:** Jun-19

Numbers only

				4	5	6	7								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total allowances
Breakfast															0
Lunch					1										1
Dinner															0
Incidentals					1	1	1								3

Enter your travel dates here for the US **MONTH:** 43617

				4	5	6	7								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total allowances
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

* Finance added incidentals for June 4, 2019

s.19(1)

Voyages Concierge Deluxe - Westmount Travel
Agency Address: 8-45th avenue, #2, Lachine, H8T 2L7 / 345 Victoria,Suite 301, Westmount, H3Z 2N1
Phone: 514-552-1552 / TPS 836106088 | TVQ 1218420091 | PERMIS OPC 702977
info@vcdtravel.com

Electronic Invoice

Prepared For:
SHANNON TRUDEAU/DEBORAH MRS

SALES PERSON	MG
INVOICE NUMBER	[redacted]
INVOICE ISSUE DATE	28 May 2019
RECORD LOCATOR	[redacted]
CUSTOMER NUMBER	[redacted]

Client Address
[redacted]

Notes
AIR CANADA FILE NO.[redacted]
TICKET VALID AIR CANADA/NON REFUNDABLE
PENALTY FOR CHANGE PLUS DIFFERENCE IN FARE
CHECK IN AVAILABLE 24 HOURS PRIOR DEPARTURE
MERCI ET BON VOYAGE MICHELLE GAULIN 514 513 9381

DATE: Tue, Jun 04

Flight: AIR CANADA 7959 Operated by: /AIR CANADA EXPRESS - JAZZ

From	MONTREAL TRUDEAU, CANADA	Departs	10:30
To	TORONTO B BISHOP, CANADA	Arrives	11:40
Duration	1hr(s) 10min(s)	Class	Economy
Type	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	SHANNON TRUDEAU/DEBORAH MRS	Seat(s) - 07D	AC - XXXXXX[redacted]

*** AIR EXTRAS ***

SHANNON TRUDEAU/DEBORAH MRS
ADVANCE SEAT ASSIGNMENT 12.65 PAID

DATE: Fri, Jun 07

Flight: AIR CANADA 7958 Operated by: /AIR CANADA EXPRESS - JAZZ

From	TORONTO B BISHOP, CANADA	Departs	10:15
To	MONTREAL TRUDEAU, CANADA	Arrives	11:25
Duration	1hr(s) 10min(s)	Class	Economy
Type	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	SHANNON TRUDEAU/DEBORAH	Seat(s) - 08C	AC - XXXXXX[redacted]

s.19(1)

MRS

*** AIR EXTRAS ***

SHANNON TRUDEAU/DEBORAH MRS
ADVANCE SEAT ASSIGNMENT 12.65 PAID

DATE: Sun, Jun 30

Others

MONTREAL TRUDEAU
SERVICE FEE FOR
RESERVATION/TICKETING
Final Payment

Billed to:	[redacted]XXXXXXXXXXX[redacted]	CAD * 45.00
V.A.T./G.S.T./H.S.T.		CAD * 2.25
Q.S.T.		CAD * 4.49

DATE: Sun, Jun 30

Others

MONTREAL
TRUDEAU
CONTRIBUTION
FICAV
Final Payment

	CAD 0.68
V.A.T./G.S.T./H.S.T.	CAD 0.03
Q.S.T.	CAD 0.07

DATE: Sun, Jun 30

Others

MONTREAL TRUDEAU
REMISE
CONTRIBUTION FICAV

DATE: Thu, Oct 31

Others

MONTREAL TRUDEAU
RETENTION DATE
FOR ARCHIVES

Ticket Information

Ticket Number	AC [redacted]	**Passenger**	SHANNON TRUDEAU DEBORAH MRS		
		Billed to:	[redacted]XXXXXXXXXXX[redacted]	CAD	* 595.25
			V.A.T./G.S.T./H.S.T.	CAD	* 30.96
			Q.S.T.	CAD	* 57.88
Other Charges	AC [redacted]	**Passenger**	SHANNON TRUDEAU DEBORAH MRS		
		Billed to:	[redacted]XXXXXXXXXXX[redacted]	CAD	* 22.00
			V.A.T./G.S.T./H.S.T.	CAD	* 1.10
			Q.S.T.	CAD	* 2.20

Total base fare amount	CAD 603.68
Total Taxes	CAD 59.25
Total V.A.T./G.S.T./H.S.T.	CAD 34.34
Total Q.S.T.	CAD 64.64
Less Discount	CAD - 0.68
Less Tax Amount	CAD - 0.00
Less V.A.T./G.S.T./H.S.T.	CAD - 0.03

Less Q.S.T.	CAD - 0.07
Net Credit Card Billing	* CAD 761.13

Total Amount Due	CAD 0.00

INVOICE NOTES:
THE FUNDS COLLECTED BY VOYAGES CONCIERGE DELUXE TRAVEL
ARE DEPOSITED IN A TRUST ACCOUNT.
TOURIST SERVICES PAID BUT NOT RECEIVED MAY BE REIMBURSED BY
THE FONDS D INDEMNISATION DES CLIENTS DES AGENTS DE VOYAGES.
IT IS ADMINISTRATED BY THE O.P.C..IT IS A FINANCIAL PROTECTION
FOR TRAVELERS.FOR MORE INFORMATION WWW.FICAV.GOUV.QC.CA
****
LES PAIEMENTS RECUS PAR VOYAGES CONCIERGE DELUXE TRAVEL
SONT DEPOSES DANS UN COMPTE EN FIDEICOMMIS
LES SERVICES TOURISTIQUES PAYES MAIS NON RECUS PEUVENT ETRE
REMBOURSES PAR LE FONDS D INDEMNISATION DES CLIENTS DES
AGENTS DE VOYAGES. LE FOND EST ADMINISTRE PAR L O.P.C.
IL S AGIT D UNE PROTECTION FINANCIERE DESTINEE AUX VOYAGEURS.
RENSEIGNEZ-VOUS WWW.FICAV.GOUV.QC.CA
VOTRE AGENT EST MICHELLE GAULIN

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

s.19(1)

INTERCONTINENTAL.
TORONTO CENTRE

INFORMATION INVOICE

Membership No. : PC [redacted]
A/R Number :
Group Code :
Company Name :

ms Deborah Trudeau
320 Succes Drive
Ottawa ON K1A 0G8
Canada

Room No. : 0723
Confirmation No. : [redacted]
Arrival : 06-05-19
Departure : 06-07-19
Page No. 1 of 1
Folio No. : [redacted]
Cashier No. : 54
HST Reg No. : 803103712

Date	Text	Reference	Charges	Credits
06-05-19	*Accommodation		519.00	
06-05-19	Municipal Accommodation Tax		20.76	
06-05-19	HST 13% on Rooms		67 47	
06-05-19	HST on MAT(13%)		2.70	
06-06-19	[redacted]	Personal —	24.91	
06-06-19	*Accommodation		479.00	
06-06-19	Municipal Accommodation Tax		19.16	
06-06-19	HST 13% on Rooms		62 27	
06-06-19	HST on MAT(13%)		2 49	
06-07-19	[redacted]	XXXXXXXXXXXX[redacted]		1,197.76
		Total	1,197.76	1,197.76

	0.00	CAD
HST 13%	2.41	
Harmonized Sales Tax		

Balance 0.00 CAD

How great was your stay? If we did not exceed your expectations, let us know and we'll make it right.

InterContinental Toronto Centre
225 Front Street West
Toronto, Ontario M5V 2X3
Telephone: (416) 597-1400 Fax: (416) 597-8104

Personal 24.91
RCM 1172.85 (tax = 134.93)
1197.76

www.diamondtaxi.ca

416-366-6868

DATE 6/5/19 AMT.$ 20

FROM

TO HST#

DRIVER'S NAME

CAB# [redacted] FARE INCLUDES HST

Thank you

Service rapide & courtoise

24H

COOP DE L'EST

07/06/19
JJ MM AAAA

HEURES

CHARGE AU BUREAU

Vignette Permis

Départ

Destination Airport

Montant de la course $

Taxes incluses

client : 28.-

Nom client

Signature client

Signature chauffeur

TÉLÉCHARGEZ NOTRE APPLICATION MOBILE «TAXI COOP EST»

SERVICES TAXI ET LIMO H
4397 RUE SAINTE ANNE
PIERREFONDS QC H9H2Z5
#34487 Tel514-576-3329 #
3215

TERM #	78028371
NOM DE RECU	003620
HOST REF #	0003617
HOST SEQ #	1005059

CRTE ************[redacted]
CREDIT [redacted] D
2019/06/07 09:57:48

ACHAT	
MONTANT	$25.85
POURBOIRE	$3.87
TOTAUX	$28.72

AUTO:027095 L:0460
HTS: 20190607095756
00 OPERATION APPROUVEE 000
MERCI

[redacted] A0000000031010
TC: C3D93B81DA523B24
TVR: 0080008000
TSI: F800

COPIE CLIENT

RECEIPT

Cab No. H.S.T.

From

To Billy Bishop.

Date 6/7/19 Amount $22

Signature

Cabs in Quebec $57.72

Cabs in Ontario $42.00

CRA Calculated Taxi Tax 2019

Taxis for		
Ontario &	$	42.00
Quebec	$	57.72

$	99.72
$	10.68
$	89.04

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

$	-
$	-
$	-

Taxis for		
BC &		
Saskatchewan &		
Alberta &		
Manitoba		

$	-
$	-
$	-

The figures you need

GRAND TOTAL	$	99.72
TOTAL TAX	$	10.68
SUMMARY Page total	$	89.04

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised May 6, 2019

Claimant:	Deborah Trudeau	**Departure Date:**	4-Jun	**Return Date:**	7-Jun

Location: Toronto

Purpose: Attend the 2019 ICD National Conference

TRAVEL EXPENSE		**Amount**
Airfare		$ 761.13
Baggage Fees		
Change Fees		
VIA Rail		
Hotel Accommodations		$ 1,172.85
Mileage ($.055/km)		$ -
Parking		
Taxis		$ 99.72
Car Rental		
Gasoline		
Private Accomodation ($50/ngt)		
Other		
	Total Travel Expenses	$ 2,033.70
	Total Meal/Incidentals	$ 72.00
	TOTAL	$ 2,105.70

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	3	$ 51.90
Total Travel Expenses			$ 72.00

Meal allowance and incidental calculator

Insert Date →				4-Jun	5-Jun	6-Jun	7-Jun	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch					1			1
Dinner								0
Incidentals					1	1	1	3

Per Diem Calculator

Insert Date →				4-Jun	5-Jun	6-Jun	7-Jun	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				1	1	1	1	4

Claimant Signature: Cathy Simons for Deborah Trudeau **Date:**

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

* Finance added incidentals for June 4, 2019 $17.30

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

TA # / N° d'autorisation
TABOD82747

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 *

Deborah Trudeau

2. Cost Centre / Centre de coûts *

121 - Board Expenses

3. Travel Category / Catégorie de voyage *

Other

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

Attend the 2019 ICD National Conference.

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 conference (eg. convention, seminar related to a professional discipline) organized by 3rd party

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

Attend the 2019 ICD National Conference.

6. Number of Travelers / Nombre de voyageurs *

02

6.(a) Rationale / Justification

Sandip Lalli also attending.

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 appliqués *

Attend Conference/Event/Training / Participation à une conférence/un événement/un formation

000122

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

TA # / N° d'autorisation
TABOD82747

Status / Statut : Draft

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

Hotel above city rate limit but within RCM policy for Board members.
Accommodation selected is connected to the convention venue.
Estimate for airfare covers booking at short notice (if required) which is usually priced higher.
EAHCE12208

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
6/4/2019 6/7/2019	Montreal/Toronto Toronto/Montreal	Air / Avion	Direct Route/economical and/or efficient / itinéraire direct/Option économique/Option rentable	1,400.00	280.00
6/4/2019 6/7/2019	Montreal/Toronto Toronto/Montreal	Taxi / Taxi	Direct Route/economical and/or efficient / itinéraire direct/Option économique/Option rentable	200.00	40.00
		Parking / Stationne			

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?

