Simons, Deborah	
From: Sent: To:	Phyllis Clark Tuesday, April 02, 2019 1:11 PM Simons, Deborah
Subject:	Re: FW: Seeking approval - travel expense claim - TABCC82548 - Victor Young - B19-013
Yes, I approve	
Phyllis Clark Phone: Email: Email:	
CONFIDENTIALITY WARNING	
information. Contact me immed	d for the use of the recipient to which it is addressed, and may contain confidential, personal, and/or privileged diately if you are not the intended recipient of this communication, and do not copy, distribute, or take action on received in error, or subsequent reply, should be deleted or destroyed.
On Tue, Apr 2, 2019 at	7:56 AM Simons, Deborah < simons@mint.ca > wrote:
Dear Phyllis,	
Just wondering if you h	nad a chance to review Victor's travel expense claim? I apologize for the urgency - we
are required to have clavery close to 30 days.	submitted to our finance team within 30 days of travel if possible, and this one is
very close to 50 days.	
Best,	
Debby	
From: Simons, Debora	
Sent: Monday, April 01 To: Phyllis Clark <	, 2019 1:29 PM
•	oval - travel expense claim - TABCC82548 - Victor Young - B19-013

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents Victor's travel to Ottawa to attend our Board of Directors and Committee meetings in March. 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



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

# Thellend, Talia

From: Simons, Deborah
Sent: April 4, 2019 2:13 PM
To: 'Victor Young'

**Subject:** Travel Expense Claim

Dear Mr. Young,

I am pleased to advise that you will receive an electronic transfer of funds on April 5, in the amount of \$2,815.64 as a reimbursement of your travel expenses to attend the March Board/Committee meetings.

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



# **ELECTRONIC FUNDS TRANSFER**

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

**VICTOR YOUNG** 

Telephone Fax Date 613-993-3500

Vendor account

04/04/2019

Date of payment Reference No. 05/04/2019 PV142883

Fax

E-mail

murka@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82548-B19-013	02/04/2019	CAD CAD	2,815.64	0.00	2,815.64 2,815.64	THEMIS # 2954 EAHCE12134 OTTAWA BLANKET TA

TRAVEL EXPENS	SE REPORT						. 0		
RCM BOARD OF	F DIRECTORS	S				6	19-01	3	
Claimant:	Victor	young	D	eparture Dat	e: Mau 4/	_		e: Macal p	7
, Location:	Ottawa								٦
Purpose:	To attend	board of	Ray	al Car		Ment	000000000000000000000000000000000000000	000000000	7
TRAVEL EXPENS	SE		Amount		Meais & in		۴	- PARAMANA	
Airfare			1120.01			se use the me	al allowance	Contactor	20
Baggage Fees						etermine the			
Change Fees				-		ances and inci		ir Ol	
VIA Rail	1.0					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	dentais.		
Hotel Accommo	dations (67)	1410-24	1260-4			Rate	# Meals	Totai	7
Mileage (\$.0555	i/km)	,	\$ -		Breakfast	\$19.10	0	\$ -	1
Parking		10-			Lunches	\$18.90	0	\$ -	1
Taxis	b	192.50	174 89		Dinners	\$47.35	0	\$ -	-
Car Rental					Incidentals	\$17.30	0	59083	3 1
Gasoline				_		'	Total	\$ 9283	1
Private Accomod	dation (\$50/	ngt)		_	Total Travel	Expenses		<u> </u>	
Other				] ,	- Al	us			•
	<b>Total Travel</b>	Expenses	\$2722	.81 ds.	1°	lus diems			
	Total Meal/		\$ 92-8	3 as	· Jun	, accomos	/		
		TOTAL	\$2555	36					
Meal allowance	and incident	tal calculator	2,815	.64 ds	•				
Insert Date →	9 MW		4 Mar	5 Mal	6Mal	Mars	8 Mar		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
Breakfast								0	1
Lunch								0	
Dinner								0	
Incidentals			1	1	1	/		-05	As
Per Diem Calcula	tor		de	do	des	do			0
Insert Date →									

Sat

**Claimant Signature:** 

Sun

Mon

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

Tue

Wed

Thu

Date: March 15/19

Fri

Total

s.19(1)

000006

W. 63		Canada - (Exce	ot NWT, NV	T, Yukon)		USA - (Except A	Alaska)	
		Total Amount	Actual	Calc	Ī	USD	Actual Credit Card	Total CAD
Page 2		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-L	Anmostic)	(Inch Albaridae)						
RCM Paid Fares (All-L RCM Paid Fares (Rail-l					i			
RCM Paid Fares (Air-F								
RCM Paid Fares (Rail-				-				
Employee Paid Fares (A		/ 1,120.07	50.45					
Employee Paid Fares (A		1,120.07	ربانان					
Employee Paid Fares (								
Employee Paid Fares (		/1.410.04	162.24					
Hotel Accommodations		/ 1,410.24	162.24					
Hotel Accommodations	s (Foreign)	477.00	6.00					
Taxis (Domestic)		<b>√</b> 55.89	5.99			100.00		136.61
Taxis (Foreign)						100.00		V
Mileage (\$0.57km)								
Business Telephone								
Parking								
Car Rental (Domestic)								
Car Rental/Gas (Forei							_	
Personal Accommodat								
Hospitality								
Others (code manually	7)							
Canera (como antino)								
	· · · · · · · · · · · · · · · · · · ·				]			
					1			
					1			
					1			
0.1 (4-4-1)					1			
Others (total)	~_	2,586.20	162.24		1	100.00		136.6
Total Expenses	·	2,500,20	1020	Canada	1		•	USA
Per Diem Country		No. of meal	Total CAD		1	No. of meal	Total USD	Total CAD
		allowances	allowance			allowances	allowance	Equivalent
Meal allowance rate			апочансе	GSIMSI	\$20.25			
Breakfasts	\$20.25	-	+		\$19.85			
Lunches	\$19.85		+		\$50.00			
Dinners	\$50.00	' <del></del>			450.00			
Total Meals			6.00.00	2 20	\$17.30		1 17.30	23.6
Incidentals	\$17.30	0 4			_	<u>'</u>	17.30	
Total Expenses			69.20					1
Note - Please use th	e meal allowance	e calculator tab t	to determine	the exact N	o. of meal a			- 150.0
Grand Total CAD Ex	kpenses			2,655.40	-	Grand Total U	SD Expenses	160.2
Grand Total HST/GS				165.54	1 <sub>231</sub> .4	<del>1</del> 02		1
Notos								
Notes Victor is not claiming	the cost of his flight	t to Ottawa on 4 M	arch, as the ca	b to airport an	d flight are be	eing reimbursed		
							rs to/from some of the v	renues, and is
		. 4	344 and 1 i	a Towns tor	ne renira tria	DILAKTASI WAS DI	DAIRCH MINI HIC HOSONIN	modumons, Dom.
therefore claiming 3 ca dinners were provided	on 4 & 5 March; B	oard lunches were	provided on 5	, 6 & 7 March	. The afternoon	on of / March and	run day on 8 March are	, personal days a

not related to RCM.

Victor

Updated 07/01/18



# **Travel Expense Form 2018**

TA# TABCC82548

\*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.	
	m contains any exceptions requiring approval per the Co ase check which exception(s) were not pre-approved and re	orporate Travel, Hospitality, Conference & Event Policy #S1. equire approval:
CEO APPROVAL REQUIRED: (Please initial)  [] Travel – Exceptions to Corpo	rate Travel, Hospitality, Conference & Event Policy #51 (An	nex 28)
☐ Hospitality — No pre-approvi ☐ Hospitality — Exte ☐ Hospitality — Exte ☐ Hospitality — Alco ☐ Hospitality — Fore ☐ Hospitality — Fore ☐ Hospitality — Spections 4 ☐ Hospitality — Spections 4	ospitality Policy #51 (Annex 2B)  If obtained for the following:  That or Internal hospitality exceeding Maximum Cost Per Primel or Internal hospitality costs exceeding \$5,000 (Annex 2 holic beverages provided (Policy Section 44.1)  If & beverage cost exceeded Maximum Cost Per Person (Portainment provided (Policy Section 44.1)  If all the provided (Policy Section 44.1)  If all the provided (Policy Section 44.1)  If all the provided (Policy Section 44.1)	B and 44.1)  licy Section 44.1)  Impanying an event participant (Policy Section 44.1)
☐ Travel - Airfare — Higher levi ☐ Travel - Privately owned veh ☐ Travel - Hotel — Rate in exce ☐ Travel - Car travel — Leased \ ☐ Travel — Expense received on ☐ Hospitality - External or inte	and business travel (Policy Section 14.3) al than permitted by policy (Policy Section 20.6) icles - Kilometer allowance in excess of the equivalent lowe ss of specified or published City Rate Limits (Policy Section	25.2 and 25.3) n Maximum Cost Per Person (Annex 28)
section 20.6)  Travel – Car rental - upgrade 23.3)  Travel – Car rental – upgrade Travel – Missing original item Travel – Hotel – upgrade to: Travel – Hotel – rate in exce (\$145), or published City Rat Missing original itemized rec Other exceptions (traveller)	o a fare class higher than the Standard Allowable Airfare of to a larger vehicle than the Intermediate/Standard size po to a larger vehicle than the Intermediate/Standard size to nized receipts. Explanation provided (Policy section 33.2) a level higher than the Standard Guest Room permitted by	policy, at no additional cost to RCM (Policy section 25.1) streal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas ed (Policy section 25.2)
Corporate Travel, Hospitality, Conference & I		itimate and actual expenses incurred in accordance with the adocumentation is contained in this expense claim, that the se with these policies.
reasonable, exceptions as noted above are a		accordance with the Corporate Travel, Hospitality, Conference
	e, if exceptions have been pre-approved prior to travel, the e/he has reviewed the exceptions as noted above requiring	Trave's Director can proceed in signing the expense claim. By her/his approval and hereby grants it.
4 Approved by VP (as required)	5-Reviewed by CFO (CEO claims; Board claims; dalms	6 Approved by CEO & President/Chair of BOD/Chair of

4 Approved by VP (as required)	5 Reviewed by CFO (CEO claims; Board claims; daims	6 Approved by CEO & President/Chair of BOD/Chair of		
(PRINT NAME)	for review prior to CEO approval; other as required)	Audit Committee (as required)		
	Acurlo.			
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit		
		Committee		
	APV1/2019			
Date	Date	Dete		

7. Reviewed by Finance (PRINT NAME)

Apr 3/19

Form updated January 2018 000008

Chwios

# Meal allowance and incidental calculator

	Enter		4 Mar.19	5 Mar.1	96 Mar.1	7 Mar.19	8 Mar.19	9 Mar. 19	)	والمناطقة أأ				-	Total mod allaware
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total meal allowance
Breakfast							Personal	_				1100	1110	-	
Lunch							Personal					_	+		
Dinner						Personal	Personal	_			<del> </del>	-	+		
ncidentals			135 1	1	1		Personal			-	-	_		+	- 9
	\$-											1	1	7	Friday
	Enter	your trav	el dates h	nere						''C	cryw,	11-1	eavir	won	Produce
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	والباباة					Total meal allowance
	\$-				Wed	Thu	Fri	20	14.30	Mon	Tue	Wed	Thu	Fri	
_unch	\$-				Wed	Thu	Fri	20	14.30	والباباة					Total meal allowance
Breakfast Lunch Dinner ncidentals	\$-				Wed	Thu	Fri	20	14.30	والباباة					Total meal allowance

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



# CUSTOMIZED CARE. **CLICK HERE TO LEARN MORE ABOUT**

For Emergency Travel Services: For Canada & USA: please call 1-888-551-1181 or 902-423-3806. Outside Canada & USA: call collect 902-423-3806. Email: etc@maritimetravel.ca (For more immediate assistance please call)

**LEGROW'S TRAVEL** 

215 WATER STREET ST. JOHN'S, NL A1C 6C9 (709) 758-6777

www.legrowstravel.ca

Tap to send itinerary to our App via phone:

Our iPhone App | Our Android App

View Itinerary On: ViewTrip | Send Itinerary To: TripIt

Our ref#

Invoice #

Date

Your Counsellor

Account #

Department

12 Feb 2019 **HEIDI POUND** 

Click here to learn more about our Corporate Travel Program

Travel Arranger:

**VICTOR YOUNG** 

For:

YOUNG/VICTOR MR

For CIBT Visa requirements click here

### **Itinerary**

This is your Itinerary and Invoice.

#### Web Check In: Air Canada

Air Canada 1264

Airbus A320

Cabin Class Z-Business Class (lowe

Origin

Ottawa, ON

Ottawa McDonald Cartier Inti (Ottawa, ON)

Tampa, FL Tampa Inti (Tampa, FL)

**Destination** 

Depart

Sat - Mar 09 06:15 AM

**Arrive** Sat - Mar 09

09:44 AM

Seat 3D

Duration 3:29

Passenger Information

Passenger

YOUNG/VICTOR MR

Airline Code AC

Ticket #

**Booking Summary** 

Company Company

Air Canada Air Canada

**Booking Reference** 

Loyalty #

-THANK YOU FOR BOOKING WITH LEGROWS TRAVEL

### Purchase Summary

Amount due		Amount Paid	
AIRCANADA WEB AIRFARE-TKT	937.00	PYMT BY XXXXXX	-1069 47
TAX ON AIRFARE INCLUDES 2 99 HST 0 00		YOUNG/V 12FEB19	
TAX ON AIRFARE INCLUDES 47 46 GST 0 00		PYMT BY XXXX	-50 60
TAX ON AIRFARE	132.47	TOTAL PAID CAD	\$1,120.07
LEGTVL NON-REFUNDABLE FEE-TRANSBORDER	44.00		
TAX ON FEE (R103524823)	6.60		
TOTAL DUE CAD	<u>\$1,120.07</u>		

BALANCE CAD \$0.00

# **Baggage Information**

For Air Canada Baggage Information click here.

Baggage charges may apply. Size/weight restrictions vary between airlines. Excess charges may apply if exceeded.

Passengers may carry travel sized toiletries Or liquids 3.4 oz (100ml) Or less through security check points. They must fit in a 1-quart sized clear plastic zip-top bag. Visit www.Catsa-acsta.qc.ca .

#### Reminders

Your LeGrow's Travel charges will show on your credit card statement similar to LT 123456-01498761234 LT = LeGrow's Travel 123456 = invoice # 01498761234 = ticket #

# Important Travel Information

Your passport should be valid for 6 months after your return date plus any applicable visas. Effective January 23rd, 2007, The United States Western Hemisphere Travel Initiative (WHITI) will require all travelers to present a passport or other appropriate secure document ( Valid US Merchant Mariner Document, NEXUS Air card when used at a NEXUS Air kiosk, NATO identification card when accompanied by NATO orders) when entering or re-entering the United States by air. http://cbsa-asfc.gc.ca/whti-ivho/menu-eng.html Citizens of certain countries and territories need a visa to visit or transit Canada. Others need an Electronic Travel Authorization. Please visit http://www.cic.gc.ca/english/visit/visas-all.asp for details. It is the travellers responsibility to ensure they have the correct documentation. Entry to another country may be refused even if the required information and travel documents are complete. Living standards and practices at the destination and the standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada You have provided us your personal information in order to facilitate your current and future travel arrangements and allow us to provide travel services and products to you. We will remove your information from our records upon your request if you call, write, or email any of us individually or email us centrally at privacyfeedback@maritimetravel.ca . Please see http://www.maritimetravel.ca/privacy-policy Government of Canada Travel Advice and Advisories: http://www.voyage.gc.ca/countries\_pays/menu-eng.asp Your reservation number with Air Canada is qu6eer. Air Canada contact phone number is 1-888-247-2262. AirCanada ticket -0142107918524 AirCanada CONFIRMATION -QU6EER valid govt issued photo id required for check-in non ref/change fees apply check in 2 hours prior.

Boarding may be denied if less than 1 hour valid passport required we recommend that you reconfirm your flights prior to departure please check in 3 hours prior to departure. Late checkin may result in the loss of seat/reservation check in cut off time is 60 minutes prior to departure. A valid passport is required for your journey. USA entry rules require additional information at check-in including passport number date of birth gender and citizenship.

US Government also requires a destination address for visitors. Please see link for more info www.Passengerprotect.gc.ca passport and etkt itinerary required for check in. Boarding passes required prior to entering security. You are responsible for all visa and health documentation for each country that you visit on your journey.

Please visit cibtvisas.ca/28076 to verify what documentation you must have in order to travel. Baggage charges may apply.

Please visit Air Canada-www.AirCanada.Com baggage allowance-specific size/weight restrictions vary between airlines.

Excess charges may apply if exceeded. Passengers may carry travel sized toiletries or liquids 3.4 oz (100ml) or less through security check
000011 nointe



AC 1264 09MAR

Flight/Vol



BUSINESS CLASS/CLASSE AFFAIRES

**ETKT** 

Date

Fron/De **OTTAWA**  ur assidu

Destination **TAMPA** 

Boarding Time/Heure d'embarquement

05: 40 Gate/Porte

12 Seat/Place

03D

Departure Time/Heure de depart

Airline Use/A usage interne 0113 YOM

Boarding Pass Carte diaces a bord

(\*) AIR CANADA

YOUNG/MCTOR

J/C YOW 9 MAR 04:19 TO/A:TAMPA

LR

AC 1264 TPA

0014

(\*) AIR CANADA

YOUNG/VICTOR
J/C
YOW 9 MAR 04:19
TO/A:TAMPA

LR[

**AC 1264 TPA** 

0014



**Mr Victor Young** 

Canada

1 Rideau Street Ottawa, ON, Canada K1N 8S7 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775 Room/Chambre : 0474 Folio#

Invoice # 🖫

Cashier/Cassier # : 226300

Page #

: 1 of 2

Reference No.

Arrival/Arrivée

: 03-04-19

Departure/Départ : 03-09-19

Dat <b>e D</b> e	scription	Additional Information/Supplementaire	Charges	Credits
03-04-19	Room Charge		400.00	
03-04-19	Municipal Accom	modation Tax (	16.00	, /
03-04-19	Room HST (13%	)	54.08	CRIA
03-05-19	Room Charge		400.00	7 ICCM
03-05-19	Municipal Accom	modation Tax	16.00	1
03-05-19	Room HST (13%		54.08	1
03-06-19				7
03-06-19				0.000
03-06-19				Tressona
03-06-19				)
03-06-19	Room Charge		400.00	5
03-06-19	Municipal Accom	nodation Tax (	16.00	1000
03-06-19	Room HST (13%)		54.08	`
03-07-19	Room Charge		400.00	70
03-07-19	Municipal Accomi	nodation Tax	16.00	, Rerxona
03-07-19	Room HST (13%)	<u> </u>	54.08	5
03-08-19				7
03-08-19				} Rersona
03-08-19				(
03-08-19				)
03-08-19	Room Charge		491.15	<u>-</u> 5
03-08-19	Municipal Accomr	nodation Tax (	19.65	Ressono
03-08-19	Room HST (13%)	•	66.40	\
	, ,	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		2,520.80

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

I agree that my liability for this bill is not weived and I agree to be held personally liable in the evant that the indicated person, company or association falls to pay for eny part of or the full amount of these charges. Overdue belance subject to a surcharge et 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.)

Ja me porte personnellement responseble du réglement total de cette note su cas ou la compagnie, l'association ou son représentant désigné an refuerait le palement. Les comptes en souffrance sont aujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'al accepté in livraison du journal The Globe and Mail. Si J'avais refusé, j'aurais pu obtenir un crédit é mon compte de 1,00% par jour (du Lundia au Vandradi) 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



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

: 0474

Folio#

Invoice # Cashier/Cassier # : 2263 00

Page #

: 2 of 2

Reference No.

Mr Victor Young

Canada

Arrival/Arrivée

: 03-04-19

Departure/Départ : 03-09-19

Date	Description		Addition	al Information/Supplementaire	Charges	Credits
03-09-19						
				Total	2,520.80	2,520.80
				Balance Due/Solde	0.00	
GST S	ummary / Sommaire		HST Summary / S	Sommaire		
Room/C	hambre	0.00	Room/Chambre	282.72		
F&B/Re	stauration	0.00	F&B/Restauration	0.00		
Other/A	utres	0.00	Other/Autres	7.28		
Total		0.00	Total	290.00		

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.

(M (3 rights) = \$1410.24 (tax \$162.24) Personal = \$1.110.56 (tax \$102.24)

= \$1,110.56 (tay \$ 127.76) \$2,520.80

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 escolation falls to pay for any part of or the full amount of these charges. Overdue belance subject to a surcharge as the rate of 1.5% per month after one month. (18.0% per annum.) I have sccepted delivery of The Globe and Mell. Had I refused, I would have been eligible for a \$1.00 (Mon-FrI) and \$2.00 (Set.) credit to my account. (At participating hotels.)

Je ma porte personnellement responsable du régiemen Je me porte personnellement responseble du réglement total de celte note au cas ou la compagnia, l'association ou son représentant désigné en refuerait le palement. Les comptes en souffrance sont sujete à un indrêt de 1,5% par mois grês un mois. (19,00% per sanée) J'el accepté la livraison du journet The Globe and Mall. Si l'avais refueé, l'aurais pu obtenir un crédit à mon compte de 1,005 par jour (du Lundi au Vendradi) et de 2,005 le Samedi. (Dans les hôtels participants.) BLUE LINE TAXI (613) 238 - 1111

TERMINAL ID: 324-394-273 MERCHANT ID: 4325714A VEHTCLE ID : 1456 9005**0**077 DRIVER ID TRIP NUMBER: 7436 PASSENGERS: 83/87/2019 START: 11:47 END: 11:48 LARE AMOUNT: \$ 18.00



BLUE LINE TAXI 455 COVENTRY RD OTTAWA ON K1K 2C5 (613) 238-1111

SALE

Clerk #: 052597

REF#: 00000003 SEQ: 226001001003

Batch #: 226 03/09/19

226001001003 04:06:28

APPR CODE: 088532

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\*\*/\*\*

**AMOUNT** 

\$37.89

00 - APPROVED - 001

A0000000031010 TVR: 00 00 00 00 00

Cab Yrom Rem

Cas from hotel to occave

s.19(1)

RECEIPT 3-9-19	No. 052159
FROM VICTOR YOUNG	\$ 100 005
ONE HUNDRED	NO/100 DOLLARS
OFOR RENT TRANSPORTATION	)
PAID KART OCHECK FROM 3-	9- TO 3-9-18
DUE MONEY ORDER OCREDIT CARD BY	A-2501 T-46820

Cab from airport in Tampa to residence. \$136.61 Cdn



# **Currency Converter**

### **Terms and Conditions**

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# US dollar → Canadian dollar

### **Exchange rate summary**

Low	2019-03-04	1.3317
Average	2019-03-04 — 2019-03-11	1.3393
High	2019-03-07	1.3438

### Results

Date	Value of 1.00 USD in CAD	$\textbf{USD} \rightarrow \textbf{CAD}$	$CAD \rightarrow USD$
2019-03-04	1.33 CAD	1.3317	0.7509
2019-03-05	1.33 CAD	1.3345	0.7493
2019-03-06	1.34 CAD	1.3420	0.7452
2019-03-07	1.34 CAD	1.3438	0.7442
2019-03-08	1.34 CAD	1.3422	0.7450
2019-03-11	1.34 CAD	1.3414	0.7455

1.3393 × 1.02 = 1.36608/

### Simons, Deborah

From:

Victor Young

Sent:

Wednesday, February 06, 2019 11:11 AM

To: Cc: Murka, Anne-Marie Vivier, Mélanie

Subject:

Re: Hotel Info - Fairmont Chateau Laurier

Thanks Anne Marie. Could you please extend that reservation to include March 8th/departure on the 9th. have n Ottawa at that time.

Vic

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

Sent: February 6, 2019 12:07 PM

To: Victor Young Cc: Vivier, Mélanie

Subject: Hotel Info - Fairmont Chateau Laurier

Hi Mr. Young,

A room has been reserved in your name at the Fairmont Chateau Laurier in Ottawa. Details are as follows:

Date of arrival: March 4, 2019 Date of departure: March 8, 2019

Confirmation number:

Rate: \$400

Check In: 3:00 p.m. Check Out: 12:00 p.m.

Please advise if you wish to make an adjustment to your reservation.

Regards,

#### ANNE-MARIE MURKA

SENIOR COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE PRINCIPALE, SECRÉTARIAT DE LA SOCIÉTÉ





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

Tel/Tél.: 613-862-1716 Fax:/Téléc.: 613-990-4665

murka@mint.ca | murka@monnaie.ca

mint.ca | monnaie.ca

### Simons, Deborah

From:

Victor Young

Sent:

Monday, April 01, 2019 9:18 AM

To:

Simons, Deborah

Subject:

Re: Travel Expense Claim - March 2019 Board Meetings

Hi Deborah. You are correct. As part of the cost sharing arrangements for travel and hotels, Thanks for picking up the discrepancy...much appreciated.

Vic

Sent from my iPad

On Mar 28, 2019, at 2:08 PM, Simons, Deborah < simons@mint.ca > wrote:

Dear Mr. Young,

I am pleased to confirm that your envelope of receipts has arrived, and I am working on your travel expense claim. I noticed that the envelope did not contain your flight itinerary and invoice for travel to Ottawa on 4 March – I only have your return flight information for 9 March.

I should also mention that I noticed a discrepancy with regards to the amount to be reimbursed for your accommodations. Your travel expense report quotes an amount of \$1,260.40, however 3 nights at \$400.00 per night (plus taxes and fees) amounts to \$1,410.24. I will therefore increase the amount to be reimbursed.

Once I know how you wish to proceed with regards to the flight to Ottawa on 4 March, I will be able to finish completing your claim. I just wanted to be sure that we weren't missing an important piece of your claim.

Best,

### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

<image003.jpg>

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

Tcl/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

s.19(1)

Simons, Deborah	
From: Sent: To: Subject:	Phyllis Clark Tuesday, April 02, 2019 1:11 PM Simons, Deborah Re: FW: Seeking approval - travel expense claim - TABCC82548 - Victor Young - B19-013
Yes, I approve	
Phyliis Clark Phone: Email:	
information. Contact me imp	ded for the use of the recipient to which it is addressed, and may contain confidential, personal, and/or privileged nediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action ation received in error, or subsequent reply, should be deleted or destroyed.
On Tue, Apr 2, 2019 a	at 7:56 AM Simons, Deborah < simons@mint.ca > wrote:
Dear Phyllis,	
Just wondering if you are required to have o very close to 30 days	had a chance to review Victor's travel expense claim? I apologize for the urgency – we claims submitted to our finance team within 30 days of travel if possible, and this one is
Best,	
Debby	
From: Simons, Debo Sent: Monday, April To: Phyllis Clark < Subject: Seeking app	

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents Victor's travel to Ottawa to attend our Board of Directors and Committee meetings in March. 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



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 #: TABCC82548 Victor Young **EAHCE12134** EAHCE# Claimant Cost estimate pFovided on TA 121 Legal Services (Board) ₩, \$7,500.00 **Cost Centre** D'Eparture Date 4-Mar-19 Travel Location and Reason (attach any supporting documents): Return Date 9-Mar-19 THEMIS # (\*F and Board claims only) 2954 Currency Conversion Table B19-013 1 Unit of is Worth of usb 1.36608 CAD Attend Bodrd and Committee meetings, and Board business CAD dinners. CAD CAD Tampa, Florida/Ottawa/Tampa, Florida CAD CAD CAD CAD 2,815.64 Total Travel Expenses (inclusive of fares) Prepaid Fares (Paid using Amex Corporate Billing Account) 0.00 Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card) 0.00 Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMOUNT) Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT) Outstanding FX to CAD **CAD Equivalent** Advanced Returned Currency 0.00 1.00000 0.002.815.64 0.00 **RCM** Amount Owing to: Employee

Expense Coding Account	Cost Center ( Select One fr	om drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001	About a company of the second		165.54
740200 - Meals (domestic)	The state of the section of the sect		0.00
741200 - Meals (foreign)		~	0.00
740100 - Hospitality (domestic)		▼	0.00
741100 - Hospitality (foreign)		₩	0.00
740010 - Airfare (domestic)		♥:	0.00
741010 - Airfare (foreign)	121 Legal Services (Board)	₩	1,120.07
740020 - Rail fare (domestic)		I	0.00
741020 - Rail fare (foreign)			0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	₹	55.89
741500 - Taxi fare (foreign)	121 Legal Services (Board)		136.61
740700 - Personal car mileage (domestic)		<b>V</b>	0.00
741700 - Personal car mileage (foreign)		Ψ	0.00
740030 - Car rental (domestic)			0.00
741030 - Car rental (foreign)	ye 1, 1, 1, 1, 1, 1		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)		<b>*</b>	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	▼	65.90
741900 - Incidentals (foreign)	121 Legal Services (Board)	₩	23.63
740000 - Travel (domestic)			0.00
741000 - Travel (foreign)		▼	0.00
	15	▼ .	
		▼	0.00
154200 - Prepaid Fares			0.00
Out of Balance - Discrepancy in Expenses Co	oded		0.00

(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$4,684.36) 000022 -62%
Variance %	-62%



7.Reviewed by Finance (PRINT NAME)

# **Travel Expense Form 2018**

TA # TABCC82548

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

authorized using the Authority to Travel an	d Advance form.	And the state of t
As the Traveller, please Indicate if this cla Yes No did if you indicated "Yes", pl	ilm contains any exceptions requiring approval per the ease check which exception(s) were not pre-approved and	Corporate Travel, Hospitality, Conference & Event Policy #51. require approval:
CEO APPROVAL REQUIRED: (Please initial)  Travel — Exceptions to Corp	orate Travel, Hospitality, Conference & Event Policy #51 (A	иллех 2B)
Hospitality - No pre-approv Hospitality - Ext Hospitality - Ext Hospitality - Act Hospitality - Foo Hospitality - Foo Hospitality - Spe	Hospitality Policy #51 (Annex 2B) rai obtained for the following: ernal or internal hospitality exceeding Maximum Cost Per i ernal or Internal hospitality costs exceeding \$5,000 (Annex oholic beverages provided (Policy Section 44.1) of & beverage cost exceeded Maximum Cost Per Person (P ertainment provided (Policy Section 44.1) epitality or entertainment provided to spouse or person ac epitality paid by the RCM taking place at the residence of a	(28 and 44.1)  olicy Section 44.1)
☐ Travel - Airfare - Higher lev ☐ Travel - Privately owned veh ☐ Travel - Car travel - Leased \( \) ☐ Travel - Expense received o\( \) ☐ Hospitality - External or Inte	and business travel {Policy Section 14.3) of than permitted by policy (Policy Section 20.6) hicles - Kilometer allowance in excess of the equivalent low ess of specified or published City Rate Limits (Policy Sectio	in Maximum Cost Per Person (Annex 28)
Travel – Car rental – upgrade 23.3)  Travel – Car rental – upgrade 23.3)  Travel – Missing original iten Travel – Hotel – upgrade to a Travel – Hotel – rate in exces (\$145), or published City Rat Missing original itemized rec Other exceptions (traveller in Hospitality – External or Inter Sy signing below, the Traveller confirms that iteriorized.	o a fare class higher than the Standard Allowable Airfare to a larger vehicle than the Intermediate/Standard size pet to a larger vehicle than the Intermediate/Standard size to a larger vehicle than the Intermediate/Standard size to alzed receipts. Explanation provided (Policy section 33.2) alevel higher than the Standard Guest Room permitted by so of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), More Umit. VP pre-approval not obtained. Justification provided (Policy section 26.2) has listed and explained on a separate document) mal hospitality up to \$1,500 and within Standard Cost Per this expense claim contains only eliable allowances and letting the section of the second contains only eliable allowances and letting the second contains only eliable allowances are second contains only eliable allowances are second contains on the second contains on the se	entreal (\$190), Vancouver (\$200), and Caigary (\$180), Las Vegas ded (Policy section 25.2)  Person (Annex 2B)  gitimate and actual expenses incurred in accordance with the galactimentation is contained in this expense claim, that the
Signature of travellar Houng	2. Expanse do in proported by SiMONS (PRINT NAME)	3. Approved by Traveller's Cifector with signing authority (PRINT NAME)  LUDE AFA TO ORROUPE d  Signature of Traveller's Director  L MUL CAPILLOVAL FURTH
easonable, exceptions as noted above are ap LEVent Policy #51 (as applicable). Please note	has reviewed this expense claim including all the supportion proved (as required), and the claim has been completed in it is proved prior to travel, the e/he has reviewed the exceptions as noted above requiring	accordance with the Corporate Travel, Hospitality, Conference Travel's Director can proceed in signing the expense chim. By
4 Approved by VP (as required) (PRINT NAME)	5.Reviewed by CFO (CEO claims; Board claims; dalms for review prior to CEO approval; other as required)	6.Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Apr 1/2019.	Signature of CEO/Chair of Board/Chair of Audit Committee
Date:	Date	Date

		Canada - (Exc	ept NWT, N	VT, Yukon)	]	USA - (Except	Alaska)	
Page 2		Total Amount	Actual	Calc	]	USD	Actual Credit Card	Total CAD
		(incl. HST/GST	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air	r-Domestic)	<u> </u>					CRD Exp.	Liquivalent
RCM Paid Fares (Ra	<b>-</b> ′							
RCM Paid Fares (Air	•					<del></del>		
RCM Paid Fares (Rai			<del>                                     </del>			<del></del>		
Employee Paid Fares	- /		1			<del></del>		
Employee Paid Fares	. ,	1,120,07						<del></del>
Employee Paid Fares	` ,	1,120107		<del></del>				
Employee Paid Fares	•							
Hotel Accommodation		1,410.24	162.24				_	
Hotel Accommodation	, ,	1,110,27	102.27					
Taxis (Domestic)	us (r or eagh)	55.89	_			<del></del>		
Taxis (Foreign)		33.67	<del>                                     </del>			100.00		
Mileage (\$0.57km)	,			_		100.00		136.6
Business Telephone		<del></del>		-			-	
Parking				_				
ranking Car Rental (Domestic								
•	•	<u> </u>	1					<del></del>
Car Rental/Gas (Fore	-							
Personal Accommoda	uons		ļ					
Hospitality		-		ļi				
Others (code manuall	<u>y)</u>							
04								
Others (total)		A 70 C 70	440.04					
Total Expenses		2,586.20	162.24			100.00		136.61
Per Diem Country				Canada	,			USA
		No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rate		allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts	\$20.25				\$20.25			
Lunches	\$19.85				\$19.85			
Dinners	\$50.00				\$50.00			
Total Meals								
Incidentals	\$17.30	4	69.20	3.30	\$17.30	1	17.30	23.63
l'otal Expenses	<u> </u>		69.20	3.30			17.30	23.63
Note - Please use the	meal allowance c	alculator tab to	determine t	he exact No.	of meal all	owances and inci	identals	
Grand Total CAD Expenses				2,655.40		Grand Total USD	Expenses	160.24
Grand Total HST/GST	r			165.54			_	
Notes								
Victor is not claiming th	e cost of his flight to	Ottawa on 4 Marc	h, as the cab 1	o airport and f	light are bein	g reimbursed		
while	in Ottawa. He is onl	y claiming the retur	n flight and c	ab. While in C	Ottawa, Victor	rode with others to	from some of the veni	ies, and is
herefore claiming 3 cab	fares that were at his	s expense (2 in Otta	iwa and 1 in 1	Tampa for his:	return trip). B	reakfast was provid	led with the accommod	ations: Roard
inners were provided or	n 4 & 5 March; Boar	a lunches were pro	vided on 5, 6	& 7 March. T	he afternoon o	of 7 March and full	day on 8 March are pe	rsonal days as

not related to RCM.

# Meal allowance and incidental calculator

-	Enter	your trav	el dates l	nere											
			4 Mar.1	5 Mar.19	6 Mar.1	7 Mar.19	8 Mar.19	9 Mar.19							Total meal allowances
_	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast							Personal							Î	0
Lunch							Personal								0
Dinner						Personal	Personal								0
Incidentals			1	1	1	1	Personal	1							- 5
	F-4														
	Enter	your trav	el dates	nere	designation of			BOOK SALMAN	The state of the s				-		
	Sat	Cup	Mon	Tuo	Wood	Thu	I Se	Cot	Com	Man	Tivo	Word	Thu		Total meal allowances
<b>D</b>	Sat	Sun	IMON	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	444
Breakfast		-								<u> </u>	-		<del></del>		0
Lunch	·														0
Dinner															0
Incidentals															O
							enter the					Seal of the seal	kfast		0
							al allowa AD\$ &U\$			ere		Dinne Incid			0 0

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



# **Currency Converter**

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# US dollar → Canadian dollar

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1.3393 × 1.02 = 1.36608



# HERE TO LEARN MORE ABOUT

For Emergency Travel Services: For Canada & USA: please call 1-888-551-1181 or 902-423-3806. Outside Canada & USA: call collect 902-423-3806. Email: etc@maritimetravel.ca (For more immediate assistance please call)

LEGROW'S TRAVEL

215 WATER STREET ST. JOHN'S, NL A1C 6C9 (709) 758-6777

www.legrowstravei.ca

Tap to send itinerary to our App via phone:

Our iPhone App | Our Android App

View Itinerary On: ViewTrip | Send Itinerary To: TripIt

Our ref#

Invoice #

Date

Your Counsellor

Account #

Department

12 Feb 2019

**HEIDI POUND** 

Click here to learn more about our Corporate Travel Program

Travel Arranger:

VICTOR YOUNG

For:

YOUNG/VICTOR MR

For CIBT Visa requirements click here

### **Itinerary**

This is your ltinerary and Invoice.



Air Canada 1264

Airbus A320

Cabin Class Z-Business Class (lowe

Origin

Ottawa, ON Ottawa McDonald Cartier

Intl (Ottawa, ON)

Destination

Tampa, FL Tampa Inti (Tampa, FL) Depart

Sat - Mar 09 06:15 AM

Arrive

09:44 AM

Sat - Mar 09

Seat 3D

Duration 3:29

Passenger Information

Passenger

Company

YOUNG/VICTOR MR

Airline Code AC

Ticket #

**Booking Summary** 

Company

Air Canada

Air Canada

Booking Reference

Loyalty #

-THANK YOU FOR BOOKING WITH LEGROWS TRAVEL

### Purchase Summary

Amount due		Amount Paid	
AIRCANADA WEB AIRFARE-TKT	937.00	PYMT BY XXXXXX	-1069.47
TAX ON AIRFARE INCLUDES 2.99 HST 0.00		YOUNG/V 12FEB19	
TAX ON AIRFARE INCLUDES 47.46 GST 0.00		PYMT BY WXXX	-50.60
TAX ON AIRFARE	132.47	TOTAL PAID CAD	\$1,120.07
LEGTVL NON-REFUNDABLE FEE-TRANSBORDER	44.00		
TAX ON FEE (R103524823)	6.60		
TOTAL DUE CAD	\$1,120.07		

BALANCE CAD \$0.00

# **Baggage Information**

For Air Canada Baggage Information click here.

Baggage charges may apply. Size/weight restrictions vary between airlines. Excess charges may apply if exceeded.

Passengers may carry travel sized toiletries Or liquids 3.4 oz (100ml) Or less through security check points. They must fit in a 1-quart sized clear plastic zip-top bag. Visit www.Catsa-acsta.gc.ca

### Reminders

Your LeGrow's Travel charges will show on your credit card statement similar to LT 123456-01498761234 LT = LeGrow's Travel 123456 = invoice # 01498761234 = ticket #

# Important Travel Information

Your passport should be valid for 6 months after your return date plus any applicable visas. Effective January 23rd, 2007, The United States Western Hernisphere Travel Initiative (WHITI) will require all travelers to present a passport or other appropriate secure document (Valid US Merchant Mariner Document, NEXUS Air card when used at a NEXUS Air kiosk, NATO identification card when accompanied by NATO orders) when entering or re-entering the United States by air. http://cbsa-asfc.gc.ca/whti-ivho/menu-eng.html Citizens of certain countries and territories need a visa to visit or transit Canada. Others need an Electronic Travel Authorization. Please visit http://www.cic.gc.ca/english/visit/visas-all.asp for details. It is the travellers responsibility to ensure they have the correct documentation. Entry to another country may be refused even if the required information and travel documents are complete. Living standards and practices at the destination and the standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada You have provided us your personal information in order to facilitate your current and future travel arrangements and allow us to provide travel services and products to you. We will remove your information from our records upon your request if you call, write, or email any of us individually or email us centrally at privacyfeedback@maritimetravel.ca . Please see http://www.maritimetravel.ca/privacy-policy Government of Canada Travel Advice and Advisories: http://www.voyage.gc.ca/countries\_pays/menu-eng.asp Your reservation number with Air Canada is qu6eer. Air Canada contact phone number is 1-888-247-2262. AirCanada ticket -0142107918524 AirCanada CONFIRMATION -QU6EER valid govt issued photo id required for check-in non ref/change fees apply check in 2 hours prior.

Boarding may be denied if less than 1 hour valid passport required we recommend that you reconfirm your flights prior to departure please check in 3 hours prior to departure. Late checkin may result in the loss of seat/reservation check in cut off time is 60 minutes prior to departure. A valid passport is required for your journey. USA entry rules require additional information at check-in including passport number date of birth gender and citizenship.

US Government also requires a destination address for visitors. Please see link for more info www.Passengerprotect.gc.ca passport and etkt itinerary required for check in. Boarding passes required prior to entering security. You are responsible for all visa and health documentation for each country that you visit on your journey.

Please visit cibtvisas.ca/28076 to verify what documentation you must have in order to travel. Baggage charges may apply.

Please visit Air Canada-www.AirCanada.Com baggage allowance-specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded. Passengers may carry travel sized toiletries or liquids 3.4 oz (100ml) or less through security check nointe

# YOUNG VICTOR



**BUSINESS CLASS/CLASSE AFFAIRES ETKT** 

Flight/Vol Date AC 1264 09MAR From/De **OTTAWA**  Frent ent Flyer/Voyanaur assidu

Destination **TAMPA** 

Boarding Time/Heure d'embarquement -05:  $40_{\text{Gate/Porte}}$ 

0

12 Seat/Place

03D

Departure Time/Heure de depart

Airline Use/A usage interne

0113 YOW

Boarding Pass | Carte d'accès à bord

AIR CANADA

J/C YOW 9 MAR 04:19 TO/A:TAMPA

**AC 1264 TPA** 

0014

(A) AIR CANADA

YOUNG/VICTOR

J/C YOW 9 MAR 04:19 TO/A:TAMPA

LR

0014

### Simons, Deborah

From:

Victor Young <

Sent:

Wednesday, February 06, 2019 11:11 AM

To:

Murka, Anne-Marie Vivier, Mélanie

Subject:

Re: Hotel Info - Fairmont Chateau Laurier

Thanks Anne Marie. Could you please extend that reservation to include March 8th/departure on the 9th. I have in Ottawa at that time.

Vic

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

Sent: February 6, 2019 12:07 PM

**To:** Victor Young **Cc:** Vivier, Mélanie

Subject: Hotel Info - Fairmont Chateau Laurier

Hi Mr. Young,

A room has been reserved in your name at the Fairmont Chateau Laurier in Ottawa. Details are as follows:

• Date of arrival: March 4, 2019

Date of departure: March 8, 2019

Confirmation number:

Rate: \$400

Check In: 3:00 p.m.Check Out: 12:00 p.m.

Please advise if you wish to make an adjustment to your reservation.

Regards,

ANNE-MARIE MURKA SENIOR COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE PRINCIPALE, SECRÉTARIAT DE LA SOCIÉTÉ



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

Tel/Tél.: 613-862-1716 Fax:/Téléc. : 613-990-4665

murka@mint.ca | murka@monnaie.ca

mint.ca | monnaie.ca



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

Mr Victor Young Canada Room/Chambre Folio #

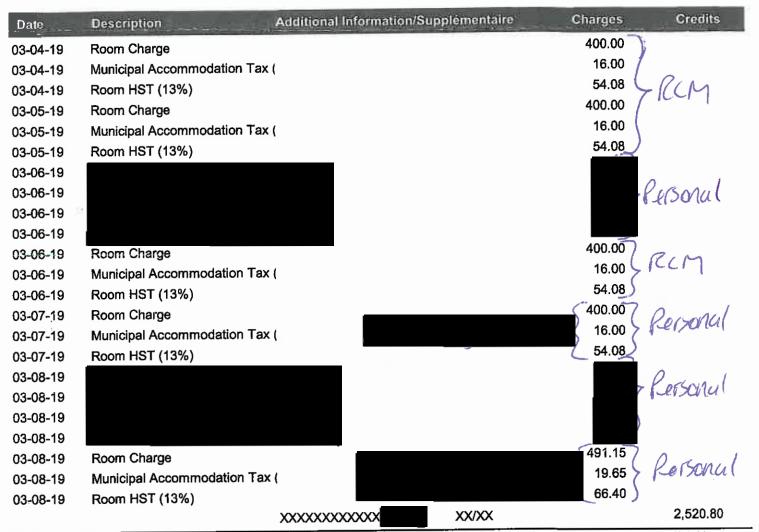
: 0474

Invoice #

Cashier/Cassier # : 226300 Page # : 1 of 2

Reference No.

Arrival/Arrivée : 03-04-19 Departure/Départ : 03-09-19



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

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue belance subject to a surcharge at the rate of 1.5% per month after one month. (18,00% per annum.) I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit on 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 raprésentant désigné en refuserait le palement. Les comptes en souffrance sont sujets à un inlérêt de 1,5% par mols après un mois. (18,00% par année) ... "J'al accapté le livraison du journel The Globe and Mañ. Si J'avais refusé, J'aursis pu obtenir un crédit à mon compte de 1,00% par jour (du Lundi au Vandradi) et de 2,00\$ le Semedi. (Dans les hôteis perticipants.)



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

Reference No.

Room/Chambre

Cashier/Cassier # : 2263 00

Folio# Invoice #

Page #

Arrival/Arrivée

: 03-04-19

: 0474.

2 of 2<sup>∞</sup>

Departure/Départ : 03-09-19

**Mr Victor Young** 

Canada

Date Description		Addition	al Information/Supplémentaire	Charges	Credits
3-09-19					
			Total	2,520.80	2,520.80
			Balance Due/Solde	0.00	
GST Summary / Somm	aire	HST Summary /	Sommaire		
Room/Chambre	0.00	Room/Chambre	282.72		
F&B/Restauration	0.00	F&B/Restauration	0.00		
Other/Autres	0.00	Other/Autres	7.28		
Total	0.00	Total	290.00		

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.

CM (3 rights) = \$1410.24 (tax \$162.24) Personal = \$1,110.56 (tax \$127.76) \$2,520.80

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I sgree that my liability for this bill is not walved and I agree to be half personally liable in the avent that the indicated person, company or association fells to pay for any part of or the full amount of these charges. Overdue between subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have sceepted delivery of The Globe and Mell. Had I refused, I would have been eligible for a \$1.00 (Mon-Fr) and \$2.00 (Set.) credit to my account. (At periolpsting hotels.)

Je me porte personnellement responsable du règlament total de catta note au cas ou le compagnie, l'association ou son représentant désigné en retuerait le pelament. Les comptes en acoffrance sont aujets à un intérêt de 1.5% per mois après un mois. (18,00% per année) J'al accepté le livrellen du journel The Globe and Mell. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,005 per jour (du Lundi au Vendradi) et de 2.005 te Samedi. (Dans les hôtels participants.)

#### BLUE LINE TAXI (613) 238 - 1111

TERMINAL ID: MERCHANT ID: 324-304-273 4325714A VEHICLE 1D : 1456 DRIVER ID : U0050077 TRIP NUMBER: 7436 PASSENGERS: 03/07/2019 START: 11:47 END: 11:48 HARE AMOUNT: \$ 18.00

TOTAL : 18.00 SALE : \*\*\*\* APPROVAL NUMBER : 043886

\*\*\*PASSENGER COPY\*\*\*

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



BLUE LINE TAXI 455 COVENTRY RD OTTAWA ON K1K 2C5 (613) 238-1111

SALE

Clerk #: 052597

REF#: 00000003 Batch #: 226 SEQ: 226001001003 03/09/19 04:06:28 APPR CODE: 088532

\*\*/\*\*

**AMOUNT** 

\$37.89

00 - APPROVED - 001

AID: A0000000031010 TVR: 00 00 00 00 00

CUSTOMER COPY

Cab Yhom Rem

Cab your hotel to ottowa airport

DATE 3-9-19 FROM VICTOR YOUNG	No. 052159
ONE HUNDRED  OFOR RENT CEPT TEANSporTATION	NO/18 DOLLARS
ACCT. CACH  PAID SO OF OMNONEY ORDER  DUE CREDIT CARD  BY	

Cab from airport in Tampa to residence.

# 136.61 Cdn

### Simons, Deborah

From:

Victor Young <

Sent:

Monday, April 01, 2019 9:18 AM

To:

Simons, Deborah

Subject:

Re: Travel Expense Claim - March 2019 Board Meetings

Hi Deborah. You are correct. As part of the cost sharing arrangements for travel and hotels, Thanks for picking up the discrepancy...much appreciated.

Vic

Sent from my iPad

On Mar 28, 2019, at 2:08 PM, Simons, Deborah <simons@mint.ca> wrote:

Dear Mr. Young,

I am pleased to confirm that your envelope of receipts has arrived, and I am working on your travel expense claim. I noticed that the envelope did not contain your flight itinerary and invoice for travel to Ottawa on 4 March – I only have your return flight information for 9 March.

I should also mention that I noticed a discrepancy with regards to the amount to be reimbursed for your accommodations. Your travel expense report quotes an amount of \$1,260.40, however 3 nights at \$400.00 per night (plus taxes and fees) amounts to \$1,410.24. I will therefore increase the amount to be reimbursed.

Once I know how you wish to proceed with regards to the flight to Ottawa on 4 March, I will be able to finish completing your claim. I just wanted to be sure that we weren't missing an important piece of your claim.

1

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

000035

### Simons, Deborah

From:

Phyllis Clark <

Sent:

Friday, May 10, 2019 9:26 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABCC82726 - Victor Young - B19-018

### **Approved**

Sent from my iPhone

On May 10, 2019, at 6:14 AM, Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Just checking to ask if you have had a chance to review this claim (sent on Tues day this week).

Best,

Debby

From: Simons, Deborah

Sent: Tuesday, May 07, 2019 1:41 PM

To: Phyllis Clark <

Subject: Seeking approval - travel expense claim TABCC82726 - Victor Young - 819-018

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents the airfare for Victor's travel to our Board of Directors meetings in Winnipeg next week. 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

<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

<B19-018 - Young - Winnipeg May 12-15, 2019.pdf>

#### Thellend, Talia

From: Simons, Deborah
Sent: May 22, 2019 3:45 PM

**To:** Victor Young

**Subject:** Reimbursement - travel to Winnipeg

Attachments: 08294082\_4.pdf

Dear Mr. Young,

I am pleased to advise that you received an electronic transfer of funds yesterday, in the amount of \$1,417.56. This represents the airfare for last week's travel to attend our Board of Directors meetings in Winnipeg. A copy of the EFT notification is attached for your records.

Best,

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ





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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca



### **ELECTRONIC FUNDS TRANSFER**

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

**VICTOR YOUNG** 

Telephone

613-993-3500

Fax Date Vendor account

17/05/2019

Date of payment Reference No.

21/05/2019 PV144198

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82726 B19-018	13/05/2019	CAD CAD	1,417,56	0.00	1,417.56	THEMIS # 2963 EAHCE12189 WINNIPEG BOD MEETING



**Travel Location and Reason** 

# **Travel Expense Form 2019**

OTJ#: TA #: TABCC82726 EAHCE# EAHCE12189

Claimant	Victor Young
Cost Centre	121 Legal Services (Board)

Cost estimate provided on TA Hospitality estimate provided on TA

Departure Date 12-May-19

Return Date 15-May-19

\$5,505.35

(attach supporting documents):	THEMIS # ( P and Board claims only)		2963
B19-018	Currency Conversion Table		$\neg$
To attend Board of Directors meetings and business dinners.	1 Unit of is Worth	of	$\neg$
Orlando/Denver/Winnipeg/Chicago/Tampa	D	CAD	
i		CAD	
*AIRFARE ONLY		CAD	
		CAD	

#### Total Travel Expenses (inclusive of fares) 1,417.56 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 \$ AM(OUNT) Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT) Advanced Returned Outstanding Currency FX to CAD **CAD Equivalent** 0.00 1.00000 1,417,56 Amount Owing to: **Employee RCM** 0.00

Expense Coding Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001	Con center ( Bereet One it our drop dott) [1 00x )	
<del></del>		138.56
740200 - Meals (domestic)		0.00
741200 - Meals (foreign)	AND THE RESIDENCE OF THE PROPERTY OF THE PROPE	0.00
740100 - Hospitality (domestic)	•	0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	1,279.00
741010 - Airfare (foreign)	enthalistic of the following control dealer of the sec section is a in the case of the control of the section is a	0.00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)	X	0.00
740500 - Taxi fare (domestic)	<b>▼</b>	0.00
741500 - Taxi fare (foreign)	▼	0.00
740700 - Personal car mileage (domestic)	(X)	0.00
741700 - Personal car mileage (foreign)	<b>Y</b>	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)	: <b>▼</b>	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
	▼	0.00
	▼	0.00
		0.00
	<b>V</b>	0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Co	ded	0.00
FOR FINANCE USE ONLY (Fax	orable)/Unfavorable Vacionee: Estimate on IA versus actual expense chim	((\$4,087.7/9))
	Variance %	-74%
(Favorable)/	Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
	Hospitality Variance %	000@39V/0

Updated 18/03/19



7. Reviewed by Finance (PRINT NAME)

# **Travel Expense Form 2019**

**TABCC82726** 

\*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 prejening. 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 #S1 (Annex 28) ' CFO or CEO APPROVAL REQUIRED: (Please initial) ☐ Hospitality - Exceptions to Hospitality Policy #51 (Annex 2B) Hospitality - No pre-approval obtained for the following: ☐ Hospitality -- External or Internal hospitality exceeding Maximum Cost Per Person (Annex 2B) Hospitality – External or internal hospitality costs exceeding \$5,000 (Annex 28 and 44.1) Hospitality - Alcoholic beverages provided (Policy Section 44.1) Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1) Hospitality - Entertainment provided (Policy Section 44.1) Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event partiacipant (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 Pers on (Annex 28) Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1) TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please Initial) Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6) Travel – Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 23.31 Travel – Car rental – upgrade to a larger vehicle than the Intermediate/Standard.size to accommodate 3 or more employees (Policy section 23.3) Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2) Travel - Hotel - upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to RCM (Policy section 25.1) Travel - Hotel - rate in excess of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Montreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas (\$145), or published City Rate Limit. VP pre-approval not obtained. Justification provided (Policy section 25.2) Missing original itemized receipts. Explanation provided (Policy section 26.2) Other exceptions (traveller has listed and explained on a separate document) Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 2B) By signing below, the Traveller confirms that this expense claim contains only eligible allowances and legitimate and actual expenses incurred in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable), that all required supporting documentation is contained in this expense claim, that the above noted exceptions are complete and accurate, and that the claim has been completed in accordance with these policies. 3.Approved by Travelier's Director with signing authority anager 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) 5. Reviewed by CFO (CEO claims; Board claims; claims roved by CEO & President/Chair of BOD/Chair of (PRINT NAME) for review prior to CEO approval, other as required) Signature of VP

with (C)		Canada - (Exc	ept NWT, N	VT, Yukon)	]	USA - (E x cept	Alaska)	<u></u>
Page 2		Total Amount	Actual	Calc	1	USD		
1 100 2		(incl. HST/GST)		HST/GST			Actual Credit Card	Total CAD
RCM Paid Fares (Air	-Domestic)	(IIICI, IIST/GS1)	HS1/GS1	na i/Gai	-	Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Rai			-		-	<u> </u>		
RCM Paid Fares (Air	•				-			
1	- /				ļ			
RCM Paid Fares (Rai					ļ			
Employee Paid Fares	•	1,417.56	138.56					
Employee Paid Fares								
Employee Paid Fares	. ,							
Employee Paid Fares	(Rail - Foreign)							
Hotel Accommodation	as (Domestic)				]			
Hotel Accommodation	ns (Foreign)				1			
Taxis (Domestic)					1			
Taxis (Foreign)							<del></del>	<del></del>
Mileage (\$0.55km)							<del></del>	
Business Telephone				-				
Parking								
Car Rental (Domestic)	`	<u> </u>						
Car Rental/Gas (Forei								
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1	nous							
Hospitality								
Baggage (Domestic)								
Baggage (Foreign)						<u> </u>		
Others (code manually	<u>'')                                   </u>							
								-
								<del></del>
Others (total)								
Total Expenses		1,417.56	138.56					
Per Diem Country	_			Canada	•			TIEA
	[	No. of meal	Total CAD	Calculated		No. of meal	Total USD	USA Total CAD
Meal allowance rates	s I	allowances	allowance	GST/HST		allowances	allowance	
Breakfasts	\$20.50				\$20.50	11 2	аномансе	Equivalent
Lunches	\$20.10				\$20.10			
Dinners	\$50.65			-	\$50.65			
Total Meals					ψυσισυ			
Incidentals	\$17.30				017 20			_
Total Expenses	917,50				\$17.30			· ·
	meal allowance or	alanlatan tah ta		l 4 37 -				
Note - Please use the	mear and wance C	arculator (AD to (	uctermine t	ue exact No. 	oi meal allo	wances and inci	dentals	
Grand Total CAD Exp	enses			1,417.56		Grand Total USD	Expenses	
Grand Total HST/GST			ĺ	138.56				
Notes for Expen	ses							
	<del></del>	<u> </u>						
								[
								Į.