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

◉ Yes / Oui ○ No / Non

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

000123

Accommodation Type Type d'hébergement	Hotel Name Nom de l'hôtel	Rationale / Justification	Rate / Tarif	N° of Nights / Nbre de nuits	Estimated Cost / Coût estimatif	Contingency
Hotel (not listed in the Treasury Board/PWGSC Directory) / Hôtel (non affiché dans le répertoire du Conseil du Trésor/de TPSGC)	Intercontinental Toronto Centre	Above City Rate Limit - Better Proximity / Les frais dépassent les limites de tarifs d'hébergement – meilleure proximité	533.00	3	1,599.00	319.80

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

Country/Region
Pays/Région

	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	2	41.00	41.00
Lunch / Déjeuner	20.10	0	0.00	0.00
Dinner / Dîner	50.65	2	101.30	101.30
Total Meal Estimated / Coût total estimatif des repas :				142.30
Incidentals / Frais accessoires	17.30	4	69.20	69.20

Other (Specify) Autre (précisez)	Estimated Cost Coût estimatif	CAD Equivalent Équivalent en dollars canadiens
2019 ICD National Conference registration		1,909.70

Total Accommodation and Trip Cost / Coût total de l'hébergement et du voyage :	1,599.00
Total Estimated Meals and Incidentals / Coût total estimatif des repas et des frais accessoires :	2,121.20

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

TA # / N° d'autorisation TABOD82747

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

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

TA # / N° d'autorisation
TABOD82747

Training video / Vidéo de formation

Status / Statut : Draft

SUMMARY / SOMMAIRE

Total Estimated Travel Trip Cost / Coût total estimatif des frais de déplacement	1,600.00
Total Estimated Accommodation Trip Cost / Coût total estimatif des frais d'hébergement	1,599.00
Total Estimated Contingency Trip Cost / Coût total estimatif des dépenses imprévues	639.80
Total Estimated Meals and Incidentals / Coût total estimatif des repas et des frais accessoires	2,121.20
Total Estimated Hospitality / Coût total estimatif des frais d'accueil	0.00
Total Estimated Travel Cost / Coût total estimatif des frais de voyage	5,960.00
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
Deborah Trudeau

12/04/19

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

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

JCamla Apr 12/2019

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 e-mail approval from Phyllis Clark 12/04/19

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

000129

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

Simons, Deborah

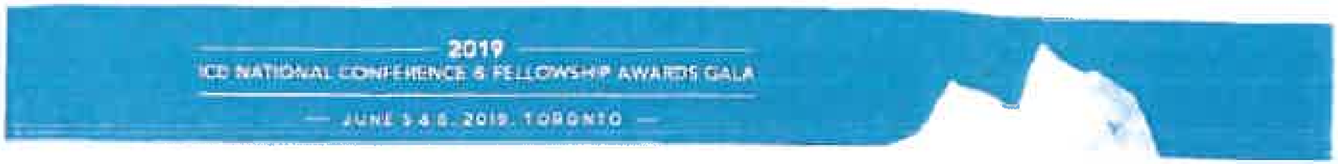
From: Phyllis Clark <[redacted]>
Sent: Friday, April 12, 2019 3:01 PM
To: Simons, Deborah
Subject: Re: Seeking approval - TABOD82746 (Sandip Lalli) & TABOD82747 (Deborah Trudeau)

Approved

Sent from my iPhone

On Apr 12, 2019, at 12:59 PM, Simons, Deborah <simons@mint.ca> wrote:

> Dear Phyllis,
>
> Attached are Travel Authority forms TABOD82746 (Sandip Lalli) and TABOD82747 (Deborah Trudeau) for approval. These are for Sandip and Deborah to travel to Toronto to attend the 2019 ICD National Conference, being held on 5 & 6 June 2019. You had already approved these TAs, however the overall cost has increased from what was approved due to the fact that registration is now considered late and the fee is slightly higher, and Sandip has advised that she would also like to attend the gala, since Deborah is attending.
>
> 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 the TAs.
>
> 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
>
> <TABOD82746 - Lalli - Toronto June 4-7, 2019.pdf>
> <TABOD82747 - Trudeau - Toronto June 4-7, 2019.pdf>



Schedule-at-a-Glance

Pre-Conference

Conference

Session Descriptions

Fellowship Awards Gala

Register

WEDNESDAY, JUNE 5TH, 2019

11:30 AM – 2:00 PM
ICD.D Luncheon
Open to ICD.D designation holders only.
Sponsored by:

One King West Hotel

5:00 PM – 8:00 PM
Welcome Reception

Sponsored by:

Deloitte Office

THURSDAY, JUNE 6TH, 2019

7:00 AM – 8:30 AM
Registration & Breakfast

000132

MTCC, Constitution Hall

8:30 AM – 8:45 AM
Welcome Remarks

Constitution Hall

8:45 AM – 10:00 AM
The New Board Landscape – Canadian Competitiveness in a Time of Shifting Trade and Geopolitics

Sponsored by:

Constitution Hall

10:00 AM - 10:30 AM
Networking Break

Constitution Hall

10:30 AM - 11:45 AM
Board Oversight of Strategy During Uncertain Times

Sponsored by:

Constitution Hall

11:45 AM – 1:00 PM
Luncheon Keynote Address
The New Washington: What Canadian Leaders Need to Know

Constitution Hall

1:00 PM – 2:00 PM
DIRECTORLENS Breakout Session 1
How Technology is Driving and Changing the Director's Role
Sponsored by:

TBD

000133

1:00 PM – 2:00 PM
DIRECTORLENS Breakout Session 2
Board-Stakeholder Engagement in the Era of the Activist Agenda
Sponsored by:
OSLER

TBD

2:00 PM – 2:30 PM
Networking Break

Constitution Hall

2:30 PM – 3:45 PM
The Dynamics of Good Board-Management Relationships

Sponsored by:
KPMG

Constitution Hall

3:45 PM – 4:30 PM
DIRECTORLENS Closing Session

Constitution Hall

5:30 PM – 7:00 PM
Pre-Gala Cocktail Reception

Sponsored by:
CPP INVESTMENT BOARD

Constitution Hall

7:00 PM – 9:00 PM
Fellowship Awards Gala

Constitution Hall

9:00 PM – 10:00 PM
Post-Gala Cocktail Reception

Constitution Hall

000134

Language : English

2701 - 250 Yonge Street
Toronto, ON, Canada M5B 2L7

REGISTRATION FORM

Deborah Trudeau — Board Member
Delegate Name (as you would like it to appear on the name badge) — Title

Royal Canadian Mint
Company/Firm

320 Sussex Drive
Address

Ottawa — Ontario — K1A 0G8
City — Prov/State — Postal Code

613-716-4439 — simons@mint.ca
Telephone No — E-Mail Address

N/A
Dietary Restrictions

N/A
Gala Guest Name — Dietary Restrictions

REGISTRATION CATEGORY	EARLY BIRD	REGULAR	LATE REGISTRATION	AMOUNT

Please indicate which events you would to attend by filling in the amounts from the appropriate registration category.

REGISTRATION CATEGORY	EARLY BIRD	REGULAR	LATE REGISTRATION	AMOUNT
ICD.D & DEP ALUMNI RATES				
ICD.D Luncheon – Individual Ticket	$125	$125	[illegible]	$
Conference – Individual Ticket	$590	$890	[illegible]	$
Gala – Individual Ticket	$350	$370	[illegible]	$
ICD MEMBER RATES				
Conference – Individual Ticket	$695	$995	[illegible]	$ 1195.00
Conference – Group Rate (10 tickets)	$5,560	$7,980	[illegible]	$
Gala – Individual Ticket	$355	$375	[illegible]	$ 495.00
Gala – Purchased Table (10 seats)*	$4,260	[illegible]	[illegible]	$
ICD NON-MEMBER RATES				
Conference – Individual Ticket**	$1,097	$1,397	[illegible]	$
Conference – Group Rate (10 tickets)	$8,776	$11,176	[illegible]	$
Gala – Individual Ticket	$377	$397	[illegible]	$
Gala – Purchased Table (10 seats)	$4,524	$4,964	[illegible]	$

*Reserved seating and branded table signage
**Individual Conference rates for non-members include a one-year membership (value $395)

SUB-TOTAL $ 1690.00
ADD 13% HST $ 219.70
TOTAL AMOUNT DUE $ 1909.70

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12208

Form version : 2.0.0.744

Status : Draft

In accordance with the RCM Corporate Travel, Hospitality, Conference and Event Policy # 51, Section 2, 3 and 4, all hospitality, conference and event expenditures must be pre-approved, regardless of whether travel is required or not. This form must be completed in its entirety and submitted to the appropriate authorities for review and approval before any such expenditures can be made. The original completed and properly signed form is to be forwarded to Finance.

PART A - Hospitality, Conference, Event, Group Travel Overview

1. Requestor Name

Debby Simons

2. Name of Hospitality, Conference, Event or Assignment *

2019 ICD National Conference

3. Location *

Toronto, Ontario

4. Start/End Date *

6/4/2019 6/7/2019

5. Cost Centre *

121 - Board Expenses

6. Description of Hospitality, Conference, Event or Assignment *

2019 ICD (Institute of Corporate Directors) National Conference being held in Toronto, Ontario on 5 & 6 June 2019

7. Objective to be Accomplished *

Training and development for Board members

8a. Is there a Conference/block accommodation booking? *

○ Yes ◉ No

8b. Is the accommodation room rate in excess of the Hotel City Rate Limits? *

◉ Yes ○ No

Justification of Above City Rates – (include City limit and above room rate)
$533.00/night within RCM policy for Board members. City rate limit is $200.00.

9. Other Comments

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12208

PART B - RCM Attendees & Rationale

RCM Attendee Name *	Title *	Rationale for Participating *
Deborah Trudeau	Board Member	Training and development
Sandip Lalli	Board Member	Training and development

Total RCM Attendees: 2

PART C - RCM Hosted Guests (where applicable)

Guest or Company Name	Number of Guest(s)	Nature of Business	Relationship with RCM

Total Number of Guests: 0

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12208

PART D - Hospitality Calculator

Country/Region	Currency	Exchange Rate * (OANDA.com)
Canada - (Except NWT, NVT, Yukon)	CAD	1.0000

Is Alcohol being served? *

○ Yes ◉ No

Is entertainment being provided? *

○ Yes ◉ No

Will hospitality or entertainment be provided to a spouse or to a person accompanying an event participant? *

○ Yes ◉ No

Will hospitality be extended at the residence of a RCM employee or member of the Board of Directors ? *

○ Yes ◉ No

Please indicate if your food and beverage costs exceed the maximum cost per person as per the Cost Matrix in the Travel, Hospitality, Conference & Event Policy #51

○ Yes (please add rationale) ◉ No

Hospitality	Rate (PP)	Standard No. of Hospitality	Standard Cost (PP)	Maximum No. of Hospitality	Maximum Cost (PP)	CAD Equivalent (Total)
Breakfast (Treasury Board Rate * 1.5)	20.50		30.75		46.13	0.00
Lunch (Treasury Board Rate * 2)	20.10		40.20		60.30	0.00

Dinner (Treasury Board Rate *1.75)	50.65	88.64	132.96	0.00
Reception (Treasury Board Rate *2)	20.50	41.00	61.50	0.00
Refreshments (Treasury Board Rate *0.5)	20.50	10.25	15.38	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.