RCM BOARD OF	DIRECTORS							
Claimant:	Victor Young	3	Dep	arture Dat	e: 12-May	1	Return Date	15-May
Location:	Winnipeg							
Purpose:	Attend Boar	d of Directo	rs meetings an	d business	dinners.	92		
TRAVEL EXPEN	SE		Amount		Meals & Incid	entals		
Airfare			\$ 1,417.56		Note: Please	use the mea	al allowance	calculator
Baggage Fees		2			below to dete	rmine the e	xact number	r of
Change Fees					meal allowand	ces and incid	lentals.	
VIA Rail								
Hotel Accommo	dations					Rate	# Meals	Total
Mileage (\$.055/	'km)		\$ -		Breakfast	\$20.50	0	\$ -
Parking					Lunches	\$20.10	0	\$ -
Taxis					Dinners	\$50.65	0	\$ -
Car Rental					Incidentals	\$17.30	0	\$ -
Gasoline						_		\$ -
Private Accomo	dation (\$50/n	gt)			Total Travel Ex	xpenses		
Other								
	<b>Total Travel</b>	Expenses	\$ 1,417.56					
•	Total Meal/I	ncidentals	\$ -					
		TOTAL	\$ 1,417.56					
Meal allowance	and incident	al calculator						
Insert Date →		ai colculator						1
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch								0
Dinner								0
Incidentals				······································				0
								0
Per Diem Calcul Insert Date →	ator							I
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
								0
Claimant Signat		// .	lons 40		Date:	105/19	9	
Travel expense rep	VACHO orts must compl	y with the RCI	VIG M' <b>s</b> Corporate Tra	avel, Hospita	lity, Conference an	d Event Policy (	Policy # 51).	



# RE TO LEARN MORE ABOUT Y OF CARE.

215 WATER STREET | ST. JOHN'S, NL A1C 6C9 | (709) 758-6777

For Emergency Travel Services: For Canada & USA: please call 1-888-551-1181 or 902-423-3806. Outside Canada & USA: call collect 902-423-3806. Email: etc@maritimetravel.ca (For more immediate assistance please call)

#### VICTOR YOUNG



Tap to send itinerary to our App via phone:

Our iPhone App | Our Android App

View Itinerary On: ViewTrip | Send Itinerary To: TripIt

Our ref#

Invoice #

Date

Your Counsellor

Account #

Department



24 Apr 2019 HEIDI POUND

Click here to learn more about our Corporate Travel Program

For:

YOUNG/VICTOR MR

#### **Itinerary**

This is your Itinerary and Invoice.

#### Web Check In: United Airlines

A

Duration 4:04

United Airlines Inc

2369

5219

Boeing 737-900

Cabin Class Z-Business/Business First

Origin Orlando, FL

Orlando Inti Arpt (Orlando,

FL)

Destination

CO)

Denver, CO

Denver Intl Arpt (Denver,

Depart Sun - May 12 06:30 AM

Arrive Sun - May 12 08:34 AM

Seat 02E

Seat

Canadair 700

(Operated by SKYWEST DBA UNITED EXPRESS)

United Airlines Inc

Duration 2:13

Origin United Airlines Inc

CO)

Denver, CO Denver Intl Arpt (Denver, Destination Winnipeg, MB Winnipeg Ja Richardson Intl Arpt (Winnipeg, MB) Depart Sun - May 12 10:50 AM

Arrive Sun - May 12

02:03 PM

02C

Cabin Class Z-Business/Business First

Origin Winnipeg, MB Winnipeg Ja Richardson Intl Arpt (Winnipeg, MB)

Destination Chicago, IL OHare Intl Arpt (Chicago,

Wed - May 15 02:45 PM

Depart

Arrive Wed - May 15

Seat 02A

Canadair 700 Duration 2:23

5859

(Operated by SKYWEST DBA UNITED EXPRESS)

Cabin Class Z-Business/Business First

IL) Terminal 2

05:08 PM

United Airlines Inc

Origin Chicago, IL OHare Intl Arpt (Chicago,

Destination

Tampa, FL Tampa Intl (Tampa, FL) 05:57 PM

Depart Wed - May 15

**Arrive** Wed - May 15 09:44 PM

Seat 02E

Duration 2:47

Boeing 737-900 Cabin Class Z-Business/Business First

IL) Terminal 1

Passenger Information

YOUNG/VICTOR MR Passenger

**Booking Summary** 

Company

United Airlines Air Canada

Airline Code UA

Booking Reference Loyalty #

Ticket#

#### **Purchase Summary**

Amount due		Amount Paid	
UA AIRFARE - TKT	1235.00	PYMT BY XXXX-XXXX	-1366.96
TAX ON AIRFARE INCLUDES 1.25 GST		Apr 24 2019	
TAX ON AIRFARE INCLUDES 130.71 OTHER		PYMT BY XXXX	-50.60
TAX ON AIRFARE	131.96	TOTAL PAID CAD	<u>\$1,417.56</u>
LEGTVL NON-REFUNDABLE FEE-TRANSBORDER	44.00		
HST ON FEE (R103524823)	6.60		
TOTAL DUE CAD	<u>\$1,417.56</u>		

BALANCE CAD \$0.00

#### **Baggage Information**

For United Airlines Inc Baggage Information click here.

Baggage charges may apply. Size/weight restrictions vary between airlines. Excess charges may apply if exceleded.

Passengers may carry travel sized toiletries Or liquids 3.4 oz (100ml) Or less through security check points. They must fit in a 1-quart sized clear plastic zip-top bag. Visit www.Catsa-acsta.gc.ca.

#### Reminders

Your LeGrow's Travel charges will show on your credit card statement similar to LT 50238109-9435020291234 LT = LeGrow's Travel 50238109 = invoice # 9435020291234 = ticket #

### Important Travel Information

Your passport should be valid for 6 months after your return date plus any applicable visas. Effective January 23rd, 2007, The United States Western Hemisphere Travel Initiative (WHITI) will require all travelers to present a passport or other appropriate secure document ( Valid US Merchant Mariner Document, NEXUS Air card when used at a NEXUS Air kiosk, NATO identification card when accompanied by NATO orders) when entering or re-entering the United States by air. http://cbsa-asfc.gc.ca/whiti-ivho/menu-eng.html Citizens of certain countries and territories need a visa to visit or transit Canada. Others need an Electronic Travel Authorization. Please visit http://www.cic.gc.ca/english/visit/visas-all.asp for details. It is the travellers responsibility to ensure they have the correct documentation. Entry to another country may be refused even if the required information and travel documents are complete. Living standards and practices at the destination and the standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada You have provided us your personal information in order to facilitate your current and future travel arrangements and allow us to provide travel services and products to you. We will remove your information from our records upon your request if you call, write, or email any of us individually or email us centrally at privacyfeedback@maritimetravel.ca . Please see http://www.maritimetravel.ca/privacy-policy Government of Canada Travel Advice and Advisories: http://www.voyage.gc.ca/countries\_pays/menu-eng.asp

Non ref/change fees apply check in 2 hours prior.

Boarding may be denied if less than 1 hour. Valid passport required. We recommend that you reconfirm your flights prior to departure. Your reservation number with united airlines is csq8j3. United airlines contact phone number is 1-800-538-2929. Please check in 3 hours prior to departure. Late checkin may result in the loss of seat/reservation check in cut off time is 60 minutes prior to departure. A valid passport is required for your journey. USA entry rules require additional information at check-in including passport number date of birth gender and critizenship.

US Government also requires a destination address for visitors. Please see link for more info www.Passengerprotect.gc.ca passport and etkt itinerary required for check in. Boarding passes required prior to entering security. You are responsible for all visa and health documentation for each country that you visit on your journey.

Please visit cibtvisas.ca/28076 to verify what documentation you must have in order to travel. Baggage charges may apply.

Please visit united airlines-www.United.Com baggage allowance-specific size/weight restrictions vary between airlines.

Excess charges may apply if exceeded. Passengers may carry travel sized toiletries or liquids 3.4 oz (100ml) or less through security check points.

They must fit in a 1 quart (1i) sized clear plastic zip-top bag. Visit <a href="www.Catsa-acsta.gc.ca">www.Catsa-acsta.gc.ca</a>. Travelers to canacia may be denied entrance if they have ever been convicted of a criminal offense including minor criminal offenses and driving while impaired.

A special waiver must be obtained well in advance of travel. For entry requirement details and waiver instructions go to <a href="www.Cic.gc.ca/english/information/inadmissibility/airline">www.Cic.gc.ca/english/information/inadmissibility/airline</a> policy - fare is not guaranteed until ticketed. This ticket is non refundable and non transferable. Changes are subject to fare upgrade and change fee. Missing your flight without cancellation may result in the forfeiture of the value of your airline ticket. This is an electronic ticket valid only on issuing airline.

#### NOTICE

This receipt may be required at check in and must be presented to customs and immigration if requested. Carriage and other services provided by the carrier are subject to condition of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier, if the passenger's journey involves an ultimate destination or stop in a country other than the country of the departure the Warsaw convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage. You have provided us your personal information in order to facilitate your current and future travel arrangements and allow us to provide travel services and products to you. We will remove your information from our records upon your request if you call, write, or email any of us individually or email us centrally at privacyfeedback@manitimetravel.ca

#### Check in information

Online Check-in – Many airlines offer online check-in, most within 24 hours of departure. We recommend you check-in online before you go to the airport. Passengers departing Canada should be aware that liquids, gels and aerosols in containers with a capacity of 100 ml / 100 grams (3.4 oz.) or less are permitted through pre-board security screening as long as they fit comfortably in one (1) clear, closed and re-sealable plastic bag with a capacity of no more than 1 litre (1 quart). Please note that bags stretched beyond their capacity are not permitted. Limit one bag per person

HST/GST #: 10352 4823 QST #: 1022862835

#### **NEW TRAVEL INFORMATION**

Taking Cannabis across the border is and will remain illegal https://travel.gc.ca/travelling/cannabis-and-international-travel

Download our app today, to keep connected with us while you're on the go:





PREMIER ACCESS UNITED 150 TSA PRE B5F146 YOUNG/VICTORMR ORLANDO TO DENVER U/2369 BOARDING BEGINS: SEAT **BOARDING GROUP** GATE MAY CHANGE BOARDING ENDS: 6:15 AM AISLE FLIGHT DEPARTS: 6:30 AM **UNITED** FIRST CLASS FLIGHT ARRIVES: 8:34 AM CONFIRMATION: TICKET: A STAR ALLIANCE MEMBER 💠



PREMIER ACCESS

85F146

YOUNG/VICTORMR

AP-##I



DENVER TO WINNIPEG

UA5219

GATE

BOARDING BEGINS:

**BOARDING** 

DEN-YWG SUN MAY 12 2019

BOARDING ENDS: 10:35 AM

FLIGHT DEPARTS: 10:50 AM FLIGHT ARRIVES: 2:08 PM SEAT

GROUP

AISLE **UNITED** 

BUSINESS CLASS ;

OPERATED BY-SKYWEST DBA UNITED EXPRESS

CONFIRMATION:

TICKET:

A STAR ALLIANCE MEMBER 🖈

PREMIER ACCESS INTL

891119

13

YOUNG/VICTORMR



WINNIPEG TO CHICAGO

UA5859

GATE

**BOARDING BEGINS:** 

**BOARDING** 

YWG-ORD

**GROUP** 

WED MAY 15 2019

GATE MAY CHANGE BOARDING ENDS: 2:30 PM

FLIGHT DEPARTS: 2:45 PM FLIGHT ARRIVES: 5:08 PW UNITED BUSINESS CLASS

ODERATED RY-SKYWEST DRA UNITED EXPRESS

PREMIER ALCESS

INTL

B9F719

YOUNG/VICTORMR



CHICAGO TO TAMPA

**UA246** 

Do not expose to excessive heat or direct sunlight.

GATE

**BOARDING BEGINS:** 

**BOARDING** 

ORD-TPA

5:17P

**GROUP** 

WED NAY 15 2019

BOARDING ENDS: 5:42 PM

AISLE UNITED

FLIGHT DEPARTS: 5:57 PM FLIGHT ARRIVES: 9:44 PM

FIRST CLASS



000047

#### Simons, Deborah

From:

Phyllis Clark

Sent:

Wednesday, June 05, 2019 5:20 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claims X 4

Approved

Phyllis Clark	·
Phone:	Email:

#### CONFIDENTIALITY WARNING

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

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

Dear Phyllis,

Attached are four travel expense claims for approval:

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

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

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

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

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

s.19(1)

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

#### Thellend, Talia

From: Simons, Deborah June 13, 2019 1:58 PM Sent:

To: Victor Young

Subject: **Travel** Expense Claim **Attachments:** \_08356266\_4.pdf

#### Dear Mr. Young,

I am pleased to advise that you will receive an electronic transfer of funds on 14 June, in the amount of \$1,403.54. This amount represents the expenses related to your recent trip to Winnipeg to attend our Board of Directors and Committee meetings. A copy of the EFT notification is attached.

#### Best,

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

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

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca



#### Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

# **ELECTRONIC FUNDS TRANSFER**

**VICTOR YOUNG** 

Telephone Fax Date Vendor account Date of payment Reference No. 613-993-3500 13/06/2019

14/06/2019 PV145116

Fax E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82726 B19-018 B	07/06/2019	CAD	1,403.54	0.00	1,403.54	THEMIS # 2963 EAHCE12189 WINNIPEG BOD MEETING
		CAD		_	1,403.54	BOD FILETING

#### Thellend, Talia

From: Simons, Deborah
Sent: June 4, 2019 10:59 AM

**To:** Victor Young

**Subject:** Travel expense claim - Winnipeg Board Meeting

Attachments: lom\_gst\_folio\_cad14178857.pdf

Dear Mr. Young,

I am pleased to confirm that your envelope of receipts has arrived and I am finalizing your claim today. The Fairmont Hotel received numerous complaints regarding excessive noise levels during your stay, and as a result, has refunded your room charge for the night of 14 May. You should see a credit applied on your credit card, within 5-7 business days. In the meantime, attached is a copy of the refund confirmation, for your records.

Best,

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ





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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca



# Travel Expense Form 2019

s.19(1)

OTJ#:
TA #: TABCC8

TABCC82726 B19-0/8
EAHCE12189 BAL

Claimant Cost Centre Victor Young

121 Legal Services (Board)

Cost estimate provided on TA \$5,505.35

Hospitality estimate provided on TA

Departure Date 12-May-19
Return Date 15-May-19

#### Travel Location and Reason

(attach supporting documents):

THEMIS # (VP and Board claims only) 2963

EAHCE#

B19-018	Currency Conversion Table					
To attend Board of Directors meetings and business dinners.	1 Unit of	is Worth	of			
	USD 10 11 12	1.37179	CAD			
Orlando/Denver/Winnipeg/Chigaco/Tampa	68. Lillian (1)		CAD			
	(S)		CAD			
* EXPENSES	Tod Suison For		CAD			
	IN PECULES		CAD			

Total Travel Expenses (inclusive of fares)

Prepaid Fares (Paid using Amex Corporate Billing Account)

Airfare Previously Claimed by Traveller (Paid using Traveller Card)

0.00 AP427064 1.417.56

Airfare previously claimed by Traveller under this TA # (ENTER SPONDES AMOUNT)

1,417.56

2,821.10

Cash Advanced	/ Returned	ENTER	AS POSITIVE \$	AMOUNT)
CHUIL LIGHT MILEOUS	. Trecer mee (	(	TO I OUXIX I D 4	

Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00
Amount Owing to:		Employee	1,403,54	RCM	0.00

Expense Coding Account	Cost Center ( Select One fr	om dron down how )	I- C1' 6
	Cost Center ( Select One Ir	om drop down box )	In Canadian \$
HST - Registration # 10793 5058 RT0001	<u> </u>		189.08
740200 - Meals (domestic)	121 Legal Services (Board)	•	86.52
41200 - Meals (foreign)		pV l	0.00
740100 - Hospitality (domestic)		~	0.00
741100 - Hospitality (foreign)	9 (-)- (-) 6 5 (0 6		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	▼	1,279.00
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)	▼	137.50
741500 - Taxi fare (foreign)	121 Legal Services (Board)	<u> </u>	233.20
740700 - Personal car mileage (domestic)		(X)	0.00
741700 - Personal car mileage (foreign)		▼:	0.00
740030 - Car rental (domestic)		Y	0.00
741030 - Car rental (foreign)		₹	0.00
740800 - Parking (domestic)		<b>.</b>	0.00
741099 - Other transportation (foreign)		<b>T</b> :	0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	<b>T</b>	822.64
741400 - Accommodations (foreign)			0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)		49.43
741900 - Incidentals (foreign)	121 Legal Services (Board)	▼	23.73
740000 - Baggage & Travel (domestic)	ENTERED	•	0.00
741000 - Baggage & Travel (foreign)		<b>Y</b>	0.00
154200 Prepaid claimed	IIIN 4 4 2040	▼	(1,417.56)
	TON 1 1 SOIR		0.00
	000000	<b>T</b>	0.00
	JUN 1 1 2019 - AP429676	•	0.00
54200 - Prepaid Fares			0.00
Out of Balance - Discrepancy in Expenses Code	d		0.00
FOR FINANCE USE ONLY (Favors	able)/Unfavorable Variance: Estimate on	TA versus actual expense claim	(\$2,684.25)
		Variance %	-49%
(Favorable)/Un	favorable Variance: Estimate on Hospit	ality versus actual expense claim	\$0.00
,	•	Hospitality Variance %	#DIV/0



# Travel Expense Form 2019

TA # TABCC82726

approved in accordance with the Delegati authorized using the Authority to Travel a	on of Authority Policy #41. Approver must have Delegati	Hospitality, Conference & Event Policy #51, (as applicable) and on Authority at the time of signing. All travel plans must be pre-
As the Traveller, please indicate if this cl Yes   No   If you indicated "Yes", p	aim contains any exceptions requiring approval per the lease check which exception(s) were not pre-approved and	Corporate Travel, Hospitality, Conference & Event Policy #51. d require approval:
CEO APPROVAL REQUIRED: (Please initial)	porate Travel, Hospitality, Conference & Event Policy #51 (	
CFO or CEO APPROVAL REQUIRED: (Please in Hospitality — Exceptions to Corp. Hospitality — Exceptions to Hospitality — Exceptions Hospitality — No  VP APPROVAL REQUIRED (CEO APPROVAL IN Travel — Combining persona Travel — Airfare — Higher let Travel — Hotel — Rate in exceptions to the Privately owned velocity — Travel — Frivatel — Eased — Travel — Expense received to Travel	initial) Hospitality Policy #51 (Annex 2B) val obtained for the following: ternal or Internal hospitality exceeding Maximum Cost Per ternal or Internal hospitality costs exceeding \$5,000 (Anne zoholic beverages provided (Policy Section 44.1) od & beverage cost exceeded Maximum Cost Per Person (I tertainment provided (Policy Section 44.1) spitality or entertainment provided to spouse or person as spitality paid by the RCM taking place at the residence of a 44.1 and 46.4) ectal forms of hospitality (Annex 2B) pre-approval prior to expenditure (Section 44.7)  TRAVELLER IS A VP): (Please initial) all and business travel (Policy Section 14.3) set than permitted by policy (Policy Section 20.6) hicles - Kilometer allowance in excess of the equivalent los ess of specified or published City Rate Limits (Policy Sectio Vehicles (Policy Section 23.1) ever 30 days (Policy Section 33.1)	Person (Annex 28)  Ex 2B and 44.1)  Policy Section 44.1)  Ecompanying an event participant (Policy Section 44.1)  En RCM employee, Board member or other private residence  Exercises the process of the private residence of
Hospitality - Food & bevera	emal hospitality up to \$1,500 but less than \$5,000 and witt ge cost not exceeding Maximum Cost Per Person (Policy Sc	nin Maximum Cost Per Person (Annex 28) action 44.1)
Travel — Car rental - upgrad 23.3)  Travel — Car rental — upgrad Travel — Missing original ites Travel — Hotel — upgrade to Travel — Hotel — rate in exce (\$145), or published City Rai Missing original itemized re Other exceptions (traveller I Hospitality - External or Inte  By signing below, the Traveller confirms that Corporate Travel, Hospitality, Conference & a above noted exceptions are complete and acce	e to a larger vehicle than the intermediate/Standard size to a larger vehicle than the Intermediate/Standard size to a larger vehicle than the Intermediate/Standard size thized receipts. Explanation provided (Policy section 33.2) a level higher than the Standard Guest Room permitted by ses of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Minipeg (\$155), Toronto (\$200), Mite Umit. VP pre-approval not obtained. Justification provicelpts. Explanation provided (Policy section 26.2) has listed and explained on a separate document) rule in the secondary of the sexpense claim contoins only eligible allowances and leavest expense claim contoins only eligible allowances and leavest expense claim contoins only eligible allowances are the expense of the claim has been completed in accordance and that the claim has been completed in accordance.	y policy, at no additional cost to RCM (Policy section 25.1) ontreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas ided (Policy section 25.2)  Person (Annex 28)  In particular of the second and actual expenses incurred in accordance with the lag documentation is contained in this expense claim, that the lace with these policies.
1. Traveller Name (RRIVER NAME)	(PRINT NAME) CONTY SIMONS	3 Approved by Traveller's Director with signing authority (PRINT NAME)
Significant of traveller	Signature,	Signature of Traveller's Director
n victor Toung	04106/19 Date	1/
Reasonable, exceptions as noted above are ap & Event Policy #51 (as applicable). Please note	has reviewed this expense claim including all the supporti	accordance with the Corporate Travel, Hospitality, Conference
4 Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; dalms for review-prior to CEO approval; other as required)	6 Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit
U		0-100 ( a 1 0100 a D ( 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Date	Date	Date Million (16.16)
7 Reviewed by Finance (PRINT NAME)	1 Jue 3/1018	Date Land

June 11/19

Form upda 000054 2018

ŵ O	Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Except	Alaska)	
Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-Domestic)							
RCM Paid Fares (Rail-Domestic)							
RCM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)	,						
Employee Paid Fares (Air - Domestic)	1,417.56	138.56	640		350		
Employee Paid Fares (Air- Foreign) 👤					20		
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)						İ	-
Hotel Accommodations (Domestic)	860.86	38.22					
Hotel Accommodations (Foreign)		~					
Taxis (Domestic)	143.00	5.50	/				
Taxis (Foreign)	N V				170.00		233.20
Mileage (\$0.55km)							4-
Business Telephone				Ì			20
Parking -							
Car Rental (Domestic)				viii - 3			
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality					1	1-330	
Baggage (Domestic)							
Baggage (Foreign)					111111111111111111111111111111111111111	1	
Others (code manually)				8			
Prepaid claimed flight	(1,417.56)						
Others (total)	(1,417.56)	-			+		
Total Expenses	1,003.86	182.28	ts 1		170.00		233.2
Per Diem Country		50.32	Canada		170.00		USA
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	allowances	allowance	GST/HST	5	allowances	allowance	Equivalent
Breakfasts \$20.50				\$20.50			
Lunches \$20.10	2	40.20	1.91	\$20.10	31		
Dinners \$50.65	/ 1	,50.65	2.41	\$50.65	. 7		
Total Meals		90.85	4.33		— <del>/</del>		
Incidentals \$17.30	3	/51.90	2.47	\$17.30	1	17.30	23.73
Total Expenses		142.75	6.80			17.30	23.7
Note - Please use the meal allowance	calculator tab to			of meal all	owances and in		2307
Grand Total CAD Expenses			1,146.61		Grand Total US	-	256.9
Grand Total HST/GST			1,140.01		Granu Autai US	Lapenses	230.7

**Notes for Expenses** 

1) The Fairmont Hotel refunded the room charge for the night of 14 May due to excessive noise levels in the hotel; 2) Victor arrived in Winnipeg on 12 May in order to be able to attend the Annual Public Meeting on Monday, 13 May; 3) Although 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 (confirmations attached), Victor chose to take his own cab from hotel to RCM on 14 May, 15 Board of Directors dinners were provided on 13 & 14 May; 5) Although Board of Directors lunches were provided on 14 & 15

May, Victor was unable to stay for the lunch on 15 May as he needed to leave for the airport earlier than other Board members, to catch his return flight. He therefore purchased his own lunch at the airport on 15 May.



2 Lombard Place

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

**Royal Canadian Mint** 

**Mr Victor Young** 

Canada

Room : 1917
Folio # : 1028
Cashier # : 1 of 2

**Arrival** : 05-12-19 **Departure** : 05-15-19

Date	Description	<b>Additional Information</b>		Charges	Credits
05-12-19				16.95	
05-12-19	Room Charge			319.00	
05-12-19	Room PST			25.52	
05-12-19	Room GST			15.95	
05-12-19	Accommodation Tax			15.95	
05-12-19	Accommodation Tax - GST			0.80	
05-13-19	Room Charge			409.00	
05-13-19	Room PST			32.72	
05-13-19	Room GST			20.45	
05-13-19	Accommodation Tax			20.45	
05-13-19	Accommodation Tax - GST			1.02	
05-15-19		XXXXXXXXXXX	XX/XX		1,361.45
06-04-19		Refund			-483.64
		XXXXXXXXXX	XX/XX		



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

**Royal Canadian Mint** Mr Victor Young

Canada

Room 1917 Folio# 1028 Cashier # Page #

2 of 2

05-12-19 Arrival **Departure** 05-15-19

Date	Description	Additi	Additional Information		Credits
			Total	877.81	877.81
			Balance Due	0.00	_
(	GST Summary				
Roor	m	36.40			
F&B		0.00			
Othe	er	2.57			
Tota	I	38.97			

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.