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12208

Part E - Summary of Estimated Costs

Expense	Estimated Total Cost of Expenses (Canadian Dollars)
Air Fare	3,600.00
Ground Transportation	340.00
Other Travel	115.00
Accomodation	3,198.00
Per Diem and Incidentals	423.00
Hospitality (Total from part D)	0.00
Conference Fees	3,836.35
Meeting Room Rental	
Booth Rental	
Shipping	
Audio Visual Equipment Rental	
Other Professional Services Fees	
Other Expense	

Estimated Contingency : 383.64

Estimated Grand Total : 11,512.35

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12208

Part F - Comments and Attachments

Comments

Attachments

No file attached

Part G - Approval

Chair of the Board of Directors Approval Required:

- Costs associated with an event exceed $50,000 (CAD).

President and CEO approval required if any of the following components are present:

- Total Event costs exceed $25,000 but are $50,000 or less (CAD); or
- A combined 5 or more RCM employees and/or Board members will be participating in the event, conference, out of own assignment or function.

CFO approval required:

- Total event costs exceed $10,000 but are $25,000 or less (CAD); or
- Total hospitality costs associated with an event exceed $5,000 (CAD); or
- Alcoholic beverages will be provided; or
- Food and beverages costs exceed the Maximum Cost Per Person; or
- Entertainment will be provided; or
- Hospitality or entertainment will be provided to a spouse or to a person accompanying an event participant; or
- Hospitality paid by the RCM will be extended at the residence of a RCM employee or member of the Board of Directors

VP approval required:

- Total event cost $10,000 or less (CAD); or
- Total hospitality costs associated with an event exceed $1,500 but are $5,000 or less (CAD); or
- Cost not exceed Maximum Cost Per Person; or
- 3 or 4 RCM employees will be participating in the event, conference, out of own assignment or function.

Director approval required:

- Total hospitality costs up to $1,500 (CAD); or
- Cost not exceed Standard Cost Per Person; or
- No more than 2 RCM employees will be participating in the event, conference, out of own assignment or function.

Hospitality, Conference, Event and Group Travel Grand Total :	$11,895.99

Christine List Andrea Kniewasser	Christine List CBCARVER	April 12/2019 2019-4-12
Approved by Manager with signing authority (PRINT NAME)	Manager's Signature	Date

Approved by V.P., CFO, CEO/President or Board Chair (as required) Apr 12/19

Date

2019
ICD NATIONAL CONFERENCE & FELLOWSHIP AWARDS GALA

Schedule-at-a-Glance

Pre-Conference

Conference

Session Descriptions

Fellowship Awards Gala

Register

WEDNESDAY, JUNE 5TH, 2019

11:30 AM – 2:00 PM
ICD.D Luncheon
Open to ICD.D designation holders only.
Sponsored by:
KPMG

One King West Hotel

5:00 PM – 8:00 PM
Welcome Reception

Sponsored by:
30% Club
Deloitte.

Deloitte Office

THURSDAY, JUNE 6TH, 2019

7:00 AM – 8:30 AM
Registration & Breakfast

MTCC, Constitution Hall

8:30 AM – 8:45 AM
Welcome Remarks

Constitution Hall

8:45 AM – 10:00 AM
The New Board Landscape – Canadian Competitiveness in a Time of Shifting Trade and Geopolitics

Sponsored by:

Constitution Hall

10:00 AM - 10:30 AM
Networking Break

Constitution Hall

10:30 AM - 11:45 AM
Board Oversight of Strategy During Uncertain Times

Sponsored by:

Constitution Hall

11:45 AM – 1:00 PM
Luncheon Keynote Address
The New Washington: What Canadian Leaders Need to Know

Constitution Hall

1:00 PM. – 2:00 PM
Breakout Session 1
How Technology is Driving and Changing the Director's Role
Sponsored by:

TBD

1:00 PM – 2:00 PM
DIRECTORLENS Breakout Session 2
Board-Stakeholder Engagement in the Era of the Activist Agenda
Sponsored by:
OSLER

TBD

2:00 PM – 2:30 PM
Networking Break

Constitution Hall

2:30 PM – 3:45 PM
The Dynamics of Good Board-Management Relationships

Sponsored by:
KPMG

Constitution Hall

3:45 PM – 4:30 PM
DIRECTORLENS Closing Session

Constitution Hall

5:30 PM – 7:00 PM
Pre-Gala Cocktail Reception

Sponsored by:
CPP INVESTMENT BOARD

Constitution Hall

7:00 PM – 9:00 PM
Fellowship Awards Gala

Constitution Hall

9:00 PM – 10:00 PM
Post-Gala Cocktail Reception

Constitution Hall

Agenda > Schedule-at-a-Glance

Language : English

2701 - 250 Yonge Street
Toronto, ON, Canada M5B 2L7

Simons, Deborah

From:	Vivier, Mélanie
Sent:	Thursday, April 11, 2019 9:33 AM
To:	Delegation of Authority
Cc:	Kniewasser, Andrea; List, Christine; Carrese, Biagio; Rozitis, Emily Brynn; Theilend, Talia
Subject:	Delegation notice/Avis de délégation de pouvoirs - Andrea Kniewasser

VERSION FRANÇAISE CI-APRÈS

<u>Delegation Notice</u>

Please be advised that **Andrea Kniewasser**, Director, Regulatory Affairs (Compliance) will be absent from the Mint on April 12 and 15, 2019.

During that time, **Biagio Carrese**, Senior Program Manager, Compliance, will have full authority to act on her behalf.

<u>Avis de délégation du pouvoir de signature</u>

La présente est pour vous aviser qu'**Andrea Kniewasser**, Directrice, Affaires réglementaires (Conformité) sera absente de la Monnaie les 12 et 15 avril 2019.

Pendant cette période, **Biagio Carrese**, Chef principal de programme, Conformité, aura tout pouvoir d'agir en son nom.

Original signed by/Original signé par

Simon Kamel

Vice President, General Counsel and Corporate Secretary/Vice-président, avocat général et secrétaire de la Société

MÉLANIE VIVIER

ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ, AFFAIRES RÉGLEMENTAIRES

ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT, REGULATORY AFFAIRS

320 SUSSEX DRIVE | 320, PROM. SUSSEX
OTTAWA ON K1A 0G8
T: 613-854-5767
vivier@mint.ca | vivier@monnaie.ca

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

s.19(1)

ELECTRONIC FUNDS TRANSFER

DEBORAH TRUDEAU

Telephone 613-993-3500
Fax
Date 09/05/2019
Vendor account [redacted]
Date of payment 10/05/2019
Reference No. PV143787

Fax
E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABOD82747	06/05/2019	CAD	1,548.10	0.00	1,548.10	THEMIS # 2961 EAHCE12208 ICD CONFERENCE FEE FOR JUNE 2019
		CAD			1,548.10	

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

Travel Expense Form 2019

OTJ #:	
TA #:	TABOD82747
EAHCE #	EAHCE12208
Cost estimate provided on TA	$5,960.00
Hospitality estimate provided on TA	
Departure Date	4-Jun-19
Return Date	7-Jun-19
THEMIS # (VP and Board claims only)	2961

Claimant Deborah Trudeau

Cost Centre 121 Legal Services (Board)

Travel Location and Reason (attach supporting documents):

B19-016
To attend the 2019 ICD National Conference
Montreal/Toronto/Montreal

*CONFERENCE REGISTRATION FEE

Currency Conversion Table

1 Unit of	is Worth	of
USD		CAD
		CAD
		CAD
		CAD

Total Travel Expenses (inclusive of fares)	1,548.10
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**	**1,548.10**	**RCM**	**0.00**

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian $
HST - Registration # 10793 5058 RT0001		178.10
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)		0.00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)		0.00
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)		0.00
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)		0.00
741900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
740300 Conference Fees	121 Legal Services (Board)	1,370.00
		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**	($4,411.90)
	Variance %	-74%
	(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	$0.00
	Hospitality Variance %	#DIV/0!

000148

Updated 18/03/19

Form updated January 2018

Travel Expense Form 2019

TA # TABOD82747

*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) Deborah Trudeau	2.Expense claim prepared by (PRINT NAME) Debby Simons	3.Approved by Traveller's Director with signing authority (PRINT NAME)
Debby Simons Signature of traveller for Deborah Trudeau	Debby Simons Signature	Signature of Traveller's Director
Date 05/04/19	Date 05/04/19	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.

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) Please refer to attached
Signature of VP	Paule Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee e-mail approval from
Date	Date Apr 30/2019	Date Phyllis Clark 03/05/19
7.Reviewed by Finance (PRINT NAME)		Date

000149

	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)						
Employee Paid Fares (Rail- Domestic)						
Employee Paid Fares (Rail - Foreign)						
Hotel Accommodations (Domestic)						
Hotel Accommodations (Foreign)						
Taxis (Domestic)						
Taxis (Foreign)						
Mileage ($0.55km)						
Business Telephone						
Parking						
Car Rental (Domestic)						
Car Rental/Gas (Foreign)						
Personal Accommodations						
Hospitality						
Baggage (Domestic)						
Baggage (Foreign)						
Others (code manually)						
Conference fee 740300	1,548.10	178.10				
Others (total)	1,548.10	178.10				
Total Expenses	**1,548.10**	**178.10**				

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**				**$20.10**			
Dinners	**$50.65**				**$50.65**			
Total Meals								
Incidentals	**$17.30**				**$17.30**			
Total Expenses								

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

Grand Total CAD Expenses	**1,548.10**
Grand Total HST/GST	**178.10**
Grand Total USD Expenses	

Notes for Expenses

Conference registration fee was lower than expected due to the fact that the early registration deadline was extended (anticipated cost $1,909.70; actual cost $1,548.10).

s.19(1)

Simons, Deborah

From: Phyllis Clark <[redacted]>
Sent: Friday, May 03, 2019 2:51 PM
To: Simons, Deborah
Subject: Re: Seeking approval - travel expense claim - TABOD82747 - Deborah Trudeau - B19-016

Agreed

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

On Fri, May 3, 2019 at 11:44 AM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents Deborah's registration fee for the upcoming 2019 ICD National Conference (airfare not yet available). The conference registration fee was lower than expected due to the fact that the early registration deadline was extended. I have included all of the supporting documentation. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

Institute of Corporate Directors
Institut des administrateurs de sociétés

RECEIPT

s.19(1)

2701-250 Yonge Street
Toronto, ON M5B 2L7

Invoice No. [redacted]

Sold To: Ms Deborah Shannon Trudeau
[redacted]

Ship To: Ms Deborah Shannon Trudeau
[redacted]

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
[redacted]		4/12/2019	[redacted]	Upon Receipt	4/12/2019

Qty	Description	Unit Price	Extended Price
	2019 ICD National Conference & Fellowship Awards Gala		
	6/5/2019 - 6/6/2019 Toronto, ON		
1	2019ICDCG/GALA Fellowship Awards & Gala	375.00	375.00
1	2019ICDCG/ICDNC National Conference	995.00	995.00

Paid by: [redacted] ************[redacted]
GST/HST: 178.10 Total PST/QST: 0.00

Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
1,370.00		178.10	1,548.10	1,548.10	0.00

GST Remittance Number: 12179 8201
QST Remittance Number: 1204855478

MI
OE1A

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

TA # /
N° d'autorisation
TABOD82747

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 *

Deborah Trudeau

2. Cost Centre / Centre de coûts *

121 - Board Expenses

3. Travel Category / Catégorie de voyage *

Other

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

Attend the 2019 ICD National Conference.

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 conference (eg. convention, seminar related to a professional discipline) organized by 3rd party

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

Attend the 2019 ICD National Conference.

6. Number of Travelers / Nombre de voyageurs *

02

6.(a) Rationale / Justification

Sandip Lalli also attending.