Relied in love Shouling refund of 14 May Room: 1917 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

Mr Victor Young

Canada

Arrival

Cashier # Page #

05-12-19

1028

1 of 2

Departure 05-15-19

Date	Description	Additional Information		Charges	Credits
05-12-19			POSOMIL -	16.95	
05-12-19	Room Charge		Leinonai	319.00	
05-12-19	Room PST			25.52	
05-12-19	Room GST			15.95	
05-12-19	Accommodation Tax			15.95	
05-12-19	Accommodation Tax - GST			0.80	
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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		XXXXXXXXXXXX	XX/XX		1,361.45
06-04-19		Refund			-483.64
	_	XXXXXXXXXXXX	XX/XX		» I
					\$877.8

#877 81

1\$860.86 (tax \$38.99)

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414 Pour information et reservations visitez notre web au www.fairmont.com ou t@l@phoner au HAtels Fairmont de: \$tats-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not welved and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these changes. Overdue belance 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 rAglement total de cette note au cas ou la compagnia, l'association ou son reprisentant dissignis en rofuserait le paioment. Les comptes en souffrance sont sujets A un intismit de 1,5% par mols apr\u00e4s un mois. (18,00% par ann\u00e4s)



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

Royal Canadian Mint Mr Victor Young Canada Room : 1917

Folio#:

Cashier # : 1028
Page # 2 of 2

Arrival

05-12-19

Departure :

05-15-19

ate Descript	ion	Additional Information	Charges	Credits
		Total	877.81	877.81
		Balance Due	0.00	
GST Summar	ту			
Room	36	.40		
F&B	0	.00		
Other	2	.57		
Total	38	.97		

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.

due to escessive hotel policy

Cashier #

Page #

1028 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

Mr Victor Young

Canada

Arrival

05-12-19

Departure

05-15-19

		THE CARDANGE OF		THE RESERVE	50	
Date	Description	Additio	onal Information		Charges	Credits
05-12-19					16.95	
05-12-19	Room Charge				319.00	
05-12-19	Room PST				25.52	
05-12-19	Room GST				15.95	
05-12-19	Accommodation Tax				15.95	
05-12-19	Accommodation Tax - GST				0.80	
05-13-19	Room Charge				409.00	
05-13-19	Room PST				32.72	
05-13-19	Room GST				20.45	
05-13-19	Accommodation Tax				20.45	
05-13-19	Accommodation Tax - GST				1.02	
05-15-19		XXXXX	XXXXXXX	XX/XX		1,361.45
			Total		877.81	1,361.45
			Balance Due		-483.64	
G	ST Summary					
Room		6.40				
F&B		0.00				
Other		2.57 9.07				
Total	3	8.97				

Thank you for choosing Fairmont Hotels & Resorts.

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For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414 Pour information et reservations visitez notre web au www.fairmont.com ou tolophoner au HAtels Fairmont de: Rtats-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 fills to pay for any part of or the full emount of these charges. Overdue belance subject to a surcharge at the rate of 1.5% per month after one month. (16.00% per annum.)

Je me porte personnellement responsable du rAgioment total de cette note au cas ou la compagnia, l'association ou son représentant désigné en refuserait le paioment. Les comptes en souffrance sont sujete à un intérêt de 1,5% par mole aprâs un mols. (18,00% par année)

Eriginal inhoice (5 rights)

WINNIPEG WINNIPEG

Room Folio#

Page #

Cashier#

1917

1073 1 of 2 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** 

**Mr Victor Young** 

Canada

Arrival

05-12-19

Departure

05-15-19

Date	Description	Additional Information	Charges	Credits
05-12-19		-	16.95	BEIXONUL
05-12-19	Room Charge		319.00	A see to make the control
05-12-19	Room PST		25.52	
05-12-19	Room GST		15.95	
05-12-19	Accommodation Tax		15.95	
05-12-19	Accommodation Tax - GST		0.80	
05-13-19	Room Charge		409.00	
05-13-19	Room PST		32.72	
05-13-19	Room GST		20.45	
05-13-19	Accommodation Tax		20.45	
05-13-19	Accommodation Tax - GST		1.02	
05-14-19	Room Charge		409.00	
05-14-19	Room PST		32.72	
05-14-19	Room GST		20.45	
05-14-19	Accommodation Tax		20.45	
05-14-19	Accommodation Tax - GST		1.02	
05-14-19				1,361.45

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 r\(^\text{B}\)servations visitez notre web au www.fairmont.com ou t\(^\text{B}\)\(^\text{B}\)phoner au H\(^\text{Atels Fairmont de:}\)

\$\text{stats-Unis ou Canada} 1 800 441 1414

I agree that my liability for this bill is not weived and I agree to be held personally liabile in the swent that the Indicated person, compeny or association fails to pay for any pert of or the full amount of these charges. Overdue belance subject to a surcharge at the rate of 1.5% por month after one month. (18.0% per annum.)

Je me porto personnellement responsable du r\(\hat{Aglement}\) total de cetta note au cas ou la compagnie, l'association ou sur repr\(\hat{Bagna}\) en enturerait le peiement. Les comptes en southence sont aujets \(\hat{A}\) in Inti\(\hat{A}\) \(\hat{A}\), de 1,5% per mois apr\(\hat{A}\) un mois. (18,00% per ann\(\hat{B}\))e



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

Royal Canadian Mint Mr Victor Young Canada **Room** : 1917

Folio#

1073

Cashier # Page #

2 of 2

Arrival

05-12-19

**Departure** : 05-15-19

Date	Description	Addit	ional Information	Charges	Credits
			Total	1,361.45	1,361.45
			Balance Due	0.00	
G	GST Summary				
Roor	m	56.85	/		
F&B		0.00			
Othe	r	3.59			
Total		60.44			

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Pour information et réservations visitez notre web au www.fairmont.com ou teléphoner au Håtels Fairmont de: % dats-Unis ou Canada 1 800 441 1414

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

Je me porte personnellement responsable du r\(\hat{A}\)jement total de celte note au cas ou la compagnie, l'essociation ou son repr\(\hat{B}\)esentant d\(\hat{B}\)esign\(\hat{B}\)en refuserait le palement. Les comptes en souffrance sont siglets \(\hat{A}\) in Inti\(\hat{B}\)\(\hat{A}\)t de 1.5% par mois apr\(\hat{A}\)en un mois. (18,00% par ann\(\hat{B}\)e

MEARS TRANSPORTATION CASH RECEIPT

TERM: 5/12/19

5818 05:00:10

CASH

FARE

: \$ 74.00

TOTAL

159 74.00

IMPORTANT: Retain a copy for your records Visit: mearstransportation.com

APPROVED

CAB TO ARABIT IN onemno US dollars

Cals guerr residence to airport

UNICE THAT 204 340 HARGEAVE PL

WINNIPER, NB NGC 575 TEL (204) 500 3131

TERM ID: 86143193 EMPLOYEE ID: 1

Sale INV#: 0000000028

ilcation Label v . AñGBBBBBBBBBBB TVK 80 80 00 80 00 181 E.) 00

Total:CAD\$

35.00

APPROVED 06154B

12-May -19

14:45:38

CUSTOMER COPY

AIRPORT TO PAIRM AND

Cab from Winnipeg airport to hotel

FROM CN

DUFFY'S TAXI #383 1100 NOTRE DAME AVE WINNIPEG

CARD

CARD TYPE DATE

2019/05/13

T : ME

4274 14:29:39

CLERK ID

RECEIPT NUMBER

H85072427-001-001-404-0

**PURCHASE** TOTAL

\$28.00

A0000000031010 C539CB7F9FBFA7CD

0000000000-

**APPROVED** 

AUTH# 082013

01-027

THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

DUFFYS PH# 204 925 0101

Cab from annual public meeting to notel.

# to MINT

INTO TACE 4

MINNIPEG. To RBC 875 TEL (204) 925-3151

TERM ID: BE804644 EMPLOYEE ID: 2

Bolust Sta

Saie ™. : Jagogouis

SED CREST CREST CREST. ALL COST CREST CRES

Total:个个体

30.00

100101

N-May 1. CUSTOMIC CLEPY

UNICITY TAAL 50

HINNIPEG, MB R3C 0X5 (EL (204) 925-3131

TERM ID: 86065568

BATCHII: U51 SHIFTII: 082

SEQUE SECRETARIALE

Sale

ABDI: .0000 ABDI: atton tuect: AID: A0000000031010 TVR:00 00 80 80 00 TSI:00 00 AARAAAAAAA

Total:CAD\$

50.00

15.1. 12:42:41

AIRPERT

Cab yrom hotel to Recy

Cab from Ruy to airport

Ż,	U.S. Dol	lars
- DATE MAY	15, 2019 No.	552368
FROM VICTO	OR Your G	\$ 96.00
11 Ninet	John al no	DOLLARS
OFOR RENT	RANSPORTATION FROM T	Ampa AIRPERT
ACCT 96	CHECK FROM TPA	то
DUE ©	MONEY BY 3	2501

Cab hum airport to residence.

#### CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec

\$ -\$ -\$

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

\$ -\$ -\$ Total Cabs in Winnipeg = \$143.00

Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ 143.00

\$ 143.00 \$ 5.50 \$ 137.50

The figures you need
GRAND TOTAL
TOTAL TAX

\$ 143.00



# **Currency Converter**

### **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 <u>Terms and Conditions</u> for details.

Conversions are based on Bank of Canada exchange rates, which are published each business day by 16:30 ET.

# US dollar → Canadian dollar

Exchange rate	e summarv
---------------	-----------

Low	2019-05-10	1.3418
Average	2019-05-10 — 2019-05-15	1.3449
High	2019-05-14	1.3469

### Results

Date	Value of 1.00 USD in CAD	$\textbf{USD} \to \textbf{CAD}$	CAD → USD
2019-05-10	1.34 CAD	1.3418	0.7453
2019-05-13	1.35 CAD	1.3457	0.7431
2019-05-14	1.35 CAD	1.3469	0.7424
2019-05-15	1.35 CAD	1.3451	0.7434

1.3449 x 1.02 = 1.37179

# Meal allowance and incidental calculator

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

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

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

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

	Enter	your trav	el date	es here	for	CAN	ADA			MON	TH:	May-1	9		
Numbers only		12	1	3	14 1	5						1	T		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast												D)			0
Lunch				1		1							+	<del></del>	- i
Dinner		1									-		1 7		
Incidentals				11	11	11									
Incidentals				1	1	1]									3
Incidentals	Enter	your tray	el date	s here	for the	US.				MON	THE	4250			3
Incidentals	Enter	your trav			for the	US 5				MON	TH:	4358	6		Total
	Enter Sat						Fri	Sat	Sun					Fei	Total
Incidentals Breakfast		12	1	3 ′	14 1	5	Fri	Sat	Sun	MON Mon	TH:	4358 Wed	6 Thu	Fri	Total allowances
Breakfast		12	1	3 ′	14 1	5	Fri	Sat	Sun					Fri	
Breakfast Lunch		12	1	3 ′	14 1	5	Fri	Sat	Sun					Fri	
Breakfast		12	1	3 ′	14 1	5	Fri	Sat	Sun					Fri	

Location:	Ottawa	Wenn	1000						
_			Tieg		- M	ay 12 -	15, 20	19	
Purpose:	To atten	d board of	Rose	al no		an Me			
	XXXXXXXX	0000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000					- 1
TRAVEL EXPE	NSE		Amount			00000000000000	000000000000000000000000000000000000000	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Airfare 🧥	early ()	Ormed -	- 14175			Incidentals			
Baggage Fe	es / C	VVIII 400		0-	Note: Ple	ease use the m	eal allowanc	e calculator	
Change Fee	s					determine the		er of	
VIA Rail				10	meal allo	wances and inc	identals.		
<b>Hotel Accomr</b>	nodations		1361.4	5 860.8	6	1			_
Mileage (\$.05	55/km)		\$ -			Rate	# Meals	Total	do
Parking	•	<u></u>	1,	-		20.5 \$ <del>19.10</del>		\$ -	
Taxis		c 14.	1.100		Lunches (	6.10 \$18.90	20	\$ -	40-
Car Rental	W.	5- 14	343.25	716.2		0.65 \$4 <del>7.35</del>	10	\$ -	50.
Gasoline	U	(3 40)		( ) =	Incidentals	\$17.30	4-0	\$ -	51.9
Private Accom	odation (\$50	)/n <del>ot</del> \		-			Total	\$ -	1+
Other		711Bt/		{,,	Total Trave	el Expenses			73:
	Total Trav	el Expenses	13111	11237.06	DW:	dontos			166.L
		//Incidentals	5 <del>0188</del>	2111		dentals	= 5	CAD	
		TOTAL	\$	7.166.	18 ds			US On	•
				= 1403.	54				
Meal allowance	and incide	ntal calculator	<u>.                                    </u>		,				
		12 May	13/194	14 May	15 May	,]			
	Sat	Sun	Mon	Tue	Wed	Thu	17	_	1 -
Breakfast						THU	Fri	Total	, <i>(1)</i>
Lunch		100-毫	/		/			0	
Dinner									電子
Incidentals				/				-0-	1
Per Diem Calcul	ator							0	4
ing Commun.		121144	Ch lidera	TEGLACI					
	Sat	Sun /	Mon /	Tue	15 MGY				
į				Tue	Wed /	Thu	Fri	Total	
Claire and		1.01		di				0	
Claimant Signatu	ire:	M	<u></u>	10	Date: 🐪	11 25 0	0.10		
Travel expense renn	rts must comm	he recish st - and	/ 		7. 2	y 25, a	017		
Travel expense repo	·~ must comp	y with the RCM'	s Corporate Tra	vel, Hospitality	, Conference a	nd Event Policy (F	Policy # 51).		

Muller, Kim	
From: Sent: To: Subject:	Phyllis Clark  Monday, September 16, 2019 3:03 PM  Muller, Kim  Re: Gentle reminder - Seeking approval - travel expense claim TABCC82548 - Victor Young - B19-037
Approvedthanks for the	reminder.
Phyllis Phone: Email:	
information. Contact me immediat	r the use of the recipient to which it is addressed, and may contain confidential, personal, and/or privileged ely if you are not the intended recipient of this communication, and do not copy, distribute, or take action eceived in error, or subsequent reply, should be deleted or destroyed.
On Mon, Sep 16, 2019 at 9	9:55 AM Muller, Kim <mullerk@mint.ca> wrote:</mullerk@mint.ca>
his travel to Ottawa to atte	our approval on Victor's travel expense. This claim represents the expenses related to end the August Board and Committee meetings. There are no exceptions, and the and initialed by the CFO. If you approve via e-mail, I will add a notation to your ach a copy of your e-mail to the claim.
Should you have any ques	stions, please do not hesitate to ask.
Best,	
KIM MÜLLER	

ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT

ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

s.19(1)

Tel/Tél.: 613-355-6458

mullerk@mint.ca | mullerk@monnaie.ca

mint.ca | monnaie.ca

From: Muller, Kim

Sent: Tuesday, September 10, 2019 8:42 AM

To:

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

Subject: Seeking approval - travel expense claim TABCC82548 - Victor Young - B19-037

Dear Phyllis,

Attached is a travel expense claim for approval. This claim represents the expenses related to Victor's travel to Ottawa to attend the August Board and Committees meetings. 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,

KIM MÜLLER

ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT

ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

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Approvedthanks for the remi	nder.
Phyllis Clark Phone: (Email:	•
information. Contact me immediately if y	use of the recipient to which it is addressed, and may contain confidential, personal, and/or privileged you are not the intended recipient of this communication, and do not copy, distribute, or take action and in error, or subsequent reply, should be deleted or destroyed.
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Dear Phyllis,	
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,	
 Should you have any question	s, please do not hesitate to ask.
Dost	

# KIM MÜLLER

ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT

ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ



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OTTAWA ON K1A 0G8

Tel/Tél.: 613-355-6458

mullerk@mint.ca | mullerk@monnale.ca

mint.ca | monnaie.ca

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Best,

KIM MÜLLER

ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT

ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ



#### 320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A DG8

Tel/Tél.: 613-355-6458

mullerk@mint.ca | mullerk@monnale.ca

mint.ca | monnale.ca



## **ELECTRONIC FUNDS TRANSFER**

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

**VICTOR YOUNG** 

Telephone Fax

613-993-3500

Date

20/09/2019 Vendor account

Date of payment Reference No.

23/09/2019 PV148340

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82548 B19-037	18/09/2019	CAD CAD	3,306.29	0.00	3,306.29 3,306.29	THEMIS # 3018 EAHCE12272 OTTAWA BLANKET TA



## **Travel Expense Form 2019**

19 OTJ#:
Blacket TA#: TA

EAHCE#

TABCC82548 879-03

\$7,500.00

**EAHCE12272** 

Claimant Cost Centre Victor Young

121 Legal Services (Board)

Cost estimate provided on TA

Hospitality estimate provided on TA

provided on TA

Departure Date 20-Aug-19

Travel Location and Reason (attach supporting documents):

| Return Date | 23-Aug-19 | | THEMIS # (VP and Board claims only) | 3018

(accept out boreing acceptance).					
B19-037					
to attend Board and Committees meeting and Business dinners		1 Unit of	is Worth	of	
	USD			CAD	
				CAD	
St-Johns, NL/Ottawa/St-Johns, NL		<u> </u>		CAD	
				CAD	
				CAD	

Total Travel Expenses (inclusive of fares) 3,306.29 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) FX to CAD **CAD** Equivalent Returned Outstanding Currency Advanced 0.00 1.00000 0.00 0.00 3,306.29 **RCM** Amount Owing to: **Employee** 

Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		218.12
740200 - Meals (domestic)	121 Legal Services (Board)	67.38
741200 - Meals (foreign)	▼	0.00
740100 - Hospitality (domestic)		0.00
41100 - Hospitality (foreign)	<b>V</b>	0.00
40010 - Airfare (domestic)	121 Legal Services (Board)	1,351.23
41010 - Airfare (foreign)	▼	0.00
40020 - Rail fare (domestic)	▼	0.00
741020 - Rail fare (foreign)	▼	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	102.93
41500 - Taxi fare (foreign)	▼	0.00
40700 - Personal car mileage (domestic)	▼	0.00
41700 - Personal car mileage (foreign)	*	0.00
40030 - Car rental (domestic)	_	0.00
41030 - Car rental (foreign)	▼	0.00
40800 - Parking (domestic)	▼	0.00
41099 - Other transportation (foreign)	▼	0.00
40400 - Accommodations (domestic)	121 Legal Services (Board)	1,500.72
41400 - Accommodations (foreign)	•	0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	65.90
741900 - Incidentals (foreign)	· · · · · · · · · · · · · · · · · · ·	0.00
40000 - Baggage & Travel (domestic)	ENTERED	0.00
41000 - Baggage & Travel (foreign)	ENTERED	0.00
.00	OFF 4 0 0040	0.00
0.00	SEP 1 9 2019	0.00
A LES	_	0.00
RECEIVED / BECU	AP437733	0.00
5420 F-Prepaid Fares		0.00
of Balance Discrepancy in Expenses Co	ded	0.00
	orable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$4,193.71)
COMPTE À PAYER	Variance %	-56%
(Favorable)	/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
TO THE PER PER PER PER PER PER PER PER PER PE	Hospitality Variance %	#DIV/0!



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

authorized using the Authority to Travel an	d Advance form.	wouldness at the time of signing. All traver plans must be pre
As the Traveller, please indicate if this cla Yes  No  fryou indicated "Yes", ple	im contains any exceptions requiring approval per the ase check which exception(s) were not pre-approved and	Corporate Travel, Hospitality, Conference & Event Policy #51 require approval:
CEO APPROVAL REQUIRED: (Please initial)  Travel – Exceptions to Corpo	orate Travel, Hospitality, Conference & Event Policy #51 (A	unnex 2B)
☐ Hospitality – No pre-approv. ☐ Hospitality – Exte ☐ Hospitality – Exte	itial) lospitality Policy#51 (Annex 2B) al obtained for the following: rmal or internal hospitality exceeding Maximum Cost Per irnal or internal hospitality costs exceeding \$5,000 (Annex iholic beverages provided (Policy Section 44.1)	Person (Annex 2B) 2B and 44.1)
☐ Hospitality — Ente		
☐ Hospitality – Spec	ial forms of hospitality (Annex 2B) xe-approval prior to expenditure (Section 44.7)	
☐ Travel - Airfare — Higher levi ☐ Travel - Privately owned veh ☐ Travel - Hotel — Rate in exce ☐ Travel - Cer travel — Leased \ ☐ Travel — Expense received on ☐ Hospitality - External or intel	and business travel (Policy Section 14.3) althan permitted by policy (Policy Section 20.6) icles - Kilometer allowance in excess of the equivalent low as of specified or published City Rate Limits (Policy Sectio	nin Maximum Cost Per Person (Annex 28)
TRAVELLER'S DIRECTOR APPROVAL REQUIRED Travel — Airfare — upgrade to section 20.6) Travel — Car rental — upgrade 23.3) Travel — Car rental — upgrade Travel — Missing original item Travel — Hotel — upgrade to a Travel — Hotel — rate in exces (\$145), or published City Rat Missing original itemized rec Missing original itemized rec Other exceptions (traveller in Hospitality - External or inter	c: (Please initial) of a fare class higher than the Standard Allowable Airfare to a larger vehicle then the Intermediate/Standard size p to a larger vehicle than the Intermediate/Standard size to a larger vehicle than the Intermediate/Standard size to alized receipts. Explanation provided (Policy section 33.2) level higher than the Standard Guest Room permitted by as of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Mo e Limit. VP pre-approval not obtained. Justification providelity. Explanation provided (Policy section 26.2) as listed and explained on a separate document) nel hospitality up to \$1,500 and within Standard Cost Per this expense claim contains only eligible allowances and le	Class permitted by policy, at no additional cost to RCM (Policy permitted by policy, at no additional cost to RCM (Policy section of accommodate 3 or more employees (Policy section 23.3) as policy, at no additional cost to RCM (Policy section 25.1) portreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas ded (Policy section 25.2)  Person (Annex 2B)
Corporate Travel, Mospitality, Conference & E	vent Policy #51 (as applicable), that all required supportin urate, and that the claim has been completed in accordan	a documentation is contained in this expense claim, that the
VICTOR YOUNG	2. Expense claim prepared by  (PRINT NAME) KIM Muller  A Lat Mille	3.Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller  09/06/2019	Signature 09/06/2019	Signature of Traveller's Director
Date	Date	Date
easonable, exceptions as noted above are op; & Event Policy #51 (as applicable).Please note;	has reviewed this expense claim including all the supportion over (as required), and the claim has been completed in if exceptions have been pre-approved prior to travel, the left has reviewed the exceptions as noted above requiring the has reviewed the exceptions as noted above.	accordance with the Corporate Travel, Hospitality, Conference Travel's Director can proceed in slaning the expense claim. By
4 Approved by VP (as required) (PRINT NAME)  LIN / W LIN LIN Signature of VP	5 Reviewed by CFO (CEO claims, Board claims; claims for seview prior to CEO approval; other as required)  Signature of CFO	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)  Please refer to altern Operat  Signature of CEO/Chair of Board/Chair of Audit
Oate	Sepia boig	approval from Phyllis Clark  Onto Conflo 12079
7.Rudoweś by Emanos (PRIAT NAME)		l Cabe

Cacres

Sept 19/19

As ISS		Canada - (Exce	m4 NIMPT N		1	TICA (F)		
				_		USA - (Except	<del></del>	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
RCM Paid Fares (Air	Domostic	(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
	•		<del> </del>		1			
RCM Paid Fares (Rai	r	<del>-</del>						
RCM Paid Fares (Air-								
RCM Paid Fares (Rail	0 ,							<u></u> .
Employee Paid Fares	· · · · · · · · · · · · · · · · · · ·	1,354.53	3.30					
Employee Paid Fares			ļ	1				
Employee Paid Fares								
Employee Paid Fares	= '							
Hotel Accommodation		1,695.81	195.09					
Hotel Accommodation	s (Foreign)	V						
Taxis (Domestic)		116.00	13.07					
Taxis (Foreign)		<u></u>						
Mileage (\$0.57km)								
Business Telephone								
Parking								
Car Rental (Domestic)	•							
Car Rental/Gas (Forei	gn)							
Personal Accommodat	ions							
Hospitality								
Baggage (Domestic)								
Baggage (Foreign)								
Others (code manually	·)						<del>  -                                   </del>	
							· -	
							-	
Others (total)				_				
Total Expenses		3,166.34	211.46			<del></del>	<del></del>	
Per Diem Country				Canada	,			USA
		No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates		allowances	allowance	GST/HST		allowances	aliowance	Equivalent
Breakfasts	\$20.50				\$20.50		anowance	Equivalent
Lunches	\$20.10	1	20.10	0.96	\$20.10		<del>  -  </del>	
Dinners	\$50.65	1	50.65	2.41	\$50.65		<del>  -  </del>	
Total Meals	11000	V 1	70.75	3.37	ゆうひょひう		<del>                                     </del>	
Incidentals	\$17.30	4	69.20	3.30	\$17.30		<del> </del>	
Total Expenses	42.55		139.95	6.66	41100		<del> </del>	
Note - Please use the	meal allowance c	alculator tab to			of meal alle	owances and inc	identals	<u> </u>
Grand Total CAD Exp			Ī	3,306.29		Grand Total US	<b>,-</b>	
Grand Total HST/GST				218.12	3	I VIAI VAI	N Tabenaca	
Notes for Expens	ses		L	,				
Breakfast on Aug 20 was		light. Breakfast on	21-22-23 was	included in A	ccommodatic	ons. RCM provide	i lunch on 21-22 Aug. o	nd RCM
provided Dinner on 20-2	1 Aug. 2019.				o o o o o o o o o o o o o o o o o o o	zioi recivi provide	a lunch on 21-22 Aug. a	iid KCM

#### 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.

			vel date	s here fo	r	CAN	ADA			MON	TH:	Aug-1	9		
Numbers only	Sat		Mon	Tue 20	21 Wed	4	22	23							Total
	Sat	Sun	Mon	Tue	vved	Thu	FIL	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast											ш				0
Lunch				1							1				-1
Dinner						7-1	1								1
Incidentals				1	1		1	1							4

	Enter your travel dates here for the US							MONTH: 43678							
				20	21		22	23							Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast						AVE		THE T	W S						0
Lunch														+	o o
Dinner															Š
Incidentals													-	-	0

s.19(1)











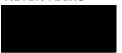


Customized car Click here to learn more about our mobile app.

215 WATER STREET | ST. JOHN'S, NL A1C 6C9 | (709) 758-6777

For Emergency Travel Services: For Canada & USA: please call 1-888-551-1181 or 902-423-3806. Outside Canada & USA: call collect 902-423-3806. Email; etc@maritimetravel.ca (For more immediate assistance please call)

#### VICTOR YOUNG



Tap to send itinerary to our App via phone:

Our iPhone App | Our Android App

View Itinerary On: ViewTrip | Send Itinerary To: Triplt

Invoice # Date

Our ref#

Your Counsellor Account #

Department



05 Aug 2019

**HEIDI POUND** 

Click here to learn more about our Corporate Travel Program

Travel Arranger.



For:

YOUNG/VICTOR MR



This is your litnerary and Invoice.



Air Canada 655 Embraer 190

Cabin Class P-Business

Origin ST. JOHN'S, NL St. John's Arpt (ST. JOHN'S, NL)

Destination Ottawa, ON Ottawa McDonald Cartier Inti (Ottawa, ON)

Depart Tue - Aug 20 5:50 AM

Arrive Tue - Aug 20 7:11 AM

S 0;

**Duration 2:51** 

Duration 2:31

Air Canada 654 Embraer 190 Cabin Class P-Business

Ottawa, UN Ottawa McDonald Cartier inti (Ottawa, ON)

Origin

Destination ST. JOHN'S, NL St John's Arpt (ST.

JOHN'S, NL)

Depart Fri - Aug 23 9:00 PM

Arrive Sat - Aug 24 1:01 AM

Si O:

Passenger Information

Passenger YOUNG/VICTOR MR Passenger

**Booking Summary** 

Company Air Canada Air Canada Company Company Air Canada Airline Code AC Airline Code AC

Booking Reference Loyalty # Loyalty#

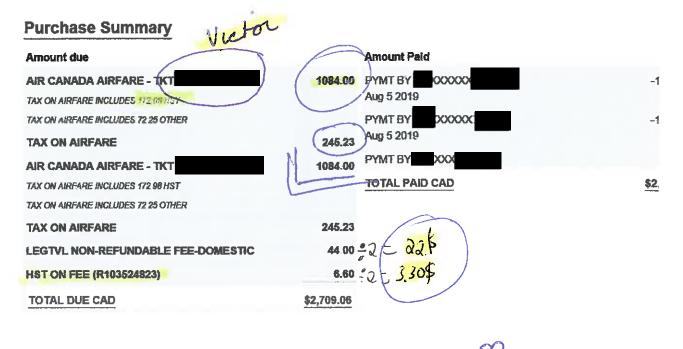
Ticket #

Ticket #

080000

s.19(1)

**BALANCE CAD** 



### **Baggage Information**

For Air Canada Baggage Information click here.