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 *

Attend Conference/Event/Training / Participation à une conférence/un événement/un formation

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

TA # / N° d'autorisation TABOD82747

Status / Statut : Draft

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

Hotel above city rate limit but within RCM policy for Board members.
Accommodation selected is connected to the convention venue.
Estimate for airfare covers booking at short notice (if required) which is usually priced higher.
EAHCE12208

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
6/4/2019 6/7/2019	Montreal/Toronto Toronto/Montreal	Air / Avion	Direct Route/economical and/or efficient / Itinéraire direct/Option économique/Option rentable	1,400.00	280.00
6/4/2019 6/7/2019	Montreal/Toronto Toronto/Montreal	Taxi / Taxi	Direct Route/economical and/or efficient / Itinéraire direct/Option économique/Option rentable	200.00	40.00
		Parking / Stationne			

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?

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

◉ Yes / Oui ○ No / Non

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 nuits	Estimated Cost / Coût estimatif	Contingency
Hotel (not listed in the Treasury Board/PWGSC Directory) / Hôtel (non affiché dans le répertoire du Conseil du Trésor/de TPSGC)	Intercontinental Toronto Centre	Above City Rate Limit - Better Proximity / Les frais dépassent les limites de tarifs d'hébergement – meilleure proximité	533.00	3	1,599.00	319.80

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

Country/Region
Pays/Région

	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	2	41.00	41.00
Lunch / Déjeuner	20.10	0	0.00	0.00
Dinner / Dîner	50.65	2	101.30	101.30
Total Meal Estimated / Coût total estimatif des repas :				142.30
Incidentals / Frais accessoires	17.30	4	69.20	69.20

Other (Specify) Autre (précisez)	Estimated Cost Coût estimatif	CAD Equivalent Équivalent en dollars canadiens
2019 ICD National Conference registration		1,909.70

Total Accommodation and Trip Cost / Coût total de l'hébergement et du voyage :	**1,599.00**
Total Estimated Meals and Incidentals / Coût total estimatif des repas et des frais accessoires :	**2,121.20**

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

TA # / N° d'autorisation TABOD82747

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**

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

TA # / N° d'autorisation TABOD82747

Training video / Vidéo de formation

Status / Statut : Draft

SUMMARY / SOMMAIRE

Total Estimated Travel Trip Cost / Coût total estimatif des frais de déplacement	1,600.00
Total Estimated Accommodation Trip Cost / Coût total estimatif des frais d'hébergement	1,599.00
Total Estimated Contingency Trip Cost / Coût total estimatif des dépenses imprévues	639.80
Total Estimated Meals and Incidentals / Coût total estimatif des repas et des frais accessoires	2,121.20
Total Estimated Hospitality / Coût total estimatif des frais d'accueil	0.00
Total Estimated Travel Cost / Coût total estimatif des frais de voyage	5,960.00
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 Deborah Trudeau

12/04/19

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

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
Paula	Apr 12/2019

Please refer to attached e-mail approval from Phyllis Clark

12/04/19

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

000160

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

s.19(1)

Simons, Deborah

From:	Phyllis Clark <[redacted]>
Sent:	Friday, April 12, 2019 3:01 PM
To:	Simons, Deborah
Subject:	Re: Seeking approval - TABOD82746 (Sandip Lalli) & TABOD82747 (Deborah Trudeau)

Approved

Sent from my iPhone

On Apr 12, 2019, at 12:59 PM, Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached are Travel Authority forms TABOD82746 (Sandip Lalli) and TABOD82747 (Deborah Trudeau) for approval. These are for Sandip and Deborah to travel to Toronto to attend the 2019 ICD National Conference, being held on 5 & 6 June 2019. You had already approved these TAs, however the overall cost has increased from what was approved due to the fact that registration is now considered late and the fee is slightly higher, and Sandip has advised that she would also like to attend the gala, since Deborah is attending.

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 the TAs.

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

<TABOD82746 - Lalli - Toronto June 4-7, 2019.pdf>
<TABOD82747 - Trudeau - Toronto June 4-7, 2019.pdf>

Schedule-at-a-Glance

Pre-Conference

Conference

Session Descriptions

Fellowship Awards Gala

Register

WEDNESDAY, JUNE 5TH, 2019

11:30 AM – 2:00 PM
ICD.D Luncheon
Open to ICD.D designation holders only.
Sponsored by:

KPMG

One King West Hotel

5:00 PM – 8:00 PM
Welcome Reception

Sponsored by:

30% Club Deloitte.

Deloitte Office

THURSDAY, JUNE 6TH, 2019

7:00 AM – 8:30 AM
Registration & Breakfast

MTCC, Constitution Hall

8:30 AM – 8:45 AM
Welcome Remarks

Constitution Hall

8:45 AM – 10:00 AM
The New Board Landscape – Canadian Competitiveness in a Time of Shifting Trade and Geopolitics

Sponsored by:

Constitution Hall

10:00 AM - 10:30 AM
Networking Break

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10:30 AM - 11:45 AM
Board Oversight of Strategy During Uncertain Times

Sponsored by:

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11:45 AM – 1:00 PM
Luncheon Keynote Address
The New Washington: What Canadian Leaders Need to Know

Constitution Hall

1:00 PM – 2:00 PM
DIRECTORLENS Breakout Session 1
How Technology is Driving and Changing the Director's Role
Sponsored by:

TBD

000164

1:00 PM – 2:00 PM
DIRECTORLENS Breakout Session 2
Board-Stakeholder Engagement in the Era of the Activist Agenda
Sponsored by:
OSLER

TBD

2:00 PM – 2:30 PM
Networking Break

Constitution Hall

2:30 PM – 3:45 PM
The Dynamics of Good Board-Management Relationships

Sponsored by:
KPMG

Constitution Hall

3:45 PM – 4:30 PM
DIRECTORLENS Closing Session

Constitution Hall

5:30 PM – 7:00 PM
Pre-Gala Cocktail Reception

Sponsored by:
CPP INVESTMENT BOARD

Constitution Hall

7:00 PM – 9:00 PM
Fellowship Awards Gala

Constitution Hall

9:00 PM – 10:00 PM
Post-Gala Cocktail Reception

Constitution Hall

Agenda > Schedule-at-a-Glance

Language : English

2701 - 250 Yonge Street
Toronto, ON, Canada M5B 2L7

Institute of Corporate Directors
Institut des administrateurs de sociétés

2019
ICD NATIONAL CONFERENCE & FELLOWSHIP AWARDS GALA

REGISTRATION FORM

Deborah Trudeau — Board Member
Delegate Name (as you would like it to appear on the name badge) — Title

Royal Canadian Mint
Company/Firm

320 Sussex Drive
Address

Ottawa — Ontario — K1A 0G8
City — Prov/State — Postal Code

613-716-4439 — simons@mint.ca
Telephone No — E-Mail Address

N/A
Dietary Restrictions

N/A
Gala Guest Name — Dietary Restrictions

REGISTRATION CATEGORY	EARLY BIRD [illegible]	REGULAR [illegible]	LATE REGISTRATION [illegible]	AMOUNT
Please indicate which events you would to attend by filling in the amounts from the appropriate registration category.				
ICD.D & DEP ALUMNI RATES				
ICD.D Luncheon – Individual Ticket	$125	$125	$125	$
Conference – Individual Ticket	$590	$890	[illegible]	$
Gala – Individual Ticket	$350	$370	[illegible]	$
ICD MEMBER RATES				
Conference – Individual Ticket	$695	$995	[illegible]	$ 1195.00
Conference – Group Rate (10 tickets)	$5,560	$7,960	[illegible]	$
Gala – Individual Ticket	$355	$375	[illegible]	$ 495.00
Gala – Purchased Table (10 seats)*	$4,260	$4,500	[illegible]	$
ICD NON-MEMBER RATES				
Conference – Individual Ticket**	$1,097	$1,397	[illegible]	$
Conference – Group Rate (10 tickets)	$8,776	$11,176	[illegible]	$
Gala – Individual Ticket	$377	$397	[illegible]	$
Gala – Purchased Table (10 seats)	$4,524	$4,764	[illegible]	$

*Reserved seating and branded table signage
**Individual Conference rates for non-members include a one-year membership (value $395)

SUB-TOTAL	$ 1690.00
ADD 13% HST	$ 219.70
TOTAL AMOUNT DUE	$ 1909.70

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12208

Form version : 2.0.0.744

Status : Draft

In accordance with the RCM Corporate Travel, Hospitality, Conference and Event Policy # 51, Section 2, 3 and 4, all hospitality, conference and event expenditures must be pre-approved, regardless of whether travel is required or not. This form must be completed in its entirety and submitted to the appropriate authorities for review and approval before any such expenditures can be made. The original completed and properly signed form is to be forwarded to Finance.

PART A - Hospitality, Conference, Event, Group Travel Overview

1. Requestor Name

Debby Simons

2. Name of Hospitality, Conference, Event or Assignment *

2019 ICD National Conference

3. Location *

Toronto, Ontario

4. Start/End Date *

6/4/2019 6/7/2019

5. Cost Centre *

121 - Board Expenses

6. Description of Hospitality, Conference, Event or Assignment *

2019 ICD (Institute of Corporate Directors) National Conference being held in Toronto, Ontario on 5 & 6 June 2019

7. Objective to be Accomplished *

Training and development for Board members

8a. Is there a Conference/block accommodation booking? *

○ Yes ◉ No

8b. Is the accommodation room rate in excess of the Hotel City Rate Limits?*

◉ Yes ○ No

Justification of Above City Rates – (include City limit and above room rate)
$533.00/night within RCM policy for Board members. City rate limit is $200.00.

9. Other Comments

Conference/block accommodation was fully booked. Conference registration fee differs for ICD members and those who hold ICD.D designations. Sandip Lalli holds an ICD.D designation; Deborah Trudeau does not.

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12208

PART B - RCM Attendees & Rationale

RCM Attendee Name *	Title *	Rationale for Participating *
Deborah Trudeau	Board Member	Training and development
Sandip Lalli	Board Member	Training and development

Total RCM Attendees: 2

PART C - RCM Hosted Guests (where applicable)

Guest or Company Name	Number of Guest(s)	Nature of Business Relationship with RCM

Total Number of Guests: 0

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12208

PART D - Hospitality Calculator

Country/Region	Currency	Exchange Rate * (OANDA.com)
Canada - (Except NWT, NVT, Yukon)	CAD	1.0000

Is Alcohol being served? *

○ Yes ◉ No

Is entertainment being provided? *

○ Yes ◉ No

Will hospitality or entertainment be provided to a spouse or to a person accompanying an event participant? *

○ Yes ◉ No

Will hospitality be extended at the residence of a RCM employee or member of the Board of Directors ? *

○ Yes ◉ No

Please indicate if your food and beverage costs exceed the maximum cost per person as per the Cost Matrix in the Travel, Hospitality, Conference & Event Policy #51

○ Yes (please add rationale) ◉ No

Hospitality	Rate (PP)	Standard		Maximum		CAD Equivalent (Total)
		No. of Hospitality	Standard Cost (PP)	No. of Hospitality	Maximum Cost (PP)	
Breakfast (Treasury Board Rate * 1.5)	20.50		30.75		46.13	0.00
Lunch (Treasury Board Rate * 2)	20.10		40.20		60.30	0.00

Dinner (Treasury Board Rate *1.75)	50.65	88.64	132.96	**0.00**
Reception (Treasury Board Rate *2)	20.50	41.00	61.50	**0.00**
Refreshments (Treasury Board Rate *0.5)	20.50	10.25	15.38	**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.**

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12208

Part E - Summary of Estimated Costs

Expense	Estimated Total Cost of Expenses (Canadian Dollars)
Air Fare	3,600.00
Ground Transportation	340.00
Other Travel	115.00
Accomodation	3,198.00
Per Diem and Incidentals	423.00
Hospitality (Total from part D)	0.00
Conference Fees	3,836.35
Meeting Room Rental	
Booth Rental	
Shipping	
Audio Visual Equipment Rental	
Other Professional Services Fees	
Other Expense	

Estimated Contingency :	**383.64**
Estimated Grand Total :	**11,512.35**

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12208

Part F - Comments and Attachments

Comments

Attachments

No file attached

Part G - Approval

Chair of the Board of Directors Approval Required:

- Costs associated with an event exceed $50,000 (CAD).

President and CEO approval required if any of the following components are present:

- Total Event costs exceed $25,000 but are $50,000 or less (CAD); or
- A combined 5 or more RCM employees and/or Board members will be participating in the event, conference, out of own assignment or function.

CFO approval required:

- Total event costs exceed $10,000 but are $25,000 or less (CAD); or
- Total hospitality costs associated with an event exceed $5,000 (CAD); or
- Alcoholic beverages will be provided; or
- Food and beverages costs exceed the Maximum Cost Per Person; or
- Entertainment will be provided; or
- Hospitality or entertainment will be provided to a spouse or to a person accompanying an event participant; or
- Hospitality paid by the RCM will be extended at the residence of a RCM employee or member of the Board of Directors

VP approval required:

- Total event cost $10,000 or less (CAD); or
- Total hospitality costs associated with an event exceed $1,500 but are $5,000 or less (CAD); or
- Cost not exceed Maximum Cost Per Person; or
- 3 or 4 RCM employees will be participating in the event, conference, out of own assignment or function.

Director approval required:

- Total hospitality costs up to $1,500 (CAD); or
- Cost not exceed Standard Cost Per Person; or
- No more than 2 RCM employees will be participating in the event, conference, out of own assignment or function.

Hospitality, Conference, Event and Group Travel Grand Total:	$11,895.99

Christine List Andrea Kniewasser Approved by Manager with signing authority (PRINT NAME)	Christine List CBCARN[illegible] Manager's Signature	April 12/2019 2019.4.12 Date

Approved by V.P., CFO, CEO/President or Board Chair (as required)

Apr 12/19
Date

2019
ICD NATIONAL CONFERENCE & FELLOWSHIP AWARDS GALA
— JUNE 5 & 6, 2019, TORONTO —

Schedule-at-a-Glance

Pre-Conference

Conference

Session Descriptions

Fellowship Awards Gala

Register

WEDNESDAY, JUNE 5TH, 2019

11:30 AM – 2:00 PM
ICD.D Luncheon
Open to ICD.D designation holders only.
Sponsored by:

KPMG

One King West Hotel

5:00 PM – 8:00 PM
Welcome Reception

Sponsored by:

30% Club Deloitte.

Deloitte Office

THURSDAY, JUNE 6TH, 2019

7:00 AM – 8:30 AM
Registration & Breakfast

MTCC, Constitution Hall

8:30 AM – 8:45 AM
Welcome Remarks

Constitution Hall

8:45 AM – 10:00 AM
The New Board Landscape – Canadian Competitiveness in a Time of Shifting Trade and Geopolitics

Sponsored by:

Constitution Hall

10:00 AM - 10:30 AM
Networking Break

Constitution Hall

10:30 AM - 11:45 AM
Board Oversight of Strategy During Uncertain Times

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Constitution Hall

11:45 AM – 1:00 PM
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1:00 PM – 2:00 PM
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How Technology is Driving and Changing the Director's Role
Sponsored by:

TBD

1:00 PM – 2:00 PM
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Board-Stakeholder Engagement in the Era of the Activist Agenda
Sponsored by:
OSLER

TBD

2:00 PM – 2:30 PM
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Constitution Hall

2:30 PM – 3:45 PM
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Sponsored by:
KPMG

Constitution Hall

3:45 PM – 4:30 PM
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Constitution Hall

5:30 PM – 7:00 PM
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CPP INVESTMENT BOARD

Constitution Hall

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Fellowship Awards Gala

Constitution Hall

9:00 PM – 10:00 PM
Post-Gala Cocktail Reception

Constitution Hall

Agenda > Schedule-at-a-Glance

Language : English

2701 - 250 Yonge Street
Toronto, ON, Canada M5B 2L7

Institute of Corporate Directors
Institut des administrateurs de sociétés

Simons, Deborah

From: Vivier, Mélanie
Sent: Thursday, April 11, 2019 9:33 AM
To: Delegation of Authority
Cc: Kniewasser, Andrea; List, Christine; Carrese, Biagio; Rozitis, Emily Brynn; Thellend, Talia
Subject: Delegation notice/Avis de délégation de pouvoirs - Andrea Kniewasser

VERSION FRANÇAISE CI-APRÈS

Delegation Notice

Please be advised that **Andrea Kniewasser**, Director, Regulatory Affairs (Compliance) will be absent from the Mint on April 12 and 15, 2019.

During that time, **Biagio Carrese**, Senior Program Manager, Compliance, will have full authority to act on her behalf.

Avis de délégation du pouvoir de signature

La présente est pour vous aviser qu'**Andrea Kniewasser**, Directrice, Affaires réglementaires (Conformité) sera absente de la Monnaie les 12 et 15 avril 2019.

Pendant cette période, **Biagio Carrese**, Chef principal de programme, Conformité, aura tout pouvoir d'agir en son nom.

Original signed by/Original signé par

Simon Kamel
Vice President, General Counsel and Corporate Secretary/Vice-président, avocat général et secrétaire de la Société

MÉLANIE VIVIER
ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ, AFFAIRES RÉGLEMENTAIRES
ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT, REGULATORY AFFAIRS

320 SUSSEX DRIVE | 320, PROM. SUSSEX
OTTAWA ON K1A 0G8
T: 613-854-5767
vivier@mint.ca | vivier@monnaie.ca

Thellend, Talia

From: Simons, Deborah
Sent: June 24, 2019 3:48 PM
To: Deborah Trudeau
Subject: RE: ICD Expenses
Attachments: Travel expense report - Deborah Trudeau.xlsx

Dear Deborah,

As promised, attached is an updated travel expense report, reflecting the adjustments I mentioned earlier today. I have also adjusted the per diems in accordance with our policy:

- You are entitled to claim a full per diem if travelling the day before a meeting or event. I have therefore added a per diem for 4 June;
- You are entitled to claim full per diems for 5 and 7 June so I have increased those from 0.5 to full day each.

If you are in agreement, I will sign this report on your behalf, and will begin seeking the appropriate approvals for your claim.

Best,

Debby

From: Deborah Trudeau
Sent: Monday, June 24, 2019 1:16 PM
To: Simons, Deborah
Subject: RE: ICD Expenses

Dear Debby,
Thank you for being my eyes.
I did fly into Toronto on June 4 but stayed with [redacted] then went to the Intercon on June 5. So the flight invoice is correct. I negotiated hotel at same rate. Thanks for removing the [redacted] charge – did not notice that and making other correction.
Appreciate if you can send me the revised claim.
Many thanks,
Deborah

From: Simons, Deborah <simons@mint.ca>
Sent: Monday, June 24, 2019 1:06 PM
To: Deborah Trudeau [redacted]
Subject: RE: ICD Expenses

Dear Deborah,

Thank you for this. I noticed that the flight itinerary is the original itinerary (Montreal to Toronto on 4 June). Do you have a revised itinerary, showing your travel to Toronto on 5 June, with corresponding change fee (if any)? I will sign the travel expense report on your behalf once I have made the necessary corrections (addition of flight change fee, if any, removal of conference registration fee since this has already been claimed and reimbursed by electronic funds transfer on 5 May, and slight adjustment in hotel charge – removal of personal item [redacted].

s.19(1)

Best,

Debby

From: Deborah Trudeau [redacted]
Sent: Monday, June 24, 2019 11:01 AM
To: Simons, Deborah <simons@mint.ca>
Subject: ICD Expenses

Dear Debby,
Voila!
The ICD expenses including the conference and gala registration, air, hotel and taxis.
Let me know if you have any questions.
As usual, I was not able to sign or date this document.
All the best
Deborah

Claimant:	Deborah Trudeau	**Departure Date:**	04-Jun	**Return Date:**	07-Jun
Location:	Toronto				
Purpose:	Attend the 2019 ICD National Conference				

TRAVEL EXPENSE		**Amount**
Airfare		$ 761.13
Baggage Fees		
Change Fees		
VIA Rail		
Hotel Accommodations		$ 1,172.85
Mileage ($.055/km)		$ -
Parking		
Taxis		$ 99.72
Car Rental		
Gasoline		
Private Accomodation ($50/ngt)		
Other		
	Total Travel Expenses	$ 2,033.70
	Total Meal/Incidentals	$ 72.00
	TOTAL	$ 2,105.70

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	3	$ 51.90
			$ 72.00

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →				4-Jun	5-Jun	6-Jun	7-Jun	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch					1			1
Dinner								0
Incidentals					1	1	1	3

Per Diem Calculator

Insert Date →				4-Jun	5-Jun	6-Jun	7-Jun	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				1	1	1	1	4

Claimant Signature: ______________________________ **Date:**

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

Thellend, Talia

From: Simons, Deborah
Sent: April 10, 2019 4:24 PM
To: 'conference@icd.ca'
Subject: Registration - ICD National Conference & Fellowship Awards Gala - June 2019
Attachments: Registration - ICD National Conference - Deborah Trudau.pdf

Good afternoon,

I am writing on behalf of Ms. Deborah Trudeau, who is a member of the Board of Directors at the Royal Canadian Mint.

Ms. Trudeau would like to attend the ICD National conference as well as the gala. Her completed registration form, with credit card number, is attached. I would appreciate receiving a confirmation of Ms. Trudeau's registration for both events, so that I can include that information in her travel file.

Thank you in advance.

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

s.19(1)

2019
ICD NATIONAL CONFERENCE & FELLOWSHIP AWARDS GALA

REGISTRATION FORM

Deborah Trudeau
Delegate Name (as you would like it to appear on the name badge)

Board Member
Title

Royal Canadian Mint
Company/Firm

320 Sussex Drive
Address

Ottawa
City

Ontario
Prov/State

K1A 0G8
Postal Code

613-716-4439
Telephone No

simons@mint.ca
E-Mail Address

N/A
Dietary Restrictions

N/A
Gala Guest Name

Dietary Restrictions

REGISTRATION CATEGORY	EARLY BIRD (Nov 22 – Dec 31)	REGULAR (Jan 1 – May 28)	LATE REGISTRATION (May 29 – Jun 5)	AMOUNT

Please indicate which events you would to attend by filling in the amounts from the appropriate registration category.

	EARLY BIRD	REGULAR	LATE REGISTRATION	AMOUNT
ICD.D & DEP ALUMNI RATES				
ICD.D Luncheon – Individual Ticket	$125	$125	$125	$
Conference – Individual Ticket	$590	$890	$1,090	$
Gala – Individual Ticket	$350	$370	$490	$
ICD MEMBER RATES				
Conference – Individual Ticket	$695	$995	$1,195	$ 1195.00
Conference – Group Rate (10 tickets)	$5,560	$7,960	$9,560	$
Gala – Individual Ticket	$355	$375	$495	$ 495.00
Gala – Purchased Table (10 seats)*	$4,260	$4,500	$5,940	$
ICD NON-MEMBER RATES				
Conference – Individual Ticket**	$1,097	$1,397	$1,597	$
Conference – Group Rate (10 tickets)	$8,776	$11,176	$12,776	$
Gala – Individual Ticket	$377	$397	$557	$
Gala – Purchased Table (10 seats)	$4,524	$4,764	$6,684	$

**Reserved seating and branded table signage*
***Individual Conference rates for non-members include a one-year membership (value $395)*

SUB-TOTAL $ 1690.00
ADD 13% HST $ 219.70
TOTAL AMOUNT DUE $ 1909.70

PAYMENT OPTIONS

☑ [redacted] ☐ [redacted] ☐ Payment Enclosed *(Please make cheque payable to the Institute of Corporate Directors, 2701-250 Yonge Street, Toronto, ON M5B 2L7)*

Deborah Trudeau
Cardholder's Name

[redacted]
Card Number

[redacted]
Expiry Date

D Trudeau
Signature

REFUND & CANCELLATION POLICY

Cancellations must be received in writing by **Wednesday, May 22, 2019.** Cancellations received by this date will be eligible for a full refund.