Baggage charges may apply. Size/weight restrictions vary between airlines. Excess charges may apply if exceeded.

Passengers may carry travel sized toiletries Or liquids 3.4 oz (100ml) Or less through security check points. They must fit in a 1-quart size plastic zip-top bag. Visit www.Catsa-acsta.gc.ca.

#### Reminders

Your LeGrow's Travel charges will show on your credit card statement similar to LT 50241964-6753389881234 LT = LeGrow's Travel 50241964 = invoice # 6753389881234 = ticket #

#### Important Travel Information

#### Check in 90 min prior.

Boarding may be denied if less than 45 mins. Valid government issued photo id required. We recommend that you reconfirm your flights properture. Your reservation number with Air Canada is r5akur. Air Canada contact phone number is 1-888-247-2262. Please check in 90 prior to departure. Late checkin may result in the loss of seat/reservation Check in cut off time is 45 minutes prior to departure. Government issued picture id is required or two Pieces of government-issued id which show name/ Date of birth/gender.

This now includes Passengers who appear to be between 12 and 17 Years of age. For more information visit www.Passengerprotect.gc.ca/identity.html Government issued photo id and etkt itinerary required For check in. Roarding passes required prior to entering Security. Bandage charges may apply

000081



1 Rideau Street Ottawa, ON, Canada K1N 8S7 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775 Folio # : Invoice # : Cashler/Cassier # : 615
Page # : 1 of 2

: 0370

Reference No.

Room/Chambre

Mr Victor Young Canada

Arrival/Arrivée : 08-20-19 Departure/Départ : 08-23-19

Date	Description	Additional Information/Supplémentaire	Charges Cre	dits
08-20-19		Room# 0370	plersonnal	
08-20-19	Room Charge		549.00	
08-20-19	Municipal Accommodation Tax	(	21.96	
08-20-19	Room HST (13%)		74.22	
08-21-19	Room Charge		459.00	
08-21-19	Municipal Accommodation Tax	(	18.36	
08-21-19	Room HST (13%)		62.06	
08-22-19	Room Charge		435.00	
08-22-19	Municipal Accommodation Tax	(	17.40 ፟	
08-22-19	Room HST (13%)		58.81	
08-23-19		Room# 0370 :	personal	
08-23-19		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	1,710	

Resonal = 14.98 RCM = 1695.91 JAY: 195.09

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 bit is not welved and I agree to be held personally liable in the event that the indicated person, company or association falls to pay for any part of or the full amount of these charges. Overhapse, Overhapse, the permonth 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 su cas ou la compagnie, l'assaccistion ou son représentant désigné en réfuserait le palement. Les comptes en souffrance sont aujeré à un intérêt de 1,5% par mois après un mois. (18,00% par année) Jét accepté le livraiene du journel The Globe and Mail. Si févals refusé, j'aurais pu obtenir un crédit à mon compte de 1,00% par jour (du Lundi au Vendredit) et de 2,00\$ je 6 sandel. (Dans les hôtsis participants.)

ROD DUNNE
322 PENNEYWELL RD.
ST. JOHN'S NL

\$21.00

A000000031010 D12BE6CCAFB1799D 0080008000-E800 6CA8376E09091E01 0080008000-F800

## **APPROVED**

AUTH# 062549 01-027 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

## AIRPORT TO CHATEAG

BLUE LINE TAXI (61)) 238 1111

TERRITMAL TES 324 363 burs MERCHANT ID: 4325530A VEHICLE 19 1324 DRIVER 1D -Ubir.8616 IRIP TOMBER. £029 PASSENGERS 11/20/2019 START: 07:58 END: 07:59 FARE AMOUNT. \$ 35,00 35. ยบ API ROVAL NOMBER 016999 \*\*\*PASSENGER COPY\*\*\* (US/OMER SERVICE 1-800 445-2012 INOUTRY@TAXTTABLCOM TAXITAB

35.00

Résidence to St. John's airport Ettawa airport to hotel

BLUE LINE TAXI (613) 238 - 1111

chant ID: 4324984A ver ID: 55355 and Num.: 9002

H11 21 Feb

Sale



). Hencenegonicatore

Entry Method: Cl

otal: CAD\$

40.6

\$40.00

19/08/23 9 SP Code: 00 17:59

R: ย์ของย์ย์ยัยเนย์ I: F8ชย์ ...

IV#: 003822

Appr Code: 000

^pprvd: Online .RN Ref #: Batch#: 000 38923579174745

alidation Code:

434

ESCRIPTION:

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

CARDHULDER COPY

RETAIN THIS COPY FOR STATEMENT VERTELLATION

BLUE LINE TAXI (613) 238 1111

RMINAL ID: ERCHANT ID: HILLE ID : CIVER ID :

3\_4+301+02+ 43249844 1046 00055355

CLP HUMBER:

3 (19)

(JOLNIERS)

1/23/2019 AB : 12/69

ARI: 17:59

ENU: 17:5!

át andunt:

1 40.U

TOTAL

\$ 40.00

SALE :

2347

PEROVAL NUMBER

130514

wwwDAQQENGEQ COPY###

(ity Wide Tax)

Official Airport Taxi Major Credit Cards Accepted Wake Up Calls Bus Charters Available

Date: 24/08/2019

0:\_\_\_

Car No: 89

Amount: 20.00

H.S.T.#101280097RT

Thank You & Have a nice day!

St. John's airport to residence

Hotil to attawa airporty

\$40.00

#### CRA Calculated Taxi Tax 2019

**Taxis for** Ontario &

\$ 75.00

Quebec

\$ 75.00 8.04 66.96

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

\$ 41.00

**New Brunswick** 

41.00 5.04 35.96

Taxis for BC & Saskatchewan & Alberta & Manitoba

The figures you need

**GRAND TOTAL TOTAL TAX** SUMMARY Page total \$ 116.00 \$ 102.93



YOUNG VICTOR

BUSINESS CLASS/CLASSE AFFAIRES **ETKT** 

Frequent Flyer/Voyageur assidu

Cabin/Cabine

ZONE 1

Flight/Vol

AC

Date

From/De

655 20AUG/AOU ST JOHNS NL

Destination

Flight/Yol

**DTTAWA** 

AC 655 OTTAWA Seat/Place

Boarding Time/Heure d'embarquement 05:20Gate/Porte

ð

Seat/Place

O2D AISLE/COUL DIR Remarks/Observations

Departure Time/Heure de depart 05:50

Airline Use/A usage interne 0090 YY

02D

AIR CANA DA

Boarding Pass | Carte d'acces a bord

YOUNG VICTOR



BUSTNESS CLASSICLASSE AFEATRI **ETKT** 

Flight/Vol Date

From/De

AC 654 23AUG/AOU OTTAWA

Frequent Flver/Vovaneur assidu

17 Seat/Place

0 Destination

ST JOHNS NL

ZONE 1

Cabin/Cabine

Flight/Vol

654 SŤ JÕHNS NL

Seat/Place

02D

02D AISLE/COUL OIR

/Observations

Departure Time/Heure de depart

Boarding Time/Heure d'embarquement

21:00

Airline Use/A usage interne

Boarding Pass | Carte d'accès a bord

0067 YOM

20: 30<sub>Gate/Porte</sub>

AIR CANADA

TRAVEL EXPENS	SE REPORT			•					
RCM BOARD O	DIRECTORS				70	19		2019	•
Claimant:	Victor	Young	De	eparture Date	-	1	Return Date	<u> </u>	
Location:	Ottawa								]
Purpose:	To attend b	ooard of	Roy	ial Ca	nadia	in Mis	nt		7
TRAVEL EXPENS			Amount	000000000000000000000000000000000000000	Meals & Inc		00000000000	000000000	J
Airfare		b	10840				al allowance	calculator	
Baggage Fees		01	1-01-0	us.			exact number		
Change Fees						nces and inci		OI .	
VIA Rail				-		A	acircuis.		
Hotel Accommo	dations		1200.80	1695-81	as 1	Rate	# Meals	Total	7
Mileage (\$.0555	5/km)		\$ -	1	Breakfast 2	<∅ \$ <del>19.10</del>	0	\$ -	1
Parking					Lunches 20.	•	01	\$ -	20.10
Taxis			116.00		Dinners 40		01	\$ -	50.6
Car Rental					Incidentals	_	04	\$ -	69.21
Gasoline				]	(L	'	Total	\$ -	1
Private Accomo	dation (\$50/ı	ngt)			Total Travel I	Expenses			139.9
Other						,			00
	<b>Total Travel</b>	Expenses	SHOUL	00.81	3094. KM	09\$			
	Total Meal/	Incidentals	\$ 139.95	11	1/11/				
		TOTAL	\$ 3 234	1.04/14	eval.				
Meal allowance	and incident	al calculator							
Insert Date →		or calculator		20	W I	12	5 July 1		
ĺ	Sat	Sun	Mon	Tue	Wed	70	(_(		
Breakfast (				140	weu	Thu	Fri	Total	ı
Lunch				1				0	11
Dinner							——- <u>-</u>	-0/	U
Incidentals				7			<del></del>	-0-/	
	_							-04	UNITY TO THE PERSON OF THE PER
Per Diem Calcula Insert Date →	tor			ZWN I	- AI -	0.0			
	Sat	Sun	Mon	Tue		29	23		
Ì		July	MOII	iue	Wed	Thu	Fri	Total	10.
L	7,	P/1			<del>-  </del>	)		1 0	<i>"</i>
Claimant Signatu	re:	<del>-</del>	1	1	Date:	ugus	t 251	2019	
Travel expense repo	rts must compl	y with the RCM	's Corporate Tr	avel, Hospitality	, Conference an	(/ ed Event Policy (	Policy # 51).		



# Good amounts Travel Expense Form 2019

OTJ#: TA#: TABCC82548 EAHCE# EAHCE12272

Claimant	
Cost Centre	

Victor Young		
121 Legal Services (Bo	ard)	7

Cost estimate provided on TA \$7,500.00

Hospitality estimate provided on TA

Departure Date 20-Aug-19

Travel Location and Reason

Return Date 23-Aug-19
THEMIS # (VP and Board delimental) 3018

(attach supporting documents):	THEMIS # (VP an	d Board claims only)		3018			
B19-037	Currency Conversion Table						
to attend Board and Committees meeting and Business dinners	1 Unit of	is Worth	of				
	USD		CAD				
			CAD				
St-Johns, NL/Ottawa/St-Johns, NL			CAD				
			CAD				
			CAD				

Total Travel Expenses (inclusive of fares) 3,306.29 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) Returned Outstanding FX to CAD CAD Equivalent Currency Advanced 1.00000 0.00 0.00 3,306.29 **Amount Owing to:** Employee **RCM** 0.00

Expense Coding Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		218.12
740200 - Meals (domestic)	121 Legal Services (Board)	67.38
741200 - Meals (foreign)	▼	0.00
740100 - Hospitality (domestic)	▼	0.00
741100 - Hospitality (foreign)	•	6.00
740010 - Airfare (domestic)	121 Legal Services (Board)	1,351.23
741010 - Airfare (forcign)	▼	0.00
740020 - Rail fare (domestic)	<b>-</b>	0.00
741020 - Rail fare (foreign)	•	0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	102.93
741500 - Taxi fare (foreign)	▼	0.00
740700 - Personal car mileage (domestic)	▼	0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)	<b>V</b>	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)	1,500.72
741400 - Accommodations (foreign)	▼ .	0.00
740900 - Incidentals (domestic)	121 Legal Services (Soard)	65,90
741900 - Incidentals (foreign)	▼	0.00
740000 - Baggage & Travel (domestic)	▼	0.00
741000 - Baggage & Travel (foreign)	▼	0.00
0.00	₩	0.00
0.00		0.00
		0.00
	▼	0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Co	ded	0.00
FOR FINANCE USE ONLY (Fav	orable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$4,193.71
	Variance %	-56%
(Favorable)	/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
,,	Hospitality Variance %	#DIV/0

Updated 18/03/19

Good Cri

Page 2  RCM Paid Fares (Air-Demestic)  RCM Paid Fares (Rail-Domestic)  RCM Paid Fares (Air-Foreign)  RCM Paid Fares (Rail-Foreign)  Employee Paid Fares (Air - Domestic)  Employee Paid Fares (Rail- Foreign)  Employee Paid Fares (Rail - Foreign)  Employee Paid Fares (Rail - Foreign)  Hotel Accommodations (Domestic)  Hotel Accommodations (Foreign)  Paxls (Domestic)	Total Amount (incl. HST/GST)  1,354.53	Actual EST/GST 3.30	Cate HST/GST		USD Expenses	Actual Credit Card CAD Exp.	Total CAL Equivalen
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)	1,354.53	3.30			Expenses	CAD Exp.	Equivalen
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)							
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)							
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)							
Employee Paid Fares (Air - Domestie) Employee Paid Fares (Air- Foreign) Employee Paid Fares (Rail- Domestic) Employee Paid Fares (Rail- Foreign) Hotel Accommodations (Domestic) Hotel Accommodations (Foreign)							
Employee Paid Fares (Air-Fereign) Employee Paid Fares (Rail-Domestic) Employee Paid Fares (Rail-Foreign) Hotel Accommodations (Domestic) Hotel Accommodations (Foreign)							<u> </u>
Employee Paid Fares (Rail- Domestic) Employee Paid Fares (Rail - Foreign) Hotel Accommodations (Domestic) Hotel Accommodations (Foreign)	1,695.81	195.09					
Employee Paid Fares (Rail - Foreign) Hotel Accommodations (Demestic) Hotel Accommodations (Foreign)	1,695.81	195.09					
Hotel Accommodations (Domestic) Hotel Accommodations (Foreign)	1,695.81	195.09	1 1				
Hotel Accommodations (Foreign)	1,093.81	1,73.09					
	1						
axis (reducerec)	116.00	10.00					
Coult (County)	116.00	13.07				-	
Taxis (Foreign)							
Villeage (\$0.57km)		-					<u> </u>
Susiness Telephone		<u> </u>					
Parking							
Car Rental (Domestic)	~						
Car Rental/Gas (Foreign)			· .				
Personal Accommodations							
Iospitality							
Saggage (Domestic)							
Saggage (Foreign)							
Others (code manually)							
Others (total)							
otal Expenses	3,166.34	211.46					
er Diem Country			Canada				USA
	No. of meal	Total CAD	Calculated		No. of meal	Total USD	Total CAD
leal allowance rates	allowances	allowance	GST/HST		allowances	allowance	Equivalent
reakfasts \$20.50				\$20.50			
unches \$20.10	1	20.10	0.96	\$20,10			
inners \$50.65	1	50.65	2.41	\$50.65			
otal Meals		70.75	3.37				
ncidentals \$17.30	4	69.20	3.30	\$17.30			
otal Expenses		139.95	6.66				
ote - Please use the meal allowance	calculator tab to	determine t	he exact No.	of meal allo	wancer and inc	identals	
rand Total CAD Expenses		ľ	3,306.29		Grand Total USI	Expenses	
rand Total HST/GST		1	218.12			7	
lotes for Expenses							
reakfast on Aug 20 was provided with the	flight. Breakfast on	21-22-23 was	included in A	commodatio	ns, RCM provided	l lunch on 21-22 Aug. at	nd RCM
ovided Dinner on 20-21 Aug. 2019.					· · · · · · · · · · · · · · · · · · ·		45-474

#### Muller, Kim

From:

Davies, Catrin

Sent:

Thursday, September 19, 2019 8:50 AM

To:

Muller, Kim

Subject:

RE: TABCC82548

s.21(1)(b)

Flight \$1354.53 tax 3.30 Total \$3306.29 tax \$218.13

Thanks, Cat A/P 343-999-5691

From: Muller, Kim <mullerk@mint.ca> Sent: September 19, 2019 8:48 AM To: Davies, Catrin <daviesc@mint.ca>

Subject: RE: TABCC82548

© perfect, I will fix It and send you the excel via email so we can this done.

#### Thank you

#### KIM MÜLLER

ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ





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

Tel/Tél.: 613-355-6458

mullerk@mint.ca | mullerk@monnale.ca

mint.ca | monnaie.ca

From: Davies, Catrin < daviesc@mint.ca>
Sent: Thursday, September 19, 2019 8:45 AM

To: Muller, Kim < mullerk@mint.ca>

Subject: RE: TABCC82548

Lol – no problem ©

I will 'hand fix' it here, but as he's a BOD member - I will need a new copy -

It doesn't need the approvals again only the first 'Summary' page and the expense breakdown page — the 'CAD & US' page with the new figures.

You can either send me the completed excel and I can print from here or you can place the printed copies in the internal mail – up to you ©

## Thanks, Catrin Davies

Accounts Payable





320 SUSSEX DRIVE | 320, PROM. SUSSEX OTTAWA ON K1A 0G8 343-999-5691

daviesc@mint.ca mint.ca | monnaie.ca Left put dans boite entene le 17/09/2019

## **ROUTING SLIP**

## From Kim Muller

Date:September 17, 2019
To: Marie Lemay
Scott Ingham
Jennifer Camelon
Pierre Justino
Simon Kamei
Michel Boucher
Finance- Geomets payable
Action Required: For Approval For Comments FYI For Handling
Comments: Victor Journa's travel Claim for traveling Lo Ottawa en Cengust 2019 for Bound and Commentee meeting.
* Please return to Kim M.

	See .	Travel	Expe	nse Form 20	19	OTJ#	
						TA #	TABCC825
Section 14 Miles						EAHCE #	
Claimant	Victor Young			Cost es	timate nro	vided on TA	
Cost Centre	121 Legal Services (Board)			Hospitality es	timate pro	wided on TA	\$7,500.0
Travel Location at	nd Resson					parture Date	
(attach supporting				777.78		Return Date	
B19-037	g dostillation,	<del></del>	T	1,010	WILLD # (VP)	nd Board chime only)	301
1	munitiees meeting and Bu	tinace dinner	<b>——</b>	1 Unit of	cy Conver	sion Table	
		SALASS CHILICIS	USD	1 Unit of		is Worth	of
			COD			,	CAD
St-Johns, NL/Ottawa/S	t-Johns, NL		-				CAD
						, i	CAD
							CAD
Total Travel Exner	ises (inclusive of far	90)					CAD
Prepaid Fares (Pai	d using Amex Corpo	maés William A.					3,234.04
Airfare Previously	Claimed by Travelle	rate oming W	ссоцие) Тъстана	t- 4 C D			0.00
							0.00
Airfare previously	claimed by Travelle	r under this T	A # (EN]	<b>ER AS POSITIV</b>	E S AMO	UNT	
	cturned (ENTER A			-			
Currency	Advanced	Returned	AIMOU	Outstanding			
	1107111000	Accent Metr		Contranding		FX to CAD	CAD Equivalent
Amount Owing to:					0.00	1.00000	9.00
amount Owing to:		Employee			3,234.04	RCM	0.00
Expense Coding							
	count	Cost	Center ( S:	elect One from dr	on down I	unse \	T 5 W 5
IST - Registration # 10	793 5058 RT0001		(10		op down i	101	In Canadian S
40200 - Meals (domesti		121 Legal Services	(Board)		*	<del></del> +	391.10
41200 - Meals (foreign)			, , , , , , , , , , , , , , , , , , ,				67.39
40100 - Hospitality (dor		-			Ğ		0.00
41100 - Hospitality (for					7		0.00
40010 - Airfare (domest		121 Legal Services	(Board)	<del></del>	-		0.00
41010 - Airfare (foreign			- demand		<del>-</del>		1,106.00
40020 - Rail fare (dome		<del> </del>			100		0.00
41020 - Rail fare (foreig		- ·			¥		0.00
40500 - Taxi fare (dome		121 Legal Services	(Board)		-		0.00
1500 - Taxi fare (foreig	30.)	1	/				102.93

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) 1,500.72 741400 - Accommodations (foreign) **V** 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) 0.60 0.00 \* 0.00 0.00 ¥ 0.00 įΨ 0.00 0.00 154200 - Prepaid Fares 0.00 Out of Balance - Discrepancy in Expenses Coded 0.00 (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim FOR FINANCE USE ONLY (\$4,265.96) -57% (Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim \$0.00 **Hospitality Variance %** #DIV/01

Updated 18/03/19





7. Reviewed by Phrenon (PRINT NAME)

"IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Svent Policy #31, (as applicable) and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of signing. All travel plans must be presented using the Authority to Travel and Advance form.

As the Trave	ller, please indicate if this c	faim contains any exceptions requiring approx	vel per the Corporate Travel, Hospitality, Conference & Event Policy
Yes 🖾 No	E If you indicated "Yes", ;	places theck which exception(s) were not pre-up	sproved and require approval:
CEO APPROVA	AL RECHARED: (Please inHall) Travel — Exceptions to Cor	porisia Travel, Hospitality, Conference & Event I	Policy #51 (Annex 25)
CPO or CEO A	PPROVAL REQUIRED: (Plagge	britiall	
<u> </u>	Hospitality - Exceptions to	Hospitality Policy#51 (Arms: 28)	
	and the same of th	rval obtained for the following:	
	D Hospitality - Ex	cernal or internal hospitality exceeding Maximu ternal or internal hospitality costs exceeding \$5	Im Cost Per Person (Annex 28)
	Li Hospitality Ali	coholic beverages provided (Policy Section 44.1)	1
	☐ Hospitality – Fo	od & beverage cost exceeded Maximum Cost P	er Person (Policy Section 44.1)
	☐ Hospitality—En	sertainment provided (Policy Section 44.1)	
	☐ Hospitality — He	spirality or enterthinment provided to spouse o	w person accompanying an event participant (Policy Section 44.1) Idenca of an RCM employee, Board member or other private residence
	(Policy Sections	44.1 and 46.4)	name of an activate residence of other private residence
	☐ Hospitality — Sp	ecial forms of hospitality (Annex 2B)	
	☐ Hospitality—No	pre-approval prior to expenditure (Section 44.)	7)
VP APPROVAL	REQUIRED (CEO APPROVAL II	FTRAVELLER IS A VP): [Please Initial)	
ä	Travel - Companing persons Travel - Airfare - Histor in	of and business trevel (Policy Section 14.3) well than permitted by policy (Policy Section 20.6	a
	Trave! - Privately owned we	bicies - Kilometer allowance in money of the nor	pleniari imperimental and a second
8	ITOREI - LIDIGA - MILE IN SMC	are of absourse of brinkings (ii) keep limit is	olicy Section 25.2 and 25.3)
ä	Trave - Expense received o	Vehicles (Policy Section 25.1) wer 30 days (Policy Section 39.1)	
<u> </u>	Hospitality - External or into	arnal hospitaliby up to \$1,500 but less than \$5.00	00 and within Maximum Cost Per Person (Annex 28)
	Hospitality - Food & bevera	ge cost not exchang Maximum Cost Par Perso	n (Policy Section 44.1.)
TRAVELLER'S D	RECTOR APPROVAL REQUIRE	D: (Pleasn intial)	
	Travel - Airfare - upgrade 1	to a fare class higher than the Standard Allows	ble Airfare Class permitted by policy, at no additional cost to RCM (Po
			idard size permitted by policy, at no additional cost to RCM (Policy sec
	Travel - Cur rental - upgrad	e to a larger vehicle then the intermediate/Stan	dard size to accommodate 3 or more employees (Policy section 23.3)
0		TIGHT (PARKE). FIRM PARKED BENJAGAT (Balista par	ction 53.2) ermitted by policy, at so additional cost to RCM (Policy section 25.1)
Ö	I TABLET I INTER LODE MI GROSS	38 OT CHEMNE (SZED), WISHINE ISSESS, Toronto	(SIZE) Admiron ISTON Venenues to your and a service to your
	CANAL IN PROPERTY OF CHARGE	LE LITTEL. YP 1178-1100772MW POT OFFINISISAU. RICHING	STIPE SPREERED (CONTROL SERVICES DE 15)
ä	Other exceptions (traveller)	celpts. Explanation provided (Policy section 26.) tels listed and explained on a separate documen	2)
	Hospitality - External or Inte	rne! hospitality up to \$1,500 and within Standar	rd Cost Per Parson (Annex 28)
Des edemines de desse	e de Verselle e entre et et	Alternative description of the second	
			nces and legitimate and actual expenses incurred in accordance with th I supporting documentation is contained in this expense claim, that the
above noted exc	eptions are complete and acc	turate, and that the claim has been completed in	n accordance with these policies,
1.Transfer No.	ne (Plint MAME)	2 Experses claim prepared by	2. Approved by Traveller's Director with abusing authority
# ICHO/	- JOHNS	(PRINT NIGHT) KI/4, MILLHON	(PRONT ROME)
- Rol 11	en hom Italia Vous	Res Mulle	
Signature of to	A TOTAL CARRIED MARKET	Signature	
/	/		Signature of thereilar's Director
27/06/	2019	9/06/2019	
		The second second second second	
ha Tamadhada 14	Imparted and Torontology of the August 1		
ne sraveners m muchable aven	ariager conjums that she/he	has reviewed this expense claim including all th	e supporting documentation, that the expenses claimed appear
Event Policy #5	1 fas applicable). Pierre note	proven (us required), und the continues peen co	impleted in accordance with the Corporate Travel, Hospitality, Conferent travel, the Travel's Director can proceed in signing the expense claim. If
gning below, the	e VP or CEO confirms that also	t/he has reviewed the exceptions as naturi about	units, are inverts buterior can proceed in signing the expense civins. E The requiring her/his approval and hereby grants it.
		•	Strawn 10
4 Approved by 1	At face annalyses 1		
PRINT NAME	and the same of	I Acutement by GO (200 claims doint chains for approve priores CEO approvely other as re-	the state of the s
A h la I	W Court of		rines) Augli Committee (no respectant)
JEALTY.	UT LUNCAGIA	out Si	Pear refu to allach porcul
Agriculture of \$49		Signatur of Cris	Signature of CEL/Chair of Board Chair of Leafe
			Committee and the state of
		Santa Dova	Opproval from Phyllis Clark
Spile . A . C. C.			T 19/4/19-0
28 a 4 at 1	tour measure a measure and		Control of the second s

Use this one for expenses

Might arount was

	G - 1 G		7		0 10-	V
	Canada - (Ex		·	USA - (Excep	t Alaska)	
	Total Amount	Cale		USD	Actual Credit Card	d Total CA
T) HST/GST	(incl. HST/GS1	HST/GST	ļ	Expenses	CAD Exp.	Equivale
8 176.28	1,282.28					
	Mary Comment					
		-				
1 195.09	1,695.81					
13.07	116.00					
					<del> </del>	
<u> </u>						
i						
384.44	3,094.09					
		Canada	ı			
Total CAD	No. of meal	Calculated	1	No. of meal	The A. S. Events	USA
allowance	allowances	GST/HST		allowances	Total USD	Total CAD
SECON SECON		GST/IIBI	\$20.50	anoviances	allowance	Equivalent,
20.10	1	0.96	\$20.10			
50.65	1	2.41	\$50.65			
70.75		3.37	450,05			
69.20	4		0177.40			
139.95		3.30 <b>6.66</b>	\$17.30			
	lculator tab to d	1	of meal allo	wances and inci	——————————————————————————————————————	<del></del>
Ŧ						
-		3,234.04	(	Grand Total USD	Expenses	
i		391.10				
21-22-23 was	ght, Breakfast on 2	included in Ac	commodation	s. RCM provided	lunch on 21-22 Aug. a	1000
	_	r .	/	verset broatmon	ruman on 21-22 Aug. at	M RCM

#### 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.

						CANADA				MONTH: Aug-		Aug-19	19		
Numbers only				20			4						برواي إ		Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast	**				Liberal Control								أعدالا إ		1000
Lunch				1				1			1				
Dinner	- Annationes					1			1			-			1 - 3 - 3 - 3
			ALL STREET	- Aller - Constitution		-	The second second	The same of the sa	-	-	-	-	- Industry	-	2
Incidentals				1	1	1		1							And the same of
Incidentals		your trav	el dates			US				MON	ΓH:	4367	8		Service at
Incidentals		your trav	el dates	here fo	21	US 22	2 23				ГН:				Total
Incidentals		your trav	el dates				] 23 Fri	Sat	Sun	MON"	ΓΗ: Tue	4367 Wed		J.Fa	Total allowances
Breakfast	Enter			-20	21	22			Sun		Tue			i in lie	allowances
Breakfast	Enter	Sun	Mon	-20	21	Thu			Sun						allowances
	Enter	Sun		-20	21	22					Tue			i in lie	allowances

TRAVEL EXPENS			72	×	70	19		2019	
Claimant:	Victor	Young	Dep	arture Date:	1	1	Return Date:		]
Location:	Ottawa								]
Purpose:	To attend b		Roy	al Ca	nadia	n Mir	£	000000000x	
TRAVEL EXPENS	SE		Amount		Meals & Inc	identals			
Airfare		101.	1084-00	1282-28	Note: Pleas	e use the me	al allowance	calculator	
Baggage Fees		0.			below to det	termine the e	xact number	of	
Change Fees					meal allowa	nces and incid	ientals.		
VIA Rail				11. 1000	ha	60	,		
Hotel Accommo	dations		1200.82	1695-81	W1.	Rate	# Meals	Total	
Mileage (\$.0555	/km)		\$ -		Breakfast, 2)	50 \$ <del>19.10</del>	00	\$ -	
Parking				/	Lunches 20.	/O \$18:90	01	\$ -	20.10
Taxis			116.00		Dinners 50	65 \$47.35	21	\$ -	50.65
Car Rental					incidentals	/ \$17.30	04	\$ -	69.20
Gasoline					W	//	Total	\$ -	1399
Private Accomo	dation (\$50/r	ngt)			Total Travel	Expenses			do
Other						1			00
	Total Travel	Expenses	SHALL	A . 81	3094	099			
	Total Meal/		\$ 139.95	1	3094. KN	1			
		TOTAL	\$ 3 234	04144		ι			
Meal allowance	and incident	al calculator		Do.	М	1-12	121		
Insert Date →				20	Mad	70	ره		
	Sat	Sun	Mon	Tue	Wed	Inu	Fri	Total	1
Breakfast					· ·			0	AA
Lunch				- 1				-0-1	011
Dinner					1			-8-1	12%
incidentals		<u> </u>						-64	100
े Per Diem Calcula	ator			_					
Insert Date →				90	21.	33	23		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	. A/\ ×
		010						-04	
Claimant Signati	ure:	W	<u> </u>		Date:	Lugus	£ 25	12019	•

Travel expense reports must comply with the RC vis Corporate Travel, Hospitality, Conference and Event Policy (Policy # 51).

s.19(1)

## Le Grove Trave Business Travel Management











Centoro ines con Click here to learn more about our mobile app.

215 WATER STREET | ST. JOHN'S, NL A1C 6C9 | (709) 756-6777

For Emergency Travel Services: For Canada & USA: please call 1-888-551-1181 or 902-423-3808, Outside Canada & USA: cell collect 902-423-3806. Email: etc@marttimetrevel.ce (For more immediate assistance please call)

#### VICTOR YOUNG



Tap to send itinerary to our App via phone: Our iPhone App | Our Android App

View Minerary On: ViewTrip | Send Minerary To: Tripit

Our ref# Invoice # Date

Your Counsellor

Account # Department

05 Aug 2019 HEIDT POUND

Click here to learn more about our Corporate Travel Program

Travel Arranger:

For:

YOUNG/VICTOR MR

## Itinerary and eticket

This is your itinerary and invoice.

Web Check-in: Air Canade



Air Canada 655 Embraer 190 Cabin Class P-Business

**Duration 2:51** 

Air Canada 654

Duration 2:31

Origin ST. JOHN'S, NL St. John's Arpt (ST. JOHN'S, ML)

Destination Ottown, ON Ottavia McDoneld Cartier Inti (Ottawa, ON)

Depart Tue - Aug 20 5:50 AM

Arrive Tue - Aug 20 7:11 AM

Ož

Embraer 190 Cabin Class P-Business Origin Ottowa, ON Otlawa McDonald Carlièr Ind (Ottawa, ON)

Destination ST. JOHN S, NL St John's Aspt (ST. JOHN'S, NL)

Depart Fri - Aug 23 9:00 PM

Arrive Set - Aug 24 1:01 AM

Passenger Information

Passenger

YOUNGAVICTOR WIR Passanger

Booking Summary

Company Company

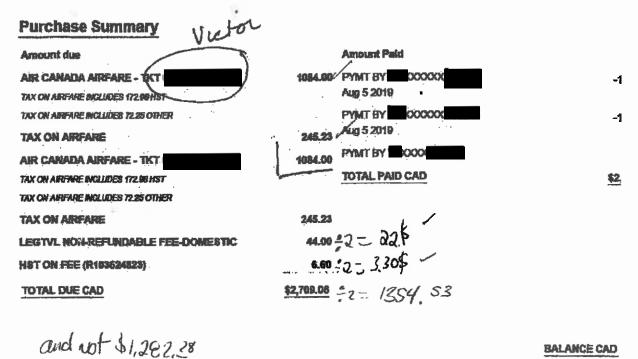
Company

Air Canada Air Ceneda Air Canada Airline Code AC Airline Code AC

**Booking Reference** Lovally # Loyalty #

Ticket # Ticket#

s.19(1)



#### **Baggage Information**

For Air Canada Baggage Information click here.

Baggage charges may apply. Size/weight restrictions vary between airlines. Excess charges may apply if exceeded.

Passengers may carry travel sized toiletries Or liquids 3.4 oz (100ml) Or less through security check points. They must fit in a 1-quart size plastic zip-top bag. Visit www.Catsa-acsta.gc.ca.

#### Reminders

Your LeGrow's Travel charges will show on your credit card statement similar to LT 50241964-6753389881234 LT = LeGrow's Travel 50241984 = invoice # 6753389881234 = ticket #

#### Important Travel Information

#### Check in 90 min prior.

Boarding may be denied if less than 45 mins. Valid government issued photo id required. We recommend that you reconfirm your liights properties. Your reservation number with Air Canada is realized, Air Canada contact phone number is 1-888-247-2262. Please check in 90 prior to departure. Late checkin may result in the loss of seathers evation Check in out off time is 45 minutes prior to departure. Government issued picture id is required or two Pieces of government-issued id which show name/ Date of birth/gender. This now includes Passengers who appear to be between 12 and 17 Years of age. For more information visit www.Passengerprotect.gc.ca/identity.html Government issued photo id and stat litherary required For check in.

Rearding passes marriaged order to enterior Security. Hereards changes may apply



YOUNG VICTOR

Frequent Flyer/Voyageur assidu

ZONE 1

Cabin/Cabine

J



**BUSINESS CLASS/CLASSE AFFAIRES** 

**ETKT** Flight/Yol

655 20AUG/ADU ST JOHNS NL

Destination OTTAWA

Flight/Vol

AC 655 OTTAWA Seat/Place

Boarding Time/Hours d'embarquement 05:20Gate/Porte

Seat/Place

O2D

OZD AISLE/COULDIR Remarks/Observations

Departure Time/Heure de depart

Airline Use/A usage interne 0090 YYT

AIR CANADA

A STAR ALLIANCE MEMBER A

Boarding Pass | Carte d'accès à bord

YOUNG VICTOR

BUSINESS CLASS/CLASSE AFFATRES **ETKT** 

Flight/Val

From/De

Frequent Flyer/Voyagear assidu

Destination

ST JOHNS NL

Boarding Time/Rewre d'embarquepent 20: 30Gate/Porte

654 23AUG/AOU OTTAWA

17 Seat/Place

02D

Departure Time/Heure de depart

Airline Use/A usage interne

D067 YOU

Boarding Pass | Carte d'accès à bord

ZONE 1

Cabia/Cabiae

Fřight/Val

AC 654 ST JOHNS NL

Seat/Place

02D AISLE/COULOIR

Remarks/Observations

AIR CANADA

A STAR ALLIANGE MEMBER ALLIANCE BY



1 Rideau Street Ottawa, ON, Canada K1N 8S7 T (613) 241-1414 F (613) 562-7030 G.S.T. / H.S.T Registration #843511775 Room/Chambre : 0370 | State of the complete invoice # : 615 | Page # : 1 of 2

Reference No.

Mr Victor Young Canada

4 k

Arrival/Arrivée : 08-20-19 Departure/Départ : 08-23-19

Dalle	Description	Additiguel dutomation/Supplier rentaire	Charges	Credits
08-20-19		Room# 0370		reamed
08-20-19	Room Charge	*	549.00	
08-20-19	Municipal Accommodation Ta	×(	21.96	
08-20-19	Room HST (13%)		74.22	
08-21-19	Room Charge		459.00	
08-21-19	Municipal Accommodation Ta	<b>K</b> (	18.36	
08-21-19	Room HST (13%)		62,06	
08-22-19	Room Charge		435.003	
08-22-19	Municipal Accommodation Tax	<b>(</b> (	17.40	
08-22-19	Room HST (13%)		58,81	
08-23-19		Room# 0370		sand
08-23-19		XXXX	Paper	1,710.79

Resonal = 14 98

Rem = 1695, 91

1AX: 195.09

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 Feirmont de: États-Unis ou Canada 1 800 441 1414 I agree that my fish thy for this bill is not welved and I agree to be held personally liable in the everyt that he bidicaled person, company or appropriate fishe to pay for any part of or the full amount of these obligate, consistent extended the control to these obligate, the in circulation of the ratio of it. His personal liable are senses. (I.4.00% per senses.) I have accepted delivery of The Globs and Mail. Had I witness, I would have been only lights for a \$1.00 (Ann-T) and \$2.00 (Sen-T) are set \$1.00 (Ann-T) and \$2.00 (Sen-T) are set \$1.00 (Sen-T) are set \$1.00 (Sen-T) and \$1.00 (Sen-T) are set \$1.00 (Sen-T) are s

Ja nea poète personnell'assent transportantale du siuderment litaté de carifie note un one du la cent pagnia, francoisitor ou a con représentant désagné en présentant à la poisment, Les domptes en acultimente sont aujete à un hobité de 15% par sensée). Just le carifie par moite, (15 Just; par cansée) Just encapés la brevienn du Journal The Étôte and Mail. El Justice par la bison du Journal The Ghote and Mail. El Justice parties par débant un crédit à trion nome par de 1,000 par la Vendre (1) et de 2,005 la 5 Justice par de la Justice par de la Justice par de la Justice de 2,005 la Senne (L. Course les hobisés participants.)

ROD DUNNE'
322 PENNEYWELL RD.
ST. JOHN'S NL

CARD TYPE

CARD TYPE

2019/08/20

DATE

1596 04:52:08

RECEIPT NUMBER

C85051946-001-300-001-0

PURCHASE TOTAL

\$21.00

A0800000031810 D12BE6CCAFB1789D 0080008000-E800 6CA8376E09091E01 0080008000-F800

## **APPROVED**

AUTH# 062549

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

AIRPORT TO CHATERY

BLUE LINE TAXI

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I AKE ANOUNT.

\$ 35,00

TOTAL ::

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CUSTOMER SERVICE 1 888 445-2812 INDUCRYMIAXITABLION TAXITAB



Résidence to St. John's airport Citawa airport to hotel.

BLUE LINE TAXI (613) 238 - 1111

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otal: CAD\$

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Appr Code: 688t:

Approve Online

Batch#: 0001... 389235791747434

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CUSTOMER SERVICE 1-866-449-2812 INQUIRYMAXIAB.COM TAXTYAB

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(Ity Wide Tax)

Official Airport Taxi Major Credit Cards Accepted Wake Up Calls Bus Charters Available

24/08/2019

From Apul

Car No: 89

Amount: 20.00

H.S.T.# 101280097RT

Thank You & Have a nice day!

St. John's airport to residence

Hotile to attawa airport

#### **CRA Calculated Taxi Tax 2019**

Taxis for Ontario & Quebec

\$ 75.00

\$ 75.00 \$ 4.04 \$ 66.96

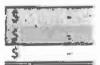
Taxis for Nova Scotia & PEI & New Foundland &

**New Brunswick** 

\$ 41.00

\$ 41.00 \$ 5.00 \$ 35.96

Taxis for BC & Saskatchewan & Alberta & Manitoba



The figures you need

GRAND TOTAL TOTAL TAX SUMMARY Page total \$ 116.00 \$ 102.93

#### Thellend, Talia

From: Simons, Deborah

**Sent:** August 9, 2019 2:30 PM

**To:** Victor Young

**Cc:** List, Christine; Murka, Anne-Marie

**Subject:** Accommodations at Fairmont Chateau Laurier **Attachments:** Young Hotel Conf Revised 9 Aug 2019.pdf

#### Dear Victor,

Further to our phone conversation this morning, I am pleased to provide your amended hotel reservation (check in on 20 August, check out on 23 August). I am still working on scheduling the meetings you have requested, and hope to be able to finalize those on Monday. In the meantime, I am going to send out meeting invitations for the same series of meetings in November, to ensure that those meetings are added to schedules well in advance.

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

#### Muller, Kim

From:

Fairmont Hotels & Resorts <clh@hotelstay.fairmont.com>

Sent:

Friday, August 9, 2019 11:28 AM

To:

Muller, Kim

Subject:

Confirmation for Mr Victor Young

s.19(1)



#### Dear Mr Victor Young,

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



Best Regards, Fairmont Château Laurier

Confirmation #

First Name Last Name

Arrival Date

**Arrival Time** 

Departure Date

**Number Of Nights Number Of Adults** 

Room Type to Charge Rate Per Room Per Night

Cancellation Policy Cancellation Date to Avoid

Penalty

**Cancellation Amount** 

Victor

Young

Tuesday, 20 Aug, 2019

8:30 AM

Friday, 23 Aug, 2019

3

Fairmont Gold King NS

CAD 549.00 from 20-Aug-2019

CAD 459.00 from 21-Aug-2019 CAD 435.00 from 22-Aug-2019

48 hours prior to arrival Sunday, 18 Aug, 2019

CAD 645.18

#### Thellend, Talia

From: Simons, Deborah

**Sent:** August 9, 2019 10:18 AM s.19(1)

**To:** Victor Young

Cc: List, Christine; Murka, Anne-Marie; Muller, Kim

**Subject:** FW: Travel to and from meetings **Attachments:** Young Hotel Conf August.pdf

#### Dear Victor,

Thank you for advising us of your arrival plans. I am pleased to advise that, pending confirmation of your travel plans, we had secured accommodations for you from 19 to 23 August, keeping in mind those dates can be changed once your travel plans are confirmed. Since you would like to extend your stay by one night, we will keep your check-out date as is, and to simplify things for you, can simply deduct the cost of the extra night from your eventual travel claim.



I would appreciate it if you could let me know how you wish to proceed, so that we may advise the hotel accordingly if you wish to cancel the night of the 19<sup>th</sup>.

At the present time, we do not have any meetings scheduled for you the afternoon of the 20<sup>th</sup>, and would be pleased to assist in arranging any meetings that you may require. Your meeting with OAG, which would normally have been on the 20<sup>th</sup>, has been scheduled for 13 August, via conference call, since Karen Hogan and Dennis Fantinic are not available on the 20<sup>th</sup>. You should have received, directly from Karen Hogan, a meeting invitation for the 13 August conference call. If the invitation has not reached you, I can re-send the invitation so that you have the required call-in information.

We are looking forward to seeing you in two weeks, and will be in touch with the hotel again as soon as we know how you wish to proceed with regards to the night of the 19th.

Best,

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ





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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

From: Victor Young

Date: August 8, 2019 at 12:47:56 PM EDT
To: "Murka, Anne-Marie" < murka@mint.ca >
Cc: "Kamel, Simon" < kamel@mint.ca >

**Subject: Travel to and from meetings** 

Hi Anne-Marie.I will be arriving early on August 20th in order to attend my pre-Audit meetings that afternoon (now have a direct flight from St. John's to Ottawa). Could you arrange an early check-in on the 20th. I will be at the hotel at around 8:30 am.

I would also like my stay extended by one night on August 22nd for check out on the 23rd. I will arrange personal payment for that night. Trust this makes sense and is satisfactory from the Mint's perspective.

Vic

From: Fairmont Hotels & Resorts
To: Murka, Anne-Marie

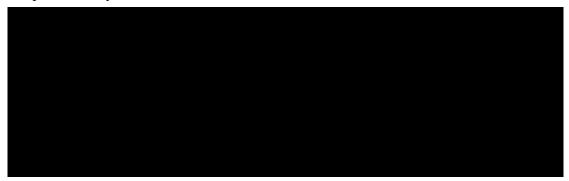
Subject: Confirmation for Mr Victor Young

Date: Wednesday, June 05, 2019 2:12:13 PM



### Dear Mr Victor Young,

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



### Best Regards,

### Fairmont Château Laurier

Confirmation #
First Name Victor
Last Name Young

Arrival Date Monday, 19 Aug, 2019
Departure Date Friday, 23 Aug, 2019

Number Of Nights
Number Of Adults

Room Type to Charge Fairmont Gold King NS

Rate Per Room Per Night

CAD 799.00 from 19-Aug-2019

CAD 549.00 from 20-Aug-2019

CAD 469.00 from 21-Aug-2019

CAD 435.00 from 22-Aug-2019

48 hours prior to arrival Saturday, 17 Aug, 2019

Cancellation Policy
Cancellation Date to Avoid
Penalty

**Cancellation Amount** 

CAD 938.98 Local Currency

The amount may be subject to taxes, gratuities, resort levy

or other fees



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

**Toll Free** 1 866 540 4410 **Tel** +1 613 241 1414 **Fax** +1 613 562 7030

E-mail chateaulaurier@fairmont.com

If you want to unsubscribe from marketing mails, then please  $\underline{\text{click here}}$ .  $\underline{\text{www.fairmont.com}} \mid \underline{\text{Privacy Policy}}$ 

### Thellend, Talia

From: Muller, Kim

**Sent:** <u>August 15, 2019 1:41 PM</u>

To:

Cc: List, Christine; Simons, Deborah

**Subject:** Hotel Confirmation

**Attachments:** Young Hotel Conf Revised 9 Aug 2019.pdf

Dear Mr. Young,

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

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

• Date of arrival: August 20, 2019

Date of departure: August 23, 2019

Confirmation number:

Rates:

o Aug. 20 - \$549

o Aug. 21 - \$459

o Aug. 22-\$435

Check In: 3:00 p.m.Check Out: 12:00 p.m.

Kind regards,

### KIM MÜLLER

ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ



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

Tel/Tél.: 613-355-6458

mullerk@mint.ca | mullerk@monnaie.ca

mint.ca | monnaie.ca

### Muller, Kim

From:

Fairmont Hotels & Resorts <clh@hotelstay.fairmont.com>

Sent:

Friday, August 9, 2019 11:28 AM

To:

Muller, Kim

Subject:

Confirmation for Mr Victor Young



### Dear Mr Victor Young,

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



Best Regards, Fairmont Château Laurier

Confirmation #

First Name Last Name

Arrival Date Tuesday, 20 Aug, 2019

Arrival Time

8:30 AM

Departure Date

Friday, 23 Aug, 2019

Number Of Nights Number Of Adults 3 1

Victor

Young

Room Type to Charge

Fairmont Gold King NS

Rate Per Room Per Night

CAD 549.00 from 20-Aug-2019 CAD 459.00 from 21-Aug-2019 CAD 435.00 from 22-Aug-2019

Cancellation Policy
Cancellation Date to Avoid

48 hours prior to arrival Sunday, 18 Aug, 2019

Penalty

CAD 645.18

Cancellation Amount

### Thellend, Talia

From: Simons, Deborah s.19(1)

**Sent:** August 9, 2019 11:20 AM

**To:** List, Christine; Muller, Kim; Murka, Anne-Marie

**Subject:** Victor Young

I just received a call from Victor, and he has opted NOT to keep the night of 19<sup>th</sup>. He will ask the hotel to store his luggage and will then come over to RCM for the day. He is also expecting to hold meetings with Phyllis/Marie/Jennifer/Luc during the afternoon of the 20<sup>th</sup> and has me to coordinate those (these are in addition to his call with OAG on 13 August).

Kim – would you be able to call the hotel to amend Victor's reservation to reflect check-in on the 20<sup>th</sup>; check-out on the 23th remains ok (we will deduct this night from his claim). Please let me know when the amended confirmation is ready so that I can send it to Victor. It should be saved in the appropriate file with the notation – REVISED.

Christine – I will write to the EAs about scheduling the meetings Victor has requested, and will copy you.

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

# Simons, Deborah

From:

Phyllis Clark

Sent:

Saturday, December 07, 2019 8:14 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABCC82548 - Victor Young - B19-048

## Approved

Phyllis Clark		
Phone:	Email:	

### CONFIDENTIALITY WARNING

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

On Wed, Dec 4, 2019 at 8:10 AM Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents the expenses related to Victor's travel to Ottawa to attend last month's Board of Directors meetings. There are no exceptions, and the claim has been reviewed and approved by the CFO. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best.

### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

### Thellend, Talia

From: Simons, Deborah

**Sent:** December 12, 2019 9:10 AM

To: Victor Young
Subject: Reimbursement

**Attachments:** \_\_08632982\_4.pdf

### Dear Mr. Young,

I am pleased to advise that you will receive an electronic transfer of funds on December 13<sup>th</sup>, in the amount of \$2,736.00 as a reimbursement of your travel expenses to attend the November 2019 Board and Committee meetings in Ottawa. A copy of the electronic funds transfer notification is attached.

Best,

### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT
COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

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

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca



### Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

# **ELECTRONIC FUNDS TRANSFER**

**VICTOR YOUNG** 

Telephone Fax Date Vendor account Date of payment

Reference No.

613-993-3500 12/12/2019

13/12/2019 PV150626

Fax

E-mail simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82548 B19-048	09/12/2019		2,736.00	0.00	2,736.00	THEMIS # 3063 EAHCE12358 OTTAWA BLANKET TA
		CAD			2,736.00	

# Travel Expense Form 2019

OTJ#: TA #: EAHCE #

TABCC82548 RIG **EAHCE12358** 

Claimant **Cost Centre** 

B19-048

Victor Young 121 Legal Services (Board)

Cost estimate provided on TA Hospitality estimate provided on TA

THEMIS # (VP and Board claims only)

Departure Date 16-Nov-19

Return Date

20-Nov-19

3063

\$7,500.00

n

(attach supporting documents):

Currency C	onversion Table	
1 Unit of	is Worth	of
USD	1.35119	CAD
	V	CAD
		CAD

To attend Board of Directors meetings and business dinners. Tampa/Ottawa/Tampa CAD

Total Travel Expenses (inclusive of fares)

Prepaid Fares (Paid using Amex Corporate Billing Account)

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

2,736.00 0.00 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		2,736.00	/RCM	0.00

Expense Coding Account	Cost Center ( Select One from drop down box )	In Canadian \$
	Cost Center (Select One from drop down box)	
HST - Registration # 10793 5058 RT0001		146.47
740200 - Meals (domestic)	121 Legal Services (Board)	19.62
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)	a a	0.00
740010 - Airfare (domestic)	▼	0.00
741010 - Airfare (foreign)	121 Legal Services (Board)	1,309.08
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)		0.00
7 40500 - Taxi fare (domestic)	121 Legal Services (Board)	220.90
741500 - Taxi fare (foreign)	121 Legal Services (Board)	135.12
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)	<b>▼</b>	0.00
741099 - Other transportation (foreign)	▼	0.00
740)40 - Accommodattions (domestic)	121 Legal Services (Board)	832.00
741400 - Accommodations (foreign)	▼.	0.00
740900 - Incid en tad (domestic)	121 Legal Services (Board)	49.43
741900 - Incidentals (foreign)	121 Legal Services (Board)	23.38
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)	ENTERED	0.00
0.00	/-	0.00
0.00	DEC 1 1 2019	0.00
	DEG 11 2010	0.00
	AP4442741/	0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Co	ded	0.00
OF TRANSEUSE ONLY (Fav	orable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$4,764.00)
THE CENTED	Variance %	-64%
DEC 60 2040 (Favorable)	Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
DEC 0.3 SO13	Hospitality Variance %	#DIV/0!