To register, please send the completed form & payment to **conference@icd.ca** or by mail to **Institute of Corporate Directors,** 2701-250 Yonge Street, Toronto, ON M5B 2L7

FOR MORE INFORMATION, VISIT **icd.ca/conference**

Institute of Corporate Directors
Institut des administrateurs de sociétés
Better Directors. Better Boards. Better Business.

s.19(1)

Thellend, Talia

From: Simons, Deborah
Sent: May 10, 2019 8:57 AM
To: Deborah Trudeau
Subject: Reimbursement
Attachments: [redacted]_08279775_4.pdf

Dear Deborah,

I am pleased to advise that you received an electronic funds transfer today, in the amount of $1,548.10. This represents a reimbursement of the registration fees for the upcoming 2019 ICD National Conference. A copy of the EFT notification is attached.

Best,

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

ROYAL CANADIAN MINT MONNAIE ROYALE CANADIENNE

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

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

s.19(1)

ELECTRONIC FUNDS TRANSFER

DEBORAH TRUDEAU

Telephone	613-993-3500
Fax	
Date	09/05/2019
Vendor account	[redacted]
Date of payment	10/05/2019
Reference No.	PV143787

Fax
E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABOD82747	06/05/2019	CAD	1,548.10	0.00	1,548.10	THEMIS # 2961 EAHCE12208 ICD CONFERENCE FEE FOR JUNE 2019
		CAD			1,548.10	

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

Thellend, Talia

From: Simons, Deborah
Sent: July 15, 2019 9:09 AM
To: Deborah Trudeau
Subject: Travel Expense Claims
Attachments: [redacted]_08396605_4.pdf

s.19(1)

Dear Deborah,

I am pleased to advise that you received an electronic transfer of funds in the amount of $2,143.00 on July 8th. This amount represents your expenses related to your attendance at the 2019 ICD National Conference in Toronto ($2,123.00), as well as parking expenses incurred for attendance at the Give Peace A Chance coin unveiling in Montreal ($20.00). A copy of the EFT notification is attached.

Best,

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

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Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive
OTTAWA, ON
K1A 0G8
Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

DEBORAH TRUDEAU

Telephone	613-993-3500
Fax	
Date	05/07/2019
Vendor account	[redacted]
Date of payment	08/07/2019
Reference No.	PV145842

Fax
E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABOD82747 B19-016 B	27/06/2019	CAD	2,123.00	0.00	2,123.00	THEMIS # 2961 EAHCE12208 TORONTO
JUNE 25 2019	27/06/2019	CAD	20.00	0.00	20.00	THEMIS # 2992 MONTREAL
		CAD			2,143.00	

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

Thellend, Talia

s.19(1)

From: Simons, Deborah
Sent: April 10, 2019 4:21 PM
To: 'Deborah Trudeau'
Subject: RE: Registering for ICD National Conference - June 2019
Attachments: Your Reservation Confirmation # [redacted] at InterContinental Hotels.

Thank you. I have already handled your hotel reservation and was going to send that to you at the same time as the confirmation of your registration (trying to minimize the number of e-mails you receive from me). The hotel confirmation is attached now. Perhaps best to wait until the registration is confirmed, just in case there is a problem with the registration. I will send it in today.

Best,

Debby

From: Deborah Trudeau
Sent: Wednesday, April 10, 2019 4:15 PM
To: Simons, Deborah
Subject: RE: Registering for ICD National Conference - June 2019

Hello Deborah,
Please find attached the ICD Conference registration form signed.
Also note that Sandip will also be attending the gala.
That is great.
Let me know if there is anything I must do on my end aside from booking hotel and flight.
Best,
Deborah

Deborah Trudeau
T : 514-791-7441

From: Simons, Deborah <simons@mint.ca>
Sent: Wednesday, April 10, 2019 8:56 AM
To: Deborah Trudeau [redacted]>
Subject: FW: Registering for ICD National Conference - June 2019

Dear Deborah,

I would like to provide an update – yesterday evening Sandip advised that she would like to attend the gala. She is aware that you are also attending.

Best,

Debby

From: Simons, Deborah
Sent: Tuesday, April 09, 2019 3:40 PM

s.19(1)

To: 'Deborah Trudeau' <[redacted]>
Subject: Registering for ICD National Conference - June 2019

Dear Deborah,

I am pleased to advise that your Travel Authority to attend the upcoming ICD National Conference in Toronto has been approved by Phyllis. I now need to proceed with your registration, and have attached the completed registration form (conference and gala only). I would appreciate it if you could sign the bottom of this form, authorizing payment on your credit card, and return the form to me. I will then complete your registration, and once registration is confirmed, I will send you the confirmation as well as your hotel reservation.

We have been advised that only individuals who hold an ICD.D designation may attend the luncheon, therefore I did not include this on your registration form. Sandip will also be attending this conference, and has opted not to attend the gala.

Best,

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

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Thellend, Talia

From: Simons, Deborah
Sent: June 13, 2019 1:45 PM
To: Deborah Trudeau
Subject: Travel Expense Claim
Attachments: [redacted]_08356266_4.pdf

Dear Deborah,
I am pleased to advise that you will receive an electronic transfer of funds on 14 June, in the amount of $2,107.16. This amount represents the expenses related to your recent trip to Winnipeg to attend our Board of Directors meetings. A copy of the EFT notification is attached.
Best,

DEBBY SIMONS
COORDINATOR, CORPORATE SECRETARIAT
COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ
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OTTAWA, ON
K1A 0G8
Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

DEBORAH TRUDEAU

Telephone	613-993-3500
Fax	
Date	13/06/2019
Vendor account	[redacted]
Date of payment	14/06/2019
Reference No.	PV144934

Fax
E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82728 B19-025	07/06/2019	CAD	2,107.16	0.00	2,107.16	THEMIS # 2985 EAHCE12189 WINNIPEG BOD MEETING
		CAD			2,107.16	

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

Travel Expense Form 2019

OTJ #:	
TA #:	TABCC82728
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 # (VP and Board claims only)	2985

Claimant Deborah Trudeau

Cost Centre 121 Legal Services (Board)

Travel Location and Reason (attach supporting documents):

B19-025
To attend Board of Directors meetings and business dinners.

Montreal/Winnipeg/Toronto/Montreal

Currency Conversion Table

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

Total Travel Expenses (inclusive of fares)	2,107.16
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 2,107.16 RCM 0.00

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian $
HST - Registration # 10793 5058 RT0001		95.92
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)	1,372.07
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)	108.43
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	462.17
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
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	($2,798.19)
Variance %	-57%
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	$0.00
Hospitality Variance %	#DIV/0!

000192

Updated 18/03/19
Form updated January 2018

Travel Expense Form 2019

TA # TABCC82728

*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)
Deborah Trudeau	Debby Simons	
Signature of traveller: Debby Simons for Deborah Trudeau	Signature: Debby Simons	Signature of Traveller's Director
Date: 04/06/19	Date: 04/06/19	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.

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) J. Cameron	6.Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
		Please refer to attached
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee
	5/2019	e-mail approval from Phyllis Clark
Date	Date	Date
7.Reviewed by Finance (PRINT NAME)		Date 05/06/19

Form updated January 2018

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)	1,434.90	62.83				
Employee Paid Fares (Air- Foreign)						
Employee Paid Fares (Rail- Domestic)						
Employee Paid Fares (Rail - Foreign)						
Hotel Accommodations (Domestic)	483.64	21.47				
Hotel Accommodations (Foreign)						
Taxis (Domestic)	116.62	8.19				
Taxis (Foreign)						
Mileage ($0.55km)						
Business Telephone						
Parking						
Car Rental (Domestic)						
Car Rental/Gas (Foreign)						
Personal Accommodations						
Hospitality						
Baggage (Domestic)						
Baggage (Foreign)						
Others (code manually)						
Others (total)						
Total Expenses	2,035.16	92.49				

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	3	51.90	2.47	$17.30			
Total Expenses			72.00	3.43				

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

Grand Total CAD Expenses	2,107.16
Grand Total HST/GST	95.92
Grand Total USD Expenses	

Notes for Expenses

1) The Fairmont Hotel refunded the room charge for one night 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.

Meal allowance and incidental calculator

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

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

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

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

Numbers only

Enter your travel dates here for **CANADA** MONTH: May-19

			13	14	15										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										3

Enter your travel dates here for the **US** MONTH: 43586

			13	14	15										Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

s.19(1)

Simons, Deborah

From: Phyllis Clark <[redacted]>
Sent: Wednesday, June 05, 2019 5:20 PM
To: Simons, Deborah
Subject: Re: Seeking approval - travel expense claims X 4

Approved

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

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

Dear Phyllis,

Attached are four travel expense claims for approval:

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

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

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

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

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

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

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

Tel/Tél. : 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Revised October 1, 201

Claimant: Deborah Trudeau **Departure Date:** 13-May **Return Date:** 15-May

Location: Winnipeg

Purpose: Board meeting, Public Annual meeting and committee meetings

TRAVEL EXPENSE		**Amount**
Airfare		$ 1,434.90 ✓
Baggage Fees		
Change Fees		
VIA Rail		
Hotel Accommodations		$ 483.64 ✓
Mileage ($.0585/km)		$ -
Parking		
Taxis		$ 116.62 ✓
Car Rental		
Gasoline		
Private Accomodation ($50/ngt)		
Other		
	Total Travel Expenses	$ 2,035.16 ✓
	Total Meal/Incidentals	$ ~~71.75~~ 72.00 dn
	TOTAL	$ ~~2,106.91~~ 2107.16 dn.

Meals & Incidentals

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

	dn	Rate	# Meals	Total	
Breakfast	20.50	~~$20.25~~	0	$ -	dn
Lunches	20.10	~~$19.85~~	1	$ ~~19.85~~	20.10
Dinners	50.65	~~$50.00~~	0	$ -	
Incidentals		$17.30	3	$ 51.90	✓
				$ ~~71.75~~	

Total Travel Expenses 72.00 dn

Meal allowance and incidental calculator

Insert Date →			13-May	14 May	15 May			
	Sat	**Sun**	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Total**
Breakfast								0
Lunch			1					1 ✓
Dinner								0
Incidentals			1	1	1			3 ✓

Per Diem Calculator

Insert Date →			13 May	14 May	15 May			
	Sat	**Sun**	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Total**
			1	1	1			3 ✓

Claimant Signature: Debby Simons for Deborah Trudeau **Date:**

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

s.19(1)

Voyages Concierge Deluxe - Westmount Travel
Agency Address: 8-45th avenue, #2, Lachine, H8T 2L7 / 345 Victoria,Suite 301, Westmount, H3Z 2N1
Phone: 514-552-1552 / TPS 836106088 | TVQ 1218[illegible] 20091 | PERMIS OPC 702977
info@vcdtravel.com

Electronic Invoice

Prepared For:
SHANNON TRUDEAU/DEBORAH MRS

SALES PERSON	MG
INVOICE NUMBER	[redacted]
INVOICE ISSUE DATE	05 Apr 2019
RECORD LOCATOR	[redacted]
CUSTOMER NUMBER	[redacted]

Client Address
[redacted]

Notes
AIR CANADA FILE NO.[redacted]
PENALTY FOR CHANGE 50.00 PLUS
DIFFERENCE IN FARE
*****NON-REFUNDABLE TIKCET*****
CHECK IN AVAILABLE 24 HOURS PRIOR DEPARTURE
THANKS AND HAVE A NICE TRIP MICHELLE GAULIN 514 513 9381