# Travel Expense Form 2019

TA # TABCC82548

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

	approved in accorda	ance with the Delegation  Authority to Travel ar	on of Authority Policy #41. Approver must have Delegat	ion Authority at the time of signing. All travel plans must be pre-	
	Yes 🗆 No 🗔 If	you indicated "Yes", pl	ease check which exception(s) were not pre-approved a	e Corporate Travel, Hospitality, Conference & Event Policy #51.	
		UIRED: (Please initial)			
			orate Travel, Hospitality, Conference & Event Policy #51	(Annex 2B)	
	CFO or CEO APPROV	AL REQUIRED: (Please i	nitial)		
			Hospitality Policy #51 (Annex 2B)		
	_ 1123	Pricanty — NO pre-approv  ☐ Hospitality — Ext	val obtained for the following: email or internal hospitality exceeding Maximum Cost Pe	er Person (Annex 2R)	
		☐ Hospitality ~ Ext	ernal or internal hospitality costs exceeding \$5,000 (Annoholic beverages provided (Policy Section 44.1)	ex 2B and 44.1)	
		Hospitality - Foo	official deverages provided (Policy Section 44.1) and & beverage cost exceeded Maximum Cost Per Person	(Policy Section 44.1)	
		☐ Hospitality – Ent	ertainment provided (Policy Section 44.1)		
		☐ Hospitality – Hos	spirality or entertainment provided to spouse or person .	accompanying an event participant (Policy Section 44.1) an RCM employee, Board member or other private residence	
		(Policy Sections	44.1and 46.4)	The state of the productive contents	
			clal forms of hospitality (Annex 2B) pre-approval prior to expenditure (Section 44.7)		
	VP APPROVAL REQUIII		TRAVELLER IS A VP): (Please initial)		
	☐ Trave	el - Combining personal	and business travel (Policy Section 14.3)		
	☐ Trave	ei - Airfare – Higher lev ei - Privately owned vel	el than permitted by policy (Policy Section 20.6)	owest practical commercial carrier fare (Policy Section 22.1)	
	□ Iravi	ei - notei – Kate in exce	ess of specified or published City Rate Limits (Policy Sect Vehicles (Policy Section 23.1)	ion 25.2 and 25.3)	
	☐ Trave	el – Expense received o	ver 30 days (Policy Section 33.1)		
	☐ Hosp ☐ Hosp	itality - External or inte Itality - Food & bevera	rnal hospitality up to \$1,500 but less than \$5,000 and wa se cost not exceeding Maximum Cost Per Person (Policy	thin Maximum Cost Per Person (Annex 28) Section 44.1)	
		OR APPROVAL REQUIRE			
	□ Trave	el – Airfare – upgrade t	o a fare class higher than the Standard Allowable Airfal	re Class permitted by policy, at no additional cost to RCM (Policy	
	SCLIK	ווע עס.טן		permitted by policy, at no additional cost to RCM (Policy section	
	23.3)			to accommodate 3 or more employees (Policy section 23.3)	
	□: 118VE	e – wiissing onginal den	nizeo receipts. Explanation provided (Policy section 33.)	)	
	☐ Trave	의 — Hotel — upgrade to : 의 — Hotel — rate in exce:	e level higher than the Standard Guest Room permitted i ss of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), a	, by policy, at no additional cost to RCM (Policy section 25.1) Aontreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas	
	(\$145	o), or published city Kat	e umit. VP pre-approval not obtained, Justification pro	vided (Policy section 25.2)	
	☐ Other	r exceptions (travelier h	eipts. Explanation provided (Policy section 26.2) as listed and explained on a separate document)		
	☐ Hospi	Itality - External or inter	nal hospitality up to \$1,500 and within Standard Cost Po	er Person (Annex 2B)	
1	By signing below, the	Traveller confirms that	this expense ciaim contains only eligible allowances and	legitimate and actual expenses incurred in accordance with the	
•	above noted exception	is are complete and acc	event Policy #51 (as applicable), that all required support Furate, and that the claim has been completed in accordi	ing documentation is contained in this expense claim, that the nnce with these policies.	
				× 1	
	d framelia, Name (D)	DIALY ALCOHOL			
	VICKOT	400116	(PRINTNAME) PRINTNAME)	3.Approved by Traveller's Director with signing authority (PRINT NAME)	
),	olda I-m	as Alex	Helphi Vimma	( Thirt terains)	
į	Signature of travelle	John Land	Signature		
7	Ing Van		RALIALIA	Signature of Traveller's Director	
L	Hel You	ing	03/13/19		
	021121	19	Date	Date	
7	he Traveller's Manage	er confirms that she/he	has reviewed this expense claim including all the suppor	ting documentation, that the expenses claimed appear	
8	Event Policy #51 (as	as notea above are ap <sub>l</sub> applicable).Please note	proved (as required), and the claim has been completed , if exceptions have been pre-approved prior to trovel th	in accordance with the Corporate Travel, Hospitality, Conference e Travel's Director can proceed in signing the expense claim. By	
s	igning below, the VP o	or CEO confirms that sh	e/he has reviewed the exceptions as noted above requiri	ng her/his approval and hereby grants it.	
			101		
-	4.6	- 4	Jenni for Cameton		
	4 Approved by VP (as (PRINT NAME)	required)	5.Reviewed by CFO (CEO claims; Board claims, claims for review prior to CEO approval, other as required)	6 Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)	
			D. 1100	Place and a standard	
	Signature of VP		Signature of CFO	seem 10 Colores	
				Signature of CEO/Chair of Board/Chair of Audit Committee	
			V DX + 2 12019	Signature of CEO/Chair of Board/Chair of Audit Committee	
	Date		Date	Date WALLOW ON GUERN	
				Phillip the la	
	7 Reviewed by Finance	e (PRINT NAME)	//	Date Clark	
			1981 F. F.	6-112112	
	- / >	/			

Crow.es/

O 11/19
O00118
Form updated January 2018

Dec 11/19

(incl. HST/GST   HST/GST   HST/GST   HST/GST   Expenses   CAD Exp.   Equivariant   CAD Exp.   Expenses   CAD Exp.   Equivariant   CAD Exp.   Equivariant   CAD Exp.   Expenses   CAD Exp.   Equivariant   CAD Exp.   Equivariant   CAD Exp.   Expenses   CAD Exp.   Equivariant   CAD Exp.   Expenses   CAD Exp.   Equivariant   CAD Exp.   Equivariant   CAD Exp.   Expenses   CAD Exp.   Equivariant   CAD Exp.   Expenses	* C	Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Except	Alaska)	
Gircl HST/GST   HST/GST   HST/GST   HST/GST   Expeases   CAD Exp.   Equivariant   CAD Exp.   E	Page 2	Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
RCM Paid Fares (Air-Foreign)  Employee Paid Fares (Air-Foreign)  Employee Paid Fares (Rair-Domestic)  Employee Paid Fares (Rair-Domestic)  Employee Paid Fares (Rair-Foreign)  Employee Paid Fares (Rair-Foreign)  Hotel Accommodations (Orerign)  Taris (Domestic)  Hotel Accommodations (Foreign)  Hotel Accommodations (For		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-Foreign) RCM Paid Fares (Rair-Foreign) Employee Paid Fares (Rair-Foreign) Exployee Paid Fares (Rair-F	RCM Paid Fares (Air-Domestic)							
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Per Diem Country    No. of meal allowance rates   No. of meal allowance   ST/RST   No. of meal allowance   Stock   Sto		2,505.00	143.02			100.00		135.12
Meal allowance rates    No. of meal allowance   Allowa				Canada				USA
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Dinners \$50.55  Total Meals  Incidentals \$17.30	Lunches \$20.60	1	20.60	0.98		-		
Total Meals  Incidentals  \$17.30  \$3 \sum 51.90  \$2.47  \$17.30  \$17.30  \$17.30  \$17.30  \$17.30  \$17.30  \$17.30  \$17.30  Note - Please use the meal allowance calculator tab to determine the exact No. of meal allowances and incidentals  Grand Total CAD Expenses  Grand Total HST/GST  \$2,577.50  \$146.47  \$17.30	Dinners \$50.55				\$50.55			
Incidentals \$17.30   3   51.90   2.47   \$17.30   1   7.30    Total Expenses   72.50   3.45   17.30    Note - Please use the meal allowance calculator tab to determine the exact No. of meal allowances and incidentals  Grand Total CAD Expenses   2,577.50   Grand Total USD Expenses   1  Notes for Expenses   146.47    Notes for Expenses   10 Victor began his travel on 16 November, via Toronto, but stayed in Toronto for two nights   10 Victor began his travel on 16 November, via Toronto (no meals or hotel for 16 & 17 November, no incidentals for 17 November, no return airfare from Ottawa to Tar and no cab from the Tampa airport back to residence   2) Victor is also not requesting to be			20.60	0.98	1			
Note - Please use the meal allowance calculator tab to determine the exact No. of meal allowances and incidentals  Grand Total CAD Expenses  Grand Total HST/GST  Conductor began his travel on 16 November, via Toronto, but stayed in Toronto for two nights claiming cabs from/to the airport in Toronto (no meals or hotel for 16 & 17 November, no incidentals for 17 November, no return airfare from Ottawa to Tarand no cab from the Tampa airport back to residence  72.50  3.45  Grand Total USD Expenses  1 17.30  Grand Total USD Expenses  1 16.47  Notes for Expenses  1 2,577.50	Incidentals \$17.30	3	<b>≠</b> 51.90		\$17.30	1	17.30	23.38
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19 and 20 November; 5) Victor paid for 6 cab fares while in Ottawa - for all other trips between RCM/hotel/dinners Victor either walked or rode with some	claiming cabs from/to the airport in Toronto and no cab from the Tampa airport back to r for 16 and 17 November; 3) Breakfast on 19	(no meals or hotel to esidence & 20 November w	for 16 & 17 N	vith accommo	ncidentals for dations; 4) RC	17 November, no 2) M provided dinner	return airfare from Otto Victor is also not reque r on 18 & 19 Novembe	awa to Tampa esting to be paid r, and lunch on

# 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.

Total Fri allowances
411176.014914.00

	Enter y	our trav	el dates	here to	r the	<u>US</u>				MON	ITH:	4377	0		
	16	17	18	19	20										Total
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Incidentals	3										-		+	+-	1

RCM BOARD C	OF DIRECTORS					1			į.
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Location:	Ottawa		0						
Purpose:	To attend	board of				2 Bea		()	
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Change Fees				3 8	meal allowa	ances and inci	dentals.		
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Claimant Signat		V				06.25		9	
ravel expense rep	orts must comp	ly with the RCN	f's Corporate Tr	avel, Hospitalit	y, Conference o	and Event Policy	(Policy # 51).		

TRAVEL EXPENSE REPORT



# **Currency Converter**



All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. For details, please read our full <u>Terms and Conditions</u>.

Conversions are based on Bank of Canada exchange rates, which are published each business day by 16:30 ET.

# US dollar → Canadian dollar

### **Exchange rate summary**

Low	2019-11-18	1.3214
Average	2019-11-15 — 2019-11-20	1.3247
High	2019-11-20	1.3304
	Average	Average 2019-11-15 — 2019-11-20

### Results

Date	Value of 1.00 USD in CAD	$\textbf{USD} \to \textbf{CAD}$	$\text{CAD} \to \text{USD}$
2019-11-15	1.32 CAD	1.3231	0.7558
2019-11-18	1.32 CAD	1.3214	0.7568
2019-11-19	1,32 CAD	1.3237	0.7555
2019-11-20	1.33 CAD	1.3304	0.7517

1.3247 × 1.02 = 1:35119

# LeGrows Trave **Business Travel Management**









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#### VICTOR YOUNG



Tap to send itinerary to our App via phone:

Our iPhone App I Our Android App

View Itinerary On: ViewTrip I Send Itinerary To: TripIt

Our ref #

Invoice # Date

Your Counsellor

Account #

Department

01 Nov 2019 HEIDI POUND

Click here to learn more about our Corporate Travel Program

Travel Arranger:

For:

YOUNG/VICTOR MR

# Your Itinerary:

Web Check-In and Airline Confirmation: Air Canada

Boeing 767

Air Canada 1655 (Operated by AIR CANADA ROUGE)

Cabin Class P-Business

Origin

Tampa, FL Tampa Intl (Tampa, FL) Destination Toronto, ON

Lester B Pearson Intl (Toronto, ON) Terminal 1

Depart Sat - Nov 16

10:35 AM

Arrive Sat - Nov 16

1:21 PM

Seat 04F

Duration 2:46

Remarks

Air Canada Rouge is equipped with "Next Generation" inflight entertainment.

Download the Air Canada entertainment App prior to Travel

Duration 1:01

Air Canada 444

Airbus A320 Cabin Class P-Business Origin Toronto, ON Lester B Pearson Intl (Toronto, ON)

Terminal 1

Destination Ottawa, ON Ottawa McDonald Cartier Intl (Ottawa, ON)

Depart Mon - Nov 18

9:10 AM

Arrive Mon - Nov 18 10:11 AM

Seat 03D

Passenger Information

Passenger YOUNG/VICTOR MR

**Booking Summary** 

Company Company Air Canada Air Canada Airline Code AC

**Booking Reference** 

Loyalty #

Ticket #

# **Purchase Summary**

Amount due Amount Pald AIR CANADA AIRFARE - TKT 1205.00 PYMT BY -1278.33TAX ON AIRFARE INCLUDES 3.25 HST Nov 1 2019 TAX ON AIRFARE INCLUDES 70.08 OTHER PYMT BY -39.10 TAX ON AIRFARE 73.33 TOTAL PAID CAD \$1,317.43 LEGTVL NON-REFUNDABLE FEE-DOMESTIC 34.00 HST ON FEE (R103524823) 5.10 **TOTAL DUE CAD** 

Tab = #8.35

BALANCE CAD \$0.00

# Check-in information

We recommend that you reconfirm your flights prior to departure.

Valid government issued photo id required for check-in.

Non refundable/change fees may apply.

Check in 2 hours prior. Boarding may be denied if less than 1 hour.

Online Check-in – Many airlines offer online check-in, most within 24 hours of departure. We recommend you check-in online before you go to the airport.

# Baggage Information

For Air Canada Baggage Information click here.

Baggage charges may apply. Size/weight restrictions vary between airlines.

Passengers may carry travel sized toiletries or liquids 3.4 oz (100ml) or less through security check points. They must fit in a 1-quart sized clear plastic zip-top bag. Visit www.Catsa-acsta.gc.ca.

# Important Travel Information

Your passport should be valid for 6 months after your return date plus any applicable visas. Effective January 23rd, 2007, The United States Western Hemisphere Travel Initiative (WHITI) will require all travelers to present a passport or other appropriate secure document (Valid US Merchant Mariner Document, NEXUS Air card when used at a NEXUS Air kiosk, NATO identification card when accompanied by NATO orders) when entering or re-entering the United States by air. https://www.cbsa-asfc.gc.ca/travel-voyage/menu-eng.html Citizens of certain countries and territories need a visa to visit or transit Canada. Others need an Electronic Travel Authorization. Please visit http://www.cic.gc.ca/english/visit/visas-all.asp for details.

It is the travellers responsibility to ensure they have the correct documentation. Entry to another country may be refused even if the required information and travel documents are complete. Living standards and practices at the destination and the standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

Government of Canada Travel Advice and Advisories: http://www.voyage.gc.ca/countries\_pays/menu-eng.asp

Taking Cannabis across the border is and will remain illegal https://travel.gc.ca/travelling/cannabis-and-international-travel

YOUNG VICTOR

PRÉMIUM ROUGE OPER BY/PAR AC ROUGE

ETKT

Flight/Vol

AC 1655 16NOV

From/De TAMPA

Boarding Time/Heure d'embarquement 09:55 Gate/Porte

3

Destination

Frequent Flyer/Voyageur assidu

TORONTO

E72 Seat/Place

ZONE 1

Cabin/Cabine

Flight/Vol

045

04F AISLE/COULOIR Remarks/Observations

AIR CANADA

A STAR ALLIANCE MEMBER MEMBRE DU RÉSEAU STAR ALLIANCE



Departure Time/Heure de depart 10:35

Airline Use/A usage interne 0243 TF

Boarding Pass | Carte d'accès à bord



YOUNG VICTOR

BUSINESS CLASS/CLASSE AFFAIRES

**ETKT** 

AC

Flight/Vol

Date 444 18NOV

From/De

TORONTO

0 Destination

OTTAWA

Frequent Flyer/Voyageur assidu

Boarding Time/Heure d'embarquement

08:35 Gate/Porte

D33 Seat/Place 03D

Departure Time/Heure de depart

Airline Use/A usage interne

Boarding Pass | Carte d'accès à bord

ZONE 1

Cabin/Cabine

Flight/Vol

444 OTTAWA

Seat/Place

03D AISLE/COULOIR Remarks/Observations





A STAR ALLIANCE MEMBER \*\*
MEMBRE DU RÉSEAU STAR ALLIANCE \*\*



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 : 0373

Folio#

Invoice #

Cashier/Cassier # : 226475

Page #

: 1 of 1

Reference No.

Arrival/Arrivée

: 11-18-19

Departure/Départ : 11-20-19

Mr Victor Young

Date	Description	Additional Information/Supplémentaire	Charges	Credits
11-18-19	Room Charge		400.00	
11-18-19	Municipal Accommodation Tax	(	16.00	
11-18-19	Room HST (13%)		54.08	
11-19-19	Room Charge		400.00	
11-19-19	Municipal Accommodation Tax	(	16.00	
11-19-19	Room HST (13%)		54.08	
		Total	940.16	0.00
		Balance Due/Solde	940.16	

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

Thank you for choosing Fairmont Hotels & Resorts.

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

Merci d'avoir choisi les Hôtels Fairmont.

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

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

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

Je me porte personnellement responsable du réglement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserail le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'al accepté la livraison du journal The Globe and Mail. Si l'avais refusé, l'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.)

DATE NOV. 16, 2019	No.	552349
FROM VICTOR YOUNG		\$100
FROM VICTOR YOUNG		DOLLARS
OFOR RENT & RANSPORTATION TO	T19/1/40 /	VERNET
ACCT. 100 CASH		TOTPA
PAID 100 - CHECK		10=
DUE ONDER BY		
		25/

(ab from residence to Tampa airport

Cab glum Toranto airport

PEARSON VISION LIMOUSINE 2570 MATHESON BLVD EAST MISSISSAUGA, ON. L4W 4Z3 905-212-1577

### SALE

Server #: 000004

REF#: 00000003

Batch # 015 11/16/19

14:08 17

APPR CODE: 04831B

Trace: 3

Chip

**AMOUNT** 

\$55.00 \$8.25 \$63.25

TIP TOTAL

**APPROVED** 

**CREDIT** AID: A000000031010 TVR: 80 80 00 80 00 TSI: 68 00

> THANK YOU / MERCI TO RESERVE CALL 1-855-661-1577 OR WWW.PEARSONVISION.COM FREE WIFI **CAR # 252**

> > CUSTOMER COPY

ICTOR I VALUE	1	CLERK / COMMIS AUTH: NO. / Nº D'AUT.
TARKE	and the same of	Valid and Expiry Date Checked Verification de la dese de validation et de la date d'expiration
The second		P M-M/M-M DJ/D-J Y-A/Y-A T 1 1 8 1 9 5
	DESCRIPTION	AMOUNT/ MONTANT
Year of the second	LIMO	
	G.S.T./T.P.S.	75.00
issuer of the card identified on this flam is authorized to pay the amount shown TOTAL upon proper presentation. I promise to pay such TOTAL (together with other charges due thereign) subject to prid in accordance with the agreement eming the use chauch card.	H.S.T./T.V.H.	A. Ore
ganise emetteur ne le cana-denn re riumoro noure, ci-desius est autorise à or le montant fruierit, du l'ATAL sur presentation conformé. Je mongage à bourser ledit montant ains que ous les frais à y rapportant conformément aux ditions de l'empanta régissant l'usufie de ladit perie.	P.S.T./T.V.P.	75:00
ditions de regionale regissant l'ussille de ladite certe.	Q.S.T./T.V.Q.	
STOMER SIGNATURE DUCLIENT	POURBOIRE	
	TOTAL	775.00

Cab from boke to Toronto airport

AIRPORT

FAIR MONT

BLUE LINE TAXI

(613) 238 - 1111

TERMINAL ID: 324-301-053
MERCHANT ID: 4325758A
VEHICLE ID: 1594
DRIVER ID: 00052414

TRIP NUMBER: 6746
PASSENGERS: 1

11-18-2019
START: 11:08
END: 11:09

FARE AMOUNT: \$ 36.00

TOTAL : \$ 36.00 SALE : \*\*\*\*

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812 INQUIRYOTAXITAB.COM TAXITAB



Cab from lettaux airport

TO MINT

BLUE LINE TAXI (613) 238 1111

TERMINAL ID: MERCHANT ID: VEHICLE TO : 324 303 017 4325672A 1429

DRIVER 10 :

UUU503U5

11/18/2019 START 13:46

END. 13.47

FARE AMOUNT.

TOTAL 3

8.00

art:

.....

APPROVAL NUMBER

**U14311** 

\*\*\*PASSENGER COPY\*\*\*

CASTOMÉN SERVICE 1-800-443-2812 INGUTRY®TAXITAB. COM TAXITAB



(ab from hotel to

A. =		Job#
BLUI	ELINE	Reciept for Cab Fare
	ic w	K/ 1.1/18/19
Amount	10.	_Date /\ O /   D/   /
From		
То	-11	
Cab No.	001	Driver
HST Included in	meter fare	Wisa Visa

Cab gram boke to Board dinner. TAXI WPL
165 RUE JEAN-PROULX
GATINEAU, QC J8Z 1T4
819-777-5231

### VENTE

IDM: 6420689

|DT: 224 | No. REF: 00000002 |No. Let: 323001 | NRE: 00000002 |11/19/19 | 21:19:40

(11/19/19 ) CODE APPR: 083186

\*\*\*\*

MONTANT \$10.60 POURB \$1.59 TOTAL \$12.19

Puce \*\*/\*\*

**APPROUVE** 

AID: A0000000031010 TVR: 00 80 00 80 00 TSI: F8 00

EN ENTRANT UN NIP VERIFIE. DETENTEUR CONSENT A
PAYER A EMETTEUR UN TEL TOTAL EN ACCORD AVEC
L'ENTENTE DE L'EMETTEUR DE CARTE
EN ACCORD AVEC L'ENTENTE
DE L'EMETTEUR
DETENTEUR DE CARTE

THANK YOU / MERC!!

COPIE MARCHAND

Cab Grown
Board Munugement
dernner to
hokil

(a) from
Note It
Ottawa
airport

or STRIPTION

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

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT VERIFICATION

BLUE LINE TAXI (613) 238 - 1111

TERMINAL ID: 324-301-ii 3
MERCHANT ID: 43256 'iA
VEHICLE ID: 1-1-12
DRIVER ID: 00050: 2

TRIP NUMBER: 21:7
PASSENGERS: 1

START: 14:42 END: 14 13

FARE AMOUNT: \$ 34 17

TOTAL :

\$ 34.91

APPROVAL NUMBER

090:1:7

\*\*\*PASSENGER COPY\*\*\*

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





Job #

Reciept for Cab Fare

lin-

Amount \$8 Date 20 N

To Royal Con

Cab No. 45 4

HST Included in meter fare

Driver



Cab from hotel to Rin

### CRA Calculated Taxi Tax 2019

Taxis for
Ontario &
Quebec

\$	235.22
\$	12 19

\$ 247.41
\$ 26.51
\$ 220.90

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

\$
\$ True de
\$ -

Taxis for BC & Saskatchewan & Alberta & Manitoba

\$
\$ -
\$ _

The figures you need

GRAND TOTAL
TOTAL TAX
SUMMARY Page total

\$ 247.41
\$ 26.51
\$ 220.90

Ontario 63.95 75.00 36.00 8.00 10.00 34.97 8.00

12.19

### Thellend, Talia

From: Simons, Deborah

**Sent:** November 6, 2019 11:48 AM

To: Victor Young Cc: List, Christine

**Subject:** RCM Board of Directors meetings - November 2019

**Attachments:** Young Hotel Conf. November - revised.pdf

Dear Victor,

Thank you for advising us of your travel plans for later this month. I am pleased to provide your amended hotel confirmation, which now reflects arrival on Monday, 18 November, and departure on Wednesday, 20 November.

We are looking forward to seeing you in a few weeks.

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

# Simons, Deborah

From:

Fairmont Hotels & Resorts <clh@hotelstay.fairmont.com>

Sent:

Wednesday, November 06, 2019 11:21 AM

To: Simons, Deborah

Subject:

Confirmation for Mr Victor Young



Dear Mr Victor Young,

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

Best Regards, Fairmont Hotels & Resorts

Confirmation #

First Name

**Last Name** 

**Arrival Date** 

**Departure Date** 

**Number Of Nights** 

**Number Of Adults** 

Room Type

Rate Per Room Per Night

Cancellation Policy

Cancel Date To Avoid Fees

**Cancellation Amount** 

Victor

Young

Monday, 18-Nov, 2019

Wednesday, 20-Nov, 2019

2

1

Fairmont Gold King NS

CAD 400.00

24 hours prior to arrival

Sunday, 17-Nov, 2019

CAD 470.08

Local Currency

The amount may be subject to taxes, gratuities, resort levy or

other fees

### VICTOR YOUNG - You are Eligible for a Custom Upgrade Standay

Premium rooms or other upgrade opportunities can be offered for as little as **88 CAD** extra per night!

# SHOW MY CUSTOM UPGRADE

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

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

If you want to unsubscribe from marketing mails, then please click here.

www.fairmont.com | Privacy Policy

# Simons, Deborah

From:

Phyllis Clark <

Sent:

Saturday, December 07, 2019 8:14 PM

To:

Simons, Deborah

Subject:

Re: Seeking approval - travel expense claim TABCC82548 - Victor Young - B19-048

Approved

Phyllis Clark
Phone: Email:

#### CONFIDENTIALITY WARNING

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

On Wed, Dec 4, 2019 at 8:10 AM Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents the expenses related to Victor's travel to Ottawa to attend last month's Board of Directors meetings. There are no exceptions, and the claim has been reviewed and approved by the CFO. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ





320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8



# **ELECTRONIC FUNDS TRANSFER**

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

**VICTOR YOUNG** 

Telephone Fax Date Vendor account Date of payment

Reference No.

613-993-3500 12/12/2019

13/12/2019 PV150626

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TABCC82548 B19-048	09/12/2019	CAD CAD	2,736.00	0.00	2,736.00	THEMIS # 3063 EAHCE12358 OTTAWA BLANKET TA



# **Travel Expense Form 2019**

**OTJ#:** TA #: TABCC82548

EAHCE # **EAHCE12358** 

Claimant Cost Centre

Victor Young 121 Legal Services (Board)  $\nabla$ 

Cost estimate provided on TA Hospitality estimate provided on TA

**Departure Date** 16-Nov-19

Travel Location and Reason (attach supporting documents):

**Return Date** THEMIS # (VP and Board claims only)

20-Nov-19 3063

\$7,500.00

B19-048	Currency Conversion Table				
To attend Board of Directors meetings and business dinners.		1 Unit of	is Worth	of	
	USD		1.35119	CAD	
Tampa/Ottawa/Tampa				CAD	
				CAD	
				CAD	
				CAD	

Total Travel Expenses (inclusive of fares) 2,736.00 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** 2,736.00 **RCM** 0.00

Expense Codi	ing			
	Account	Cost Center ( Select On	In Canadian \$	
HST - Registrat	ion # 10793 5058 RT0001		146.47	
740200 - Meals (domestic)		121 Legal Services (Board)	~	19.62
741200 - Meals (	foreign)		₹	0.00
740100 - Hospita	ality (domestic)		~	0.00
741100 - Hospita	lity (foreign)		-	0.00
740010 - Airfare	(domestic)		~	0.00
741010 - Airfare	(foreign)	121 Legal Services (Board)	-	1,309.08
740020 - Rail far	e (domestic)		<b>V</b>	0.00
741020 - Rail far	e (foreign)		-	0.00
740500 - Taxi far	re (domestic)	121 Legal Services (Board)	~	220.90
741500 - Taxi far	re (foreign)	121 Legal Services (Board)	-	135.12
	l car mileage (domestic)		~	0.00
741700 - Personal	l car mileage (foreign)		~	0.00
740030 - Car rent	al (domestic)		▼	0.00
741030 - Car rent	al (foreign)		~	0.00
740800 - Parking	(domestic)		W 1011 1 1011M (1011) 10 10 10 10 10 10 10 10 10 10 10 10 10	0.00
741099 - Other tra	ansportation (foreign)		~	0.00
740400 - Accomn	nodations (domestic)	121 Legal Services (Board)	•	832.00
741400 - Accomm	nodations (foreign)		•	0.00
740900 - Incidenta	als (domestic)	121 Legal Services (Board)	~	49.43
41900 - Incidenta	als (foreign)	121 Legal Services (Board)	~	23.38
40000 - Baggage	& Travel (domestic)		~	0.00
41000 - Baggage	& Travel (foreign)		▼	0.00
.00			▼	0.00
.00			-	0.00
			~	0.00
			-	0.00
54200 - Prepaid I	Fares			0.00
out of Balance - l	Discrepancy in Expenses Coo	led		0.00
OR FINANCE U		orable)/Unfavorable Variance: Estimate	e on TA versus actual expense clair	
			Variance 9	√o -64%
	(Favorable)/I	Unfavorable Variance: Estimate on Hos	pitality versus actual expense claim	m \$0.00
			Hospitality Variance	#DIV/0!