DATE: Mon, May 13

Flight: AIR CANADA 371

From	MONTREAL TRUDEAU, CANADA	Departs	08:00
To	WINNIPEG MB, CANADA	Arrives	10:00
Duration	3hr(s) 0min(s)	Class	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	Breakfast
Stop(s)	Non Stop		
Seat(s) Details	SHANNON TRUDEAU/DEBORAH MRS	Seat(s) - 02F	AC - XXXXXXX[redacted]

DATE: Wed, May 15

Flight: AIR CANADA 270

From	WINNIPEG MB, CANADA	Departs	16:45
To	TORONTO ON, CANADA	Arrives	20:06
		Arrival Terminal	1
Duration	2hr(s) 21min(s)	Class	Business
Type	AIRBUS INDUSTRIE A319 JET	Meal	Meals
Stop(s)	Non Stop		
Seat(s) Details	SHANNON TRUDEAU/DEBORAH MRS	Seat(s) - 02F	AC - XXXXXXX[redacted]

DATE: Wed, May 15

s.19(1)

Flight: AIR CANADA 428

From	TORONTO ON, CANADA	Departs	21:15
To	MONTREAL TRUDEAU, CANADA	Arrives	22:28
Departure Terminal	1		
Duration	1hr(s) 13min(s)	Class	Business
Type	AIRBUS INDUSTRIE A320 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	SHANNON TRUDEAU/DEBORAH MRS	Seat(s) - 02F	AC - XXXXXXX [redacted]

DATE: Fri, May 31

Others

MONTREAL TRUDEAU
SERVICE FEE FOR RESEARCH/RESERVATION/TICKETING
Final Payment

Billed to:	[redacted] XXXXXXXXXXXX [redacted]	CAD * 45.00
V.A.T./G.S.T./H.S.T.		CAD * 2.25
Q.S.T.		CAD * 4.49

DATE: Fri, May 31

Others

MONTREAL TRUDEAU
CONTRIBUTION FICAV/OPC
Final Payment

	CAD 1.38
V.A.T./G.S.T./H.S.T.	CAD 0.07
Q.S.T.	CAD 0.14

DATE: Fri, May 31

Others

MONTREAL TRUDEAU
REMISE CONTRIBUTION FICAV/OPC

DATE: Thu, Oct 31

Others

MONTREAL TRUDEAU
RETENTION DATE FOR ARCHIVES

Ticket Information

Ticket Number AC [redacted] **Passenger** SHANNON TRUDEAU DEBORAH MRS

Billed to:	[redacted] XXXXXXXXXXXX [redacted]	CAD	* 1205.25
	V.A.T./G.S.T./H.S.T.	CAD	* 60.58
	Q.S.T.	CAD	* 117.33

Total base fare amount CAD 1178.38
Total Taxes CAD 73.25

Total V.A.T./G.S.T./H.S.T.	CAD 62.90
Total Q.S.T.	CAD 121.96
Less Discount	CAD - 1.38
Less Tax Amount	CAD - 0.00
Less V.A.T./G.S.T./H.S.T.	CAD - 0.07
Less Q.S.T.	CAD - 0.14
Net Credit Card Billing	* CAD 1434.90

Total Amount Due	CAD 0.00

INVOICE NOTES:
THE FUNDS COLLECTED BY VOYAGES CONCIERGE DELUXE TRAVEL
ARE DEPOSITED IN A TRUST ACCOUNT.
TOURIST SERVICES PAID BUT NOT RECEIVED MAY BE REIMBURSED BY
THE FONDS D INDEMNISATION DES CLIENTS DES AGENTS DE VOYAGES.
IT IS ADMINISTRATED BY THE O.P.C..IT IS A FINANCIAL PROTECTION
FOR TRAVELERS.FOR MORE INFORMATION WWW.FICAV.GOUV.QC.CA
****
LES PAIEMENTS RECUS PAR VOYAGES CONCIERGE DELUXE TRAVEL
SONT DEPOSES DANS UN COMPTE EN FIDEICOMMIS
LES SERVICES TOURISTIQUES PAYES MAIS NON RECUS PEUVENT ETRE
REMBOURSES PAR LE FONDS D INDEMNISATION DES CLIENTS DES
AGENTS DE VOYAGES. LE FOND EST ADMINISTRE PAR L O.P.C.
IL S AGIT D UNE PROTECTION FINANCIERE DESTINEE AUX VOYAGEURS.
RENSEIGNEZ-VOUS WWW.FICAV.GOUV.QC.CA
VOTRE AGENT EST MICHELLE GAULIN

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

GST/HST

2.25
.07
60.58
62.90
- .07

$ 62.83

Fairmont
WINNIPEG

Room	:	1909
Folio #	:	[redacted]
Cashier #	:	1073
Page #	:	1 of 1

s.19(1)

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

Royal Canadian Mint
Ms Deborah Trudeau
[redacted]

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		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	[redacted]	XXXXXXXXXXXX[redacted] XX/XX		967.28
05-15-19	[redacted]	refund due to HVAC noise XXXXXXXXXXXX[redacted] XX/XX		-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.

The hotel refunded one night 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 HÃtels 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 rÃglement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets À un intérÃt de 1,5% par mois aprÃs un mois. (18,00% par année)

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

000202

s.19(1)

UNICITY TAXI- 201
340 HARGRAVE PL
WINNIPEG, MB R3C 0X5
TEL (204) 925-3131

Achat
#FACT: 000000007 Puce
[redacted] NO SEQ:437001001007
Marque d'application: [redacted]
AID :A0000000031010
TVR:00 00 00 80 00
TSI:F8 00
[redacted]

Mont: $ 20.71
Pourb: $ 4.00
===========
Total:CAD$ 24.71
APPROUVE 027173
001/00
13-Mai -19 10:17:57
COPIE CLIENT

To hotel

WPG airport to hotel

Service rapide & courtois
24H
COOP DE L'EST
352-6000

13/05/19.
JJ MM AAAA
:
HEURES

CHARGE AU BUREAU

Vignette 3 4 0 5 Permis

Départ To Airport

Destination

Montant de la course 29 $
Taxes incluses

client :

Nom client

Signature client [redacted]

Signature chauffeur

TÉLÉCHARGEZ NOTRE APPLICATION MOBILE
«TAXI COOP EST»

6610, boul. Les Galeries d'Anjou, Bureau 203, ville d'Anjou, QC H1M 2T4
Tél.: 514 352-7184 Fax: 514 352-7189
E-mail: coopdelest@bellnet.ca

[redacted] to airport

UNICITY TAXI- 60
340 HARGRAVE PL
WINNIPEG, MB R3C 0X5
TEL (204) 925-3131

ID TERM: 86058105 #LOT: 354
ID EMPLOYE: 1 #OUART: 002

Achat
#FACT: 000000069 Puce
[redacted] NO SEQ:354001001069
Marque d'application: [redacted]
AID :A0000000031010
TVR:00 00 00 80 00
TSI:F8 00
[redacted]

Mont: $ 27.91
Pourb: $ 5.00
===========
Total:CAD$ 32.91
APPROUVE 087108
001/00
13-Mai -19 12:36:23
COPIE CLIENT

To APM.

Hotel to annual public meeting

UNIPAYMENT
SVC LIMO ET TAXI
(514) 758-8124
VIGNETTE 1529
POCKET 35139

TERM ID: A7608427 BATCH#: 047
SHIFT#: 000

Cash Sale
Total: CAD$ 30.00
15-May -19 22:12:40

MERCI/THANK YOU!

Montreal airport to [redacted]

Total cabs = $116.62

000203

CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec	$	59.00

$	59.00
$	6.32
$	52.68

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

Cabs in Quebec
= $59.00

$	-
$	-
$	-

Taxis for BC & Saskatchewan & Alberta & Manitoba	$	48.62

Cabs in Winnipeg
(before tips)
= $48.62.

$	48.62
$	1.87
$	46.75

The figures you need

GRAND TOTAL	$	107.62
TOTAL TAX	$	[illegible]

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]

s.19(1)

Hollywood Limousine Service Inc.

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

Confirmation

Reservation Confirmation [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,

s.19(1)

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

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

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,**

s.19(1)

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

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: **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,**

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

TA # / N° d'autorisation
TABCC82728

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 *

Deborah Trudeau

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 TABCC82728

Status / Statut : Draft

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

Note that estimate for 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).

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	Montreal/Winnipeg Winnipeg/Montreal	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	Montreal/Winnipeg Winnipeg/Montreal	Taxi / Taxi	Direct Route/economical and/or efficient / Itinéraire direct/Option économique/Option rentable	400.00	80.00
5/12/2019 5/16/2019	Montreal/Winnipeg Winnipeg/Montreal	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?

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

◉ Yes / Oui ○ No / Non

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 nuits	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

Country/Region
Pays/Région

	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**

000210

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

TA # / N° d'autorisation
TABCC82728

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		CAD Equivalent (Total) / Équivalent en dollars canadiens
		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	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**

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

TA # / N° d'autorisation
TABCC82728

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.

Deborah Trudeau	21/03/19
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)

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☐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)

Phyllis Clark

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

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 mouiées)

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

Date / Date

Mar 28/2019

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

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

Date / Date

000215

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

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

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

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12189

Form version : 2.0.0.600

Status : Draft

In accordance with the RCM Corporate Travel, Hospitality, Conference and Event Policy # 51, Section 2, 3 and 4, all hospitality, conference and event expenditures must be pre-approved, regardless of whether travel is required or not. This form must be completed in its entirety and submitted to the appropriate authorities for review and approval before any such expenditures can be made. The original completed and properly signed form is to be forwarded to Finance.

PART A - Hospitality, Conference, Event, Group Travel Overview

1. Requestor Name

Anne-Marie Murks

2. Name of Hospitality, Conference, Event or Assignment *

RCM Board/Committee Meetings

3. Location *

Winnipeg, Manitoba

4. Start/End Date *

5/12/2019 5/16/2019

5. Cost Centre *

121 - Board Expenses

6. Description of Hospitality, Conference, Event or Assignment *

Board and Committee meetings including Board business dinners

7. Objective to be Accomplished *

Governance of the Royal Canadian Mint

8a. Is there a Conference/block accommodation booking? *

○ Yes ◉ No

8b. Is the accommodation room rate in excess of the Hotel City Rate Limits?*

◉ Yes ○ No

Justification of Above City Rates -- (include City limit and above room rate)
Board of Directors - above City Rate but within RCM Travel Policy

9. Other Comments

000219

Airfare estimates

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12189

PART B - RCM Attendees & Rationale

RCM Attendee Name *	Title *	Rationale for Participating *
See list attached	RCM Board of Directors	Required for meeting
See list attached	RCM Senior Management	Required for meeting
See list attached	RCM employees	Administrative Support

Total # RCM Attendees: 3

PART C - RCM Hosted Guests (where applicable)

Guest or Company Name	Number of Guest(s)	Nature of Business Relationship with RCM

Total Number of Guests: 0

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA # : EAHCE12189

PART D - Hospitality Calculator

Country/Region	Currency	Exchange Rate * (OANDA.com)
Canada - (Except NWT, NVT, Yukon)	CAD	1.0000

Is Alcohol being served? *

O Yes ◉ No

Is entertainment being provided? *

O Yes ◉ No

Will hospitality or entertainment be provided to a spouse or to a person accompanying an event participant? *

O Yes ◉ No

Will hospitality be extended at the residence of a RCM employee or member of the Board of Directors ? *

O Yes ◉ No

Please indicate if your food and beverage costs exceed the maximum cost per person as per the Cost Matrix in the Travel, Hospitality, Conference & Event Policy 881

O Yes (please add rationale) ◉ No

Hospitality	Rate (PP)	Standard		Maximum		CAD Equivalent (Total)
		No. of Hospitality	Standard Cost (PP)	No. of Hospitality	Maximum Cost (PP)	

000221

Breakfast (Treasury Board Rate * 1.5)	20.50	0	30.75	46.13	0.00
Lunch (Treasury Board Rate * 2)	20.10	41	40.20	60.30	1,648.20
Dinner (Treasury Board Rate *1.75)	50.65	27	88.64	132.96	2,393.28
Reception (Treasury Board Rate *2)	20.50	21	41.00	61.50	861.00
Refreshments (Treasury Board Rate *0.5)	20.50	194	10.25	15.38	1,988.50

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.

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA #: EAHCE12189

Part E - Summary of Estimated Costs

Expense	Estimated Total Cost of Expenses (Canadian Dollars)
Air Fare	
Ground Transportation	34,210.00
Other Travel	10,590.00
Accomodation	
Per Diem and Incidentals	26,535.60
Hospitality (Total from part D)	4,065.70
Conference Fees	6,890.98
Meeting Room Rental	
Booth Rental	
Shipping	
Audio Visual Equipment Rental	
Other Professional Services Fees	8,000.00
Other Expense	3,500.00
Table/linen rentals	1,000.00
Estimated Contingency :	1,250.00
Estimated Grand Total :	84,782.28

Hospitality, Conference, Event and Group Travel Expenditure Approval

HCEEA #: EAHCE12189

Part F - Comments and Attachments

Comments

Attachments

Simons, Deborah

From: Phyllis Clark <[redacted]
Sent: Thursday, March 28, 2019 5:52 PM
To: Simons, Deborah
Subject: Re: Seeking approval - Hospitality form EAHCE12188 - May 2019 Board Meetings

s.19(1)

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 12:39 PM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is the completed hospitality approval form for the May 2019 Board and Committee meetings in Winnipeg, for your review and approval. I have included the supporting estimates. 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 hospitality form.

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

Best Copy Available

Attendee | Airline | Total | Hotel | Breakfast | Lunch | Dinner | Total

[illegible]

PREPARED BY:

Best Copy Available

ESTIMATED ASSUMPTIONS

MAY 13 - HOSPITALITY COUNT (PER PERSON)

1	Dinner - Board Only (CEO)
1	Refreshment (after dinner)

MAY 14 - HOSPITALITY COUNT (PER PERSON)

0	Breakfast
1	Refreshment Start of Meeting
1	Refreshment Morning Break
1	Lunch
1	Refreshment Start of Meeting
1	Refreshment Afternoon Break
1	Reception (prior to dinner)
1	Dinner (Board, CEO, VPs)
1	Refreshment (after dinner)

MAY 15 - HOSPITALITY COUNT (PER PERSON)

0	Breakfast
1	Refreshment Start of Meeting
1	Refreshment Morning Break
1	Lunch
1	Refreshment Start of Meeting
1	Refreshment Afternoon Break
0	Reception (prior to dinner)
1	Dinner (Board, CEO, VPs)
0	Refreshment (after dinner)

DAY 3 - HOSPITALITY COUNT (PER PERSON)

0	Breakfast
0	Refreshment Start of Meeting
0	Refreshment Morning Break
0	Lunch
0	Refreshment Start of Meeting
0	Refreshment Afternoon Break
0	Reception (prior to dinner)
0	Dinner (Board, CEO, VPs)
0	Refreshment (after dinner)

HOTEL (Night Count)

	Date	Room
Arrival Date:	12-May	1
Arrival Date:	13-May	1
Meeting Date:	14-May	1
Meeting Date:	15-May	1
Departure Date	16-May	
# room nights per person		4

HOSPITALITY SUMMARY COUNT

0	Breakfast
2	Lunch
1	Dinner (Board)
1	Dinner (Board, CEO, VPs)
20	Refreshments,
1	Reception

ROOM NIGHT SUMMARY COUNT

4	Room nights (per person)

Parking and mileage
Estimates are based on previous claims

Meal allowance and incidental calculator

Board Members

	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
[illegible]							
Lunch			[illegible]				
[illegible]						[illegible]	
[illegible]					[illegible]		
		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	

	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
[illegible]		[illegible]				[illegible]	
[illegible]		[illegible]				[illegible]	
[illegible]				[illegible]	[illegible]		
[illegible]				[illegible]	[illegible]		
[illegible]			[illegible]		[illegible]		
[illegible]			[illegible]		[illegible]		

Total [illegible]

20 % contingency 80

480

000227

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BRIEFING NOTE

To:	Jennifer Camelon, CFO
	Phyllis Clark, Chair, Board of Directors
From:	Debby Simons
Date:	April 30, 2019
Subject:	EAHCE12189 form – Board of Directors meetings in Winnipeg (May 2019)

OBJECTIVE (for information/discussion/monitoring/approval)

Seeking approval for four additional individuals to travel to Winnipeg to attend the Board of Directors meetings taking place on 14 & 15 May 2019 (two interpreters and two presenters).

BACKGROUND (include any financial, customer, operational and risk considerations)

Since interpreter assignments are based on established international standards which focus on the duration of service rendered during the day, a total of three interpreters are required for the Board of Directors committee meetings taking place on 14 May, and two for the Board of Directors meeting taking place on 15 May. Since only one interpreter based in Winnipeg is available for the meetings, two will need to travel from other cities at RCM's expense, one from Calgary (Susan Vo) and one from Ottawa (Sylvie Lee). The individual travelling from Calgary would be arriving on 13 May, departing on 14 May; the individual travelling from Ottawa would be arriving on 13 May, departing on 15 May. The combined travel cost is estimated to be $3,596.00.

Initially, A.J. Colbourne and Janet Leblanc (Janet Leblanc & Associates) were scheduled to participate in the 15 May presentation and update on Numismatics via skype. However, due to the importance of the discussion on this subject, it has been deemed preferable for A.J. and Janet to participate in person. They would both travel to Winnipeg on 14 May, and return to Ottawa on 15 May. Their combined travel cost is estimated to be $3,073.00.

RECOMMENDATION

It is recommended to approve travel of four additional individuals, bringing the total number of travelers to 25 from the original 21. The revised list of attendees is as follows:

Board Members (9):

Phyllis Clark
Cybele Negris
Victor Young
Serge Falardeau
Gilles Patry
Sandip Lalli
Bill Ross
Fiona Macdonald
Deborah Trudeau

BRIEFING NOTE

CEO/Vice-Presidents (7):

Marie Lemay
Scott Ingham
Michel Boucher
Pierre Justino
Jennifer Camelon
Lorne Whitmore
Simon Kamel

Others (9):

Christine List
Guy Pilon
Sylvie Lee
Anne-Marie Murka
A.J. Colbourne
Debby Simons
Janet Leblanc
Luc D'Amour
Susan Vo

NEXT STEPS

If the additional travel expenses are approved, Travel Authority forms will be completed in order to proceed with travel arrangements.

APPROVALS

Apr 30/2019

Jennifer Camelon, CFO — Date

Please refer to attached e-mail approval from Phyllis Clark — 30/04/19

Phyllis Clark, Chair, Board of Directors — Date

Simons, Deborah

s.19(1)

From:	Phyllis Clark <[redacted]>
Sent:	Tuesday, April 30, 2019 3:41 PM
To:	Simons, Deborah
Subject:	Re: Seeking approval - amendment to EAHCE12189 approval - May 2019 Board of Directors meetings

Approved

Sent from my iPad

On Apr 30, 2019, at 1:14 PM, Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Attached is a briefing note for your approval. This is required to add four additional travelers to our May 2019 Board of Directors meetings (two presenters and two interpreters). The original EAHCE12189 form quoted 21 travelers – the briefing note was prepared in order to increase this number to 25. The CFO has reviewed and approved.

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

<Briefing note - Board of Directors meetings - May 2019.pdf>

	MAY 13	MAY 14			MAY 15	MAY 14	
	Total: 10	Total: 14	Total: 13	Total: 12	Total: 16	Total: 16	
		Red = Non Committee Directors					
	Board Dinner	Audit	HR	Governance	Board	Board/Sr Mgmt	
1	Pyllis Clark	Pyllis Clark	Pyllis Clark	Pyllis Clark	Pyllis Clark	Pyllis Clark	1
2	Serge Falardeau	Serge Falardeau	Serge Falardeau	Serge Falardeau	Serge Falardeau	Serge Falardeau	2
3	Sandip Lalli	Sandip Lalli	Sandip Lalli	Sandip Lalli	Sandip Lalli	Sandip Lalli	3
4	Fiona Macdonald	Fiona Macdonald	Fiona Macdonald	Fiona Macdonald	Fiona Macdonald	Fiona Macdonald	4
5	Cybele Negris	Cybele Negris	Cybele Negris	Cybele Negris	Cybele Negris	Cybele Negris	5
6	Gilles Patry	Gilles Patry	Gilles Patry	Gilles Patry	Gilles Patry	Gilles Patry	6
7	William Ross	William Ross	William Ross	William Ross	William Ross	William Ross	7
8	Deborah Trudeau	Deborah Trudeau	Deborah Trudeau	Deborah Trudeau	Deborah Trudeau	Deborah Trudeau	8
9	Victor Young	Victor Young	Victor Young	Victor Young	Victor Young	Victor Young	9
10		Marie Lemay	Marie Lemay	Marie Lemay	Marie Lemay	Marie Lemay	10
11		Jennifer Camelon	Simon Kamel	Jennifer Camelon	Jennifer Camelon	Jennifer Camelon	11
12		Simon Kamel	Michel Boucher	Simon Kamel	Simon Kamel	Simon Kamel	12
13		Luc D'Amour	Scott Ingham (3)		Michel Boucher	Michel Boucher	13
14		Scott Ingham	Tom Roche (3)		Scott Ingham	Scott Ingham	14
15		Pierre Justino	Jen Richardson (3)		Lorne Whitmore	Lorne Whitmore	15
16		Guy Pilon (3-4)			Pierre Justino	Pierre Justino	16
17		Michel Boucher (3-4)			Adele Colbourne	Christine List	17
18		Joe Rauti Tel)			Janet Leblanc		18
19		Bob Zintel (Tel)			Nancy Rhéaume (Tel)		19
20		Dennis Fantinic (Tel)			Carrie Moussa (Tel)		20
21		Don Harvey (Tel)			Natasha Ryan (Tel)		21
22		Jana Fritz (Tel)			***For Lunch***		22
23		Nancy Rhéaume (Tel)			Xianyao Li		23
24		Andrea Kniewasser (Tel)			Tom Roche		24
25		Yvon Chalifoux (Tel) C					25
26		Scott Knox (Tel) C					26
		C. List	C. List	C. List	C. List		
		A.-M. Murka	A.-M. Murka	A.-M. Murka	A.-M. Murka		
		D. Simons	D. Simons	D. Simons	D. Simons		

Form of Hospitality	Standard Cost Per Person*		Maximum Cost Per Person	
Breakfast	1.5 X (multiplied by) breakfast allowance	$30.75	1.5 X (multiplied by) Standard Cost Per Person	$46.13
Lunch	2.0 X (multiplied by) lunch allowance	$40.20	1.5 X (multiplied by) Standard Cost Per Person	$60.30
Dinner	1.75 X (multiplied by) dinner allowance	$88.64	1.5 X (multiplied by) Standard Cost Per Person	$132.96
Reception	2.0 X (multiplied by) breakfast allowance	$41.00	1.5 X (multiplied by) Standard Cost Per Person	$61.50
Refreshments	0.5 X (multiplied by) breakfast allowance	$10.25	1.5 X (multiplied by) Standard Cost Per Person	$15.38

Rates as at April 1st 2019, as per the National Joint Council (NJC).
Rates apply to Canada and USA (Except NWT, NVT, Yukon, Alaska).
Rates apply in Canada Dollars, if the hospitality was in Canada and USD if the hospitality was in the USA.
All other rates apply according to the NJC per diem allowance, which are then converted back to CAD.