# **Travel Expense Form 2019**

TA # TABCC82548

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

authorized using the Authority to Travel	and Advance form.	
Yes No If you indicated "Yes",	please check which exception(s) were not pre-approved and	Corporate Travel, Hospitality, Conference & Event Policy #51. require approval:
CEO APPROVAL REQUIRED: (Please initial)  Travel – Exceptions to Co	rporate Travel, Hospitality, Conference & Event Policy #51 (A	innex 28)
☐ Hospitality – No pre-appr	e initial) to Hospitality Policy #51 (Annex 2B) roval obtained for the following: axternal or internal hospitality exceeding Maximum Cost Per	Person (Anney 28)
☐ Hospitality – E ☐ Hospitality – A	xternal or Internal hospitality costs exceeding \$5,000 (Annex Acoholic beverages provided (Policy Section 44.1)	x 2B and 44.1)
	ood & beverage cost exceeded Maximum Cost Per Person (P intertainment provided (Policy Section 44.1)	folicy Section 44.1)
	lospitality or entertainment provided to spouse or person ac	companying an event participant (Policy Section 44.1)
		n RCM employee, Board member or other private residence
	s 44.1and 46.4)	
	pecial forms of hospitality (Annex 2B)  lo pre-approval prior to expenditure (Section 44.7)	
VP APPROVAL REQUIRED (CEO APPROVAL  Travel - Combining person	nal and business travel (Policy Section 14.3)	
	evel than permitted by policy (Policy Section 20.6)	
☐ Travel - Hotel — Rate in ex ☐ Travel - Car travel — Lease	wehicles - Kilometer allowance in excess of the equivalent low excess of specified or published City Rate Limits (Policy Section d Vehicles (Policy Section 23.1)	
Hospitality - External or in	l over 30 days (Policy Section 33.1) Iternal hospitality up to \$1,500 but less than \$5,000 and with rage cost not exceeding Maximum Cost Per Person (Policy Se	
TRAVELLER'S DIRECTOR APPROVAL REQUII  Travel – Airfare – upgrade section 20.6)		Class permitted by policy, at no additional cost to RCM (Policy -
Travel – Car rental - upgra	ade to a larger vehicle than the intermediate/Standard size p	permitted by policy, at no additional cost to RCM (Policy section
23.3)  ☐ Travel – Car rental – upgra	ade to a larger vehicle than the Intermediate/Standard size t	to accommodate 3 or more employees (Policy section 23.3)
	temized receipts. Explanation provided (Policy section 33.2)	
	to a level higher than the Standard Guest Room permitted by	
The state of the s	icess of Ottawa (\$200), Winnipeg (\$155), Foronto (\$200), Mi Rate Limit.  VP pre-approval not obtained.  Justification provi	ontreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas ided (Policy section 25.2)
<ul> <li>Missing original itemized in</li> </ul>	receipts. Explanation provided (Policy section 26.2)	
	er has listed and explained on a separate document) Iternal hospitality up to \$1,500 and within Standard Cost Per	Porcon (Annov 28)
- Hospitality - External of In	ternal hospitality up to \$1,500 and within standard cost Per	reison (Almex 25)
		egitimate and actual expenses incurred in accordance with the
	accurate, and that the claim has been completed in accordar	ng documentation is contained in this expense claim, that the nce with these policies.
1. Traveller Name (PRINT NAME)	2.Expense claim prepared by Sanna (	3.Approved by Traveller's Director with signing authority
VICTO YOUTUS	(PRINTNAME) PRINTY / / / / / /	(PRINT NAME)
am Iman to	1 Venny Limon	
Signature of traveller	Signature	Signature of Traveller's Director
The Yound	02/12/16	
Date	Date	Date
02/19/19		
The Traveller's Manager confirms that she	he has reviewed this expense claim including all the support	ing documentation, that the expenses claimed appear
		n accordance with the Corporate Travel, Hospitality, Conference
	ote, if exceptions have been pre-approved prior to travel, the she/he has reviewed the exceptions as noted above requirin	e Travel's Director can proceed in signing the expense claim. By
signing below, the VF or CLO conjums that	sneyne has reviewed the exceptions as noted above regulini	y ner/ms approval and nereby grants it.
	Jenni la Camelon	
	The state of the s	
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)
(Filler Medic)	is rever prior to the approver, only as required)	Maria de la starte 1
	1 mullow	July refer to latoured
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit
	110,01000	Committee
	V X6 312019	Demis Quana milal (11000)
Date	Date	Date Was Male Const
	the second secon	Physlip Mark
7.Reviewed by Finance (PRINT NAME)		pate Date

		Canada - (Exce	ept NWT, N	VT, Yukon)		USA - (Except	Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
2)		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-D	omestic)							
RCM Paid Fares (Rail-I	Domestic)							
RCM Paid Fares (Air-F	oreign)							0.000.00
RCM Paid Fares (Rail-I	Foreign)						,	-
Employee Paid Fares (A	ir - Domestic)							
Employee Paid Fares (A	ir- Foreign)	1,317.43	8.35					
Employee Paid Fares (R	ail- Domestic)							
Employee Paid Fares (R								
Hotel Accommodations		940.16	108.16					
Hotel Accommodations								
Taxis (Domestic)	( 8-)	247.41	26.51					
Taxis (Foreign)		2	20.51			100.00		135.12
Mileage (\$0.57km)						100.00		155.12
Business Telephone								
Parking								
Car Rental (Domestic)								
Car Rental/Gas (Foreign								
Personal Accommodatio	ns	10						
Hospitality								
Baggage (Domestic)								
Baggage (Foreign)								
Others (code manually)								
Others (total)								
Total Expenses		2,505.00	143.02			100.00		135.12
Per Diem Country	_			Canada				USA
		No. of meal	Total CAD	Calculated	[	No. of meal	Total USD	Total CAD
Meal allowance rates		allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts	\$20.35				\$20.35			
Lunches	\$20.60	1	20.60	0.98	\$20.60			
Dinners	\$50.55				\$50.55			
Total Meals			20.60	0.98				
Incidentals	\$17.30	3	51.90	2.47	\$17.30	1	17.30	23.38
Total Expenses			72.50	3.45			17.30	23.38
Note - Please use the m	eal allowance ca	lculator tab to		L	of meal allo	owances and inci		23.50
Grand Total CAD Expen	ses		Γ	2,577.50		Grand Total USD	Evnances [	150 50
Grand Total HST/GST			ŀ	146.47		Grand Total CSD	Expenses	158.50
			L	140.47				
Notes for Expense		o Transaction 1	-1: m			1. C	<del> </del>	
1) Victor began his travel o claiming cabs from/to the a and no cab from the Tampa for 16 and 17 November; 3 and 20 November; 5) Vi	irport in Toronto (1 airport back to res ) Breakfast on 19 &	no meals or hotel for sidence - & 20 November wa	or 16 & 17 Notes included w	ovember, no in	cidentals for ations; 4) RCI	17 November, no re 2) V M provided dinner	ictor is also not reques on 18 & 19 November	wa to Tampa sting to be paid and lunch on
else.		O	101 an C	or aips occw	CONTROL INC.	C. C	warked of fode W	ini someone

# Meal allowance and incidental calculator

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

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

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

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

	Enter y	our trav	el date	s here f	or	CAN	ADA			MON	TH:	Nov-1	9		
Numbers only	16	17	18	3 1	9 2	0									Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast		25.7										B BERN	E CONTRACTO		allow direct
Lunch	Manager 1			1											
Dinner		25730			1 5050										
					4	4									
incidentals	AND REPORTS AND REAL PROPERTY.		The second second												
ncidentals				1	1	1									
ncidentals	Enter y	our trav	el date:	s here fo	or the	US				MON	TH.	4377	0		
Incidentals	Enter y	our trav	el date:	-		US 0				MON	TH:	4377	0		Total
ncidentals		The second second second	-	-	-		Fri	Sat	Sun					Fri	Total
	16	17	18	3 1	9 2	0	Fri	Sat	Sun	MON	TH:	4377     Wed	0 Thu	Fri	
Breakfast	16	17	18	3 1	9 2	0	Fri	Sat	Sun					Fri	Total
Breakfast Lunch	16	17	18	3 1	9 2	0	Fri	Sat	Sun					Fri	Total
Incidentals  Breakfast  Lunch  Dinner  Incidentals	16	17	18	3 1	9 2	0	Fri	Sat	Sun					Fri	Total





#### 215 WATER STREET | ST. JOHN'S, NL A1C 6C9 | (709) 758-6777

For After Hours Assistance Centre: For Canada & USA: please call 1-888-551-1181 or 902-423-3806. Outside Canada & USA: call collect 902-423-3806. Email: etc@maritimetravel.ca (For more immediate assistance please call)

#### VICTOR YOUNG



Tap to send itinerary to our App via phone:

Air Canada

Air Canada

Company Company

Our iPhone App I Our Android App

View Itinerary On: ViewTrip I Send Itinerary To: TripIt

Our ref #

Invoice #

Date

Your Counselior

Account #

Department



01 Nov 2019

HEIDI POUND

Click here to learn more about our Corporate Travel Program

Travel Arranger:

For:

YOUNG/VICTOR MR

# Your Itinerary:

Web Check-In and Airline Confirmation: Air Canada -Destination Arrive Origin Depart Seat Air Canada 1655 Tampa, FL Toronto, ON Sat - Nov 16 Sat - Nov 16 04F (Operated by AIR CANADA ROUGE) Tampa inti (Tampa, FL) Lester B Pearson Inti Boeing 767 Cabin Class P-Business 10:35 AM 1:21 PM (Toronto, ON) Duration 2:46 Terminal 1 Remarks Air Canada Rouge is equipped with "Next Generation" inflight entertainment. Download the Air Canada entertainment App prior to Traver Origin Destination Arrive Depart Seat Air Canada 444 Ottawa, ON Toronto, ON Mon - Nov 18 Mon - Nov 18 03D Airbus A320 Lester B Pearson Inti Ottawa McDonald Cartler 9:10 AM 10:11 AM Cabin Class P-Business (Toronto, ON) Inti (Ottawa, ON) Duration 1:01 Terminal 1 Passenger Information YOUNG/VICTOR MR Airline Code AC Ticket # Passenger **Booking Summary** 

**Booking Reference** 

Loyalty #

## **Purchase Summary**

Amount due		Amount Pald	
AIR CANADA AIRFARE - TKT	1205.00	PYMT BY XXXXXXX	-1278.33
TAX ON AIRFARE INCLUDES 3 25 HST		Nov 1 2019	
TAX ON AIRFARE INCLUDES 70 08 OTHER		PYMT BY XXXX	-39 10
TAX ON AIRFARE	73.33	TOTAL PAID CAD	\$1,317.43
LEGTVL NON-REFUNDABLE FEE-DOMESTIC	34.00		
HST ON FEE (R103524823)	5.10		
TOTAL DUE CAD	\$1,317.43		

Tab = \$8.35

BALANCE CAD \$0.00

# **Check-in information**

We recommend that you reconfirm your flights prior to departure.

Valid government issued photo id required for check-in.

Non refundable/change fees may apply.

Check in 2 hours prior. Boarding may be denied if less than 1 hour.

Online Check-in - Many airlines offer online check-in, most within 24 hours of departure. We recommend you check-in online before you go to the airport.

## **Baggage Information**

For Air Canada Baggage Information click here.

Baggage charges may apply. Size/weight restrictions vary between airlines.

Passengers may carry travel sized toiletries or liquids 3.4 oz (100ml) or less through security check points. They must fit in a 1-quart sized clear plastic zip-top bag. Visit www.Catsa-acsta.gc.ca.

### **Important Travel Information**

Your passport should be valid for 6 months after your return date plus any applicable visas. Effective January 23rd, 2007, The United States Western Hemisphere Travel Initiative (WHITI) will require all travelers to present a passport or other appropriate secure document (Valid US Merchant Mariner Document, NEXUS Air card when used at a NEXUS Air kiosk, NATO identification card when accompanied by NATO orders) when entering or re-entering the United States by air. https://www.cbsa-asfc.gc.ca/travel-voyage/menu-eng.html Citizens of certain countries and territories need a visa to visit or transit Canada. Others need an Electronic Travel Authorization. Please visit http://www.cic.gc.ca/english/visit/visas-all.asp for details.

It is the travellers responsibility to ensure they have the correct documentation. Entry to another country may be refused even if the required information and travel documents are complete. Living standards and practices at the destination and the standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

Government of Canada Travel Advice and Advisories: http://www.voyage.gc.ca/countries\_pays/menu-eng.asp

Taking Cannabis across the border is and will remain illegal https://travel.gc.ca/travelling/cannabis-and-international-travel



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

: 0373

Folio#

Invoice #

Cashier/Cassier # : 226475

Page #

: 1 of 1

Reference No.

Arrival/Arrivée

11-18-19

Departure/Départ : 11-20-19

_	_	-	_

Mr Victor Young

Date	Description	Additional Information/Supplémentaire	Charges	Credits
11-18-19	Room Charge		400.00	
11-18-19	Municipal Accommodation Tax	(	16.00	
11-18-19	Room HST (13%)		54.08	
11-19-19	Room Charge		400.00	
11-19-19	Municipal Accommodation Tax	(	16.00	
11-19-19	Room HST (13%)		54.08	
		Total	940.16	0.00
		Balance Due/Solde	940.16	

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

Thank you for choosing Fairmont Hotels & Resorts.

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

Merci d'avoir choisi les Hôtels Fairmont.

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

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

I agree that my liability for this bill is not welved and I agree to be held personally liable in the event that the indicated person, company or association falls 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 Clobe and Mall. Had I refused, I would have been eligible for a \$1.00 (Mon-Frl) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cetta note au cas ou le compagnie, l'association ou son représentant désigné en rafuserait le palement. Les complèse en souffrance sont sujele à un intérêt de 1,5% par mote après un mots. (18,00% par entnée) J'al accoptié la livraison du journal The Globe and Mall. SI javais refusé, jeurais pu obtenir un crédit à mon compte de 1.05% par jour (du Lundia uv lendroidt) et de 2.00\$ le Samedi. (Dans les hôteis participants.)

H	DATE NOV. 16, 2019 No.	
EIP	on Hushed Doilver	\$100 DOLLARS
Ū	OFOR RENT 9 RANSPORTATION TO TAMPA	ARRET TO TRA
W W	PAID 100 CHECK  DUE O MONEY BY	2501

Cab from residence to Tampa airport

PEARSON VISION LIMOUSINE 2570 MATHESON BLVD EAST MISSISSAUGA, ON. L4W 4Z3 905-212-1577

SALE

Server #: 0000 ,

REF#: 00000003

Batch #: 015 11/16/19

14:08

APPR CODE: 04831B

Trace: 3

Chip

AMOUNT TIP TOTAL \$55.00 \$8.25 \$63.25

APPROVED

CREDIT

AID: A0000000031010

TVR: 80 80 00 80 00

TSt: 68 00

THANK YOU / MERCI TO RESERVE ALL 1-855-661-1577 OR WWW.PEARSONVISION.COM FREE WIFI CAR # 252

· 成 阿教皇 (第

Cab glum Tovento airport

irran i	# 11 40 P		CLERIK / COMMIS AUTH, NO. / Nº D'AUT.
TOTOR L	TOUNG	and the second second	Valid and Expiry Date Checked Vérification de la date de validation et de la date d'expiration
A.		Marion Marion	DOCTEN BY STANDER A PRINCIPLE
	42	DESCRIPTION	75.00 Maio Wales
A Transfer of the same of the	waster francisco e for	LIMO	0.00
endance on the particle of	Account of the second	G.S.T/T.P.S.	75.00 g
TOTAL upon proper preceditation other charges que mergen) suc	por lo julio in aggoritation with all	indentiar with H.S.T./T.V.H.	
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idikus da l'enjerge giglasara l'us	of lands and proportion country		· Sn
1/1/	7	POURBOIRE	
		3	
STOMER SIGNATURE/SIGNA			
STOMER SIGNATURE/SIGNA		TOTAL	75 00

Cab from boke to Toronto airport

4325758A

00052414

1504

TERMINAL ID: 324-301-053 VEHICLE ID : DRIVER ID :

TRIP NUMBER: 6746 PASSENGERS:

11/18/2019 START: 11:08 END: 11:09

FARE AMOUNT: \$ 36.00

TOTAL : 36.00

APPROVAL NUMBER 072538

SALE :

\*\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812 INQUIRYQTAXITAB.COM TAXITAB



Cab from betaux airport

TO MINT

#### BLUE LINE TAXI (613) 238 1111

| TERMINAL ID: | 324-363-017 | MERCHANI IO: | 4325672A | VEHICLE IO: | 1429 | ORIVER ID: | 00050365 | TRIP NUMBER: | 2476

PASSENGERS: 11/18/2019 START: 13:46 END:

FARE AMOUNT: \$ 8.00

END: 13:47

TOTAL : \$ 8,00

YALE : MARK
APPROVAL NUMBER : 014311

\*\*\*\*PASSENGER COPY\*\*\*

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



Cab yhom hotel to

\$8.00

Amount Date Nov 18/19
From
To
Cab No.

Driver

HIST Included in meter fare

Cab Yum hotel to Board dinner

\$10.00

165 RUE JEAN-PROULX GATINEAU, QC J8Z 1T4 819-777-5231

#### VENTE

IDM: 6420689

IDT: 224 No. REF: 00000002 No Let: 323001 NRE: 00000002 11/19/19 21:19:40

CODE APPR: 083186

Puce \*\*/\*\*

MONTANT \$10.60 POURB \$1.59 TOTAL \$12.19

**APPROUVE** 

AID: A0000000031010 TVR: 00 80 00 80 00 TSI: F8 00

EN ENTRANT UN NIP VERIFIE. DETENTEUR CONSENT A
PAYER A EMETTEUR UM TEL TOTAL EN ACCORD AVEC
L'ENTENTE DE L'EMETTEUR BETENTEUR DE CARTE
EN ACCORD AVEC L'ENTENTE
DE L'EMETTEUR
DETENTEUR DE CARTE

THANK YOU / MERC!

bio more

Cab Grom
Board Munugement
denner to
hotel

Cab gram
hotel to
Ottawa
airport

CUS!OMER SERVICE 1-800-443-2812 INQUIRY@TAXITAB.COM TAXITAB

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT VERIFICATION

BLUE LINE TAXI (613) 238 - 1111

TERMINAL ID: 324-301-1.3
MERCHANT ID: 43256 A
VEHICLE ID: 11-12
DRIVER ID: 600561.2
TRIP NUMBER: 21:7
PASSENGERS: 1
11-20-2019
START: 14:42
END: 14:33

FARE AMOUNT:

\$ 34 17

TOTAL :

SALE ;

34.97

APPROVAL NUMBER :

090:::7

\*\*\*PASSENGER COPY\*\*\*

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

BLUELINE

\$34.97



Job#

Reciept for Cab Fare

Amount \$ 8

Date 20 NOV19

To Koya Cab No. 434

HST Included in meter fare

CHI

<u>Driver</u>

(ab from hotel to Run

#### CRA Calculated Taxi Tax 2019

_	-	_	
Ta	YĬC	for	

Ontario &	\$ 235.22
Quebec	\$ 12.19

\$ 247.41
\$ 26.51
\$ 220.90

**Taxis for** Nova Scotia & PEI &

New Foundland & **New Brunswick** 

Ontario
63.25
75.00
36-00
800
10.00
34.97
8/00
235.22

12.19

**Taxis for** BC & Saskatchewan & Alberta & Manitoba

\$ -
\$ -
\$ # (

The figures you need

**GRAND TOTAL TOTAL TAX SUMMARY Page total** 

\$	247.41
5	26.53
Ś	220.90



# **Currency Converter**



All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. For details, please read our full <u>Terms and Conditions</u>.

Conversions are based on Bank of Canada exchange rates, which are published each business day by 16:30 ET.

# US dollar → Canadian dollar

#### **Exchange rate summary**

Low	2019-11-18	1.3214
Average	2019-11-15 — 2019-11-20	1.3247
High	2019-11-20	1.3304

## Results

Date	Value of 1.00 USD in CAD	$\textbf{USD} \rightarrow \textbf{CAD}$	$\text{CAD} \to \text{USD}$
2019-11-15	1.32 CAD	1.3231	0.7558
2019-11-18	1.32 CAD	1.3214	0.7568
2019-11-19	1.32 CAD	1.3237	0.7555
2019-11-20	1.33 CAD	1.3304	0.7517

1.3247 × 102 = 135119

RCM BOARD OF	DIRECTORS					1		
Claimant:	Victo	refound	Dep	parture Date:	Nov.16	V19	Return Date:	Nov 18/19
Location:	Ottawa		,					
Purpose:	To attend be	pard of		dian	Mint	Bea	cd The	ettra 5 xxxxxxxxxxx
TRAVEL EXPENS	SE		Amount		Meals & Inc	identals		
Airfare			1317.4	β <sup>ν</sup> 、	Note: Pleas	e use the me	al allowance	calculator
Baggage Fees				3	below to de	termine the e	exact number	of
Change Fees				3 8	meal allowa	nces and inci	dentals.	
VIA Rail		e V	940.16	belle		Λ		
Hotel Accommo	dations			12 8	<i>O</i>	Rate	# Meals	Total
Mileage (\$.0555	5/km)		\$ -	200	Breakfast 2	35 \$19.10	0	\$ -
Parking		0	de	4.2	Lunches 💯	60 \$18.90	0/	\$ - 20.60
Taxis -	一 # 38	253	346	90	Dinners 50.	\$47.35	0	\$ -
Car Rental	h	<b>/</b>		3.3	Incidentals	\$17.30	300	\$ - 51.9
Gasoline	U			to B			Total	5 - 725
Private Accomo	dation (\$50/r	ngt)		3	<b>Total Travel</b>	Expenses		
Other				3182	73600	+	1 made	med 23.38
	Total Travel	Expenses	\$ - ,	3 95	88	in	USA	-05-55
	Total Meal/	Incidentals	\$ -	47	- / ·			45.00
		TOTAL	\$ -	#A73	16.00 HO	Hal p		do
Meal allowance	and incident	al calculator	18	19	20			
Insert Date →	- Contraction	nou	16-	18-	1019			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast	-							0
Lunch			1					01 do
Dinner								0
Incidentals			1	)	1			04 ds
Per Diem Calculator 16-18-2019								
Insert Date →	aloy	00.	N	19	20			
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
					1			03V
Claimant Signat	ure:	ell	-	·	Date: M	06.25	, 201	9
Travel expense rep	Travel expense reports must comply with the RCM's Corporate Travel, Hospitality, Conference and Event Policy (Policy # 51).							

TRAVEL EXPENSE REPORT

YOUNG VICTOR ZONE 1 PREMIUM POUGE OPED DY/DAD AC ROUGE Frequent Flyer/Voyageur assidu Cabin/Cabine **ETKT** Flight/Vol Date From/De Destination Flight/Vol AC 1655 16NOV TAMPA TORONTO Seat/Place Boarding Time/Heure d'embarquement 09:55 Gate/Porte E72 Seat/Place 04F AISLE/COULOIR 04F Remarks/Observations Departure Time/Heure de depart 10:35 Airline Use/A usage interne 0243 TPA AIR CANADA Boarding Pass | Carte d'accès à bord A STAR ALLIANCE MEMBER
MEMBRE DU RÉSEAU STAR ALLIANCE



## Simons, Deborah

From:

Phyllis Clark

Sent:

February 24, 2020 10:54 AM

To:

Simons, Deborah

Subject:

Re: Seeking approval - TACCC83401 - Victor Young - B20-003

#### Approved

Sent from my iPhone

On Feb 24, 2020, at 8:42 AM, Simons, Deborah < simons@mint.ca > wrote:

Dear Phyllis,

Attached is a travel expense claim for approval. This represents the expenses related to Victor's recent travel to Ottawa to attend Canada School of Public Service training (Orientation Session for Crown Corporation Directors). There are no exceptions, and the claim has been reviewed and approved by the CFO. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

<image001.jpg>

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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

<B20-003 - Young - Ottawa Feb. 4-5, 2020.pdf>



# **ELECTRONIC FUNDS TRANSFER**

Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive OTTAWA, ON K1A 0G8 Canada

s.19(1)

**VICTOR YOUNG** 

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

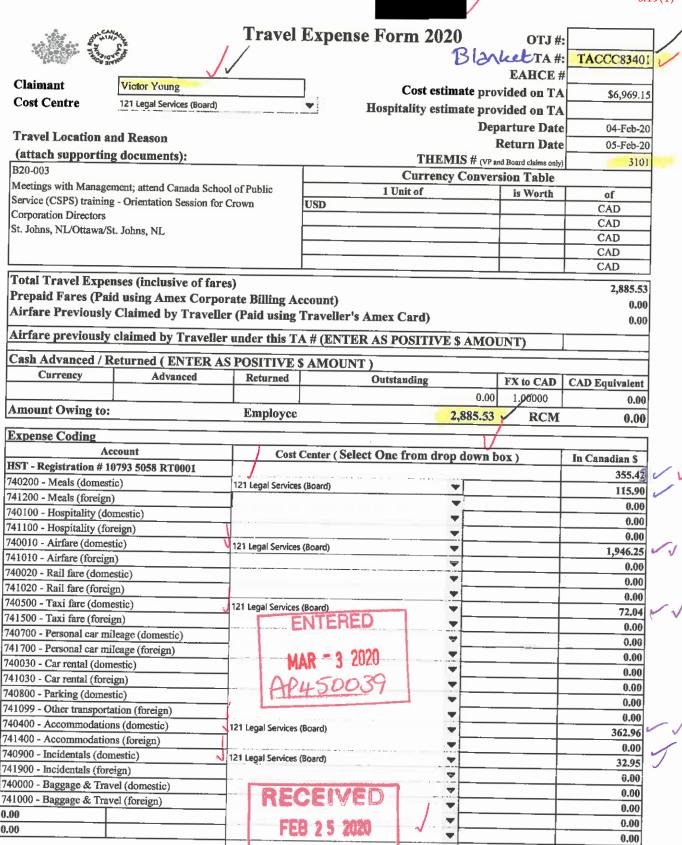
05/03/2020 06/03/2020 PV152882

Fax

E-mail

simons@mint.ca

Invoice	Invoice date	Invoice currency	Amount in transaction currency	Cash discount	Payment amount	Remarks
TACCC83401	25/02/2020	CAD CAD	2,885.53	0.00	2,885.53	THEMIS # 3101 CSPS ST JOHNS



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

(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim

154200 - Prepaid Fares

FOR FINANCE USE ONLY

Out of Balance - Discrepancy in Expenses Coded

Updated 01/01.20

Hospitality Variance %

0.00

0.00

0.00

\$0.00

#DIV/0!

(\$4,083.62) -59%



# **Travel Expense Form 2020**

TA# TACCC83401

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

authorized using the Authority to Travel at	id Advance form.	
	alm contains any exceptions requiring approval per the C ease check which exception(s) were not pre-approved and r	corporate Travel, Hospitality, Conference & Event Policy #51. require approval:
CEO APPROVAL REQUIRED: (Please Initial)  Travel – Exceptions to Corp	orate Travel, Hospitality, Conference & Event Policy #51 (Ar	nnex 2B)
Hospitality – No pre-approi Hospitality – Ext Hospitality – Ext Hospitality – Ald Hospitality – Fxt Hospitality – Ext Hospitality – Ext Hospitality – Ho	Hospitality Policy #51 (Annex 2B)  rai obtained for the following:  ernal or internal hospitality exceeding Maximum Cost Per P  ernal or internal hospitality costs exceeding \$5,000 (Annex  oholic beverages provided (Policy Section 44.1)  as beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1)  ertainment provided (Policy Section 44.1)  spitality or entertainment provided to spouse or person acc  spitality paid by the RCM taking place at the residence of an	28 and 44.1)  Dicy Section 44.1)  Companying an event participant (Policy Section 44.1)
☐ Travel - Airfare - Higher let ☐ Travel - Privately owned ve ☐ Travel - Hotel - Rate in exc ☐ Travel - Car travel - Leased ☐ Travel - Expense received o ☐ Hospitality - External or into	FTRAVELLER IS A VP): {Please initial} il and business travel {Policy Section 14.3} vel than permitted by policy {Policy Section 20.6} hides - Kilometer allowance in excess of the equivalent low ess of specified or published City Rate Limits {Policy Section Vehicles {Policy Section 23.1} ever 30 days {Policy Section 33.1}	n 25.2 and 25.3) in Maximum Cost Per Person (Annex 2B)
section 20.6)  Travel – Car rental - upgrad 23.3)  Travel – Car rental – upgrad Travel – Hotel – upgrade to Travel – Hotel – upgrade to Travel – Hotel – rate in exce (\$145), or published City Rs Missing original itemized re Other exceptions (traveller Hospitality - External or into  By signing below, the Traveller confirms that Corporate Travel, Hospitality, Conference &	to a fare class higher than the Standard Allowable Airfare is to a larger vehicle than the intermediate/Standard size possesses to a larger vehicle than the intermediate/Standard size to mized receipts. Explanation provided (Policy section 33.2) a level higher than the Standard Guest Room permitted by easy of Ottawa (\$200), Winnipeg (\$155), Toronto (\$200), Monte Limit. VP pre-approval not obtained. Justification provided (Policy section 26.2) has listed and explained on a separate document) ernal hospitality up to \$1,500 and within Standard Cost Pertitis expense claim contains only eligible allowances and legations.	policy, at no additional cost to RCM (Policy section 25.1) intreal (\$190), Vancouver (\$200), and Calgary (\$180), Las Vegas ded (Policy section 25.2)  Person (Annex 2B) gitimate and actual expenses incurred in accordance with the g documentation is contained in this expense claim, that the
Traveller Name (PRINT NAME)  Why Juney  Signature of traveller	2.Expense claim prepared by SIMONS  (PRINT NAME) A JIMONS  Signature	3. Approved by Travellar's Director with signing authority (PRINT NAME)  Signature of Traveller's Director
Victor Young	1910219030	Date
reasonable, exceptions as noted above are a & Event Policy #51 (as applicable).Please no		accordance with the Corporate Travel, Hospitality, Conference Travel's Director can proceed in signing the expense claim. By
4 Approved by VP (as required) (PRINT NAME)	5 Reviewed by CFO (CEO claims; Beerd 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)  AUDI JUNE 46 AUDICA COMMITTEE COM
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee  J-Mail Approval Juan  Date
7. Reviewed by Finance (PRINT NAME)		Phyllis Clark.
A		24/02/2020
A Salois Ma	V 3 2000	7-1100 10000

A Salois Mar 3 2000

		Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Except	: Alaska)	
Page 2		Total Amount	Actual	Calc		USD	Actual Credit Card	Total CAD
Inge 2		(incl. HST/GST)	HST/GST	HST/GST		Expenses	CAD Exp.	Equivalent
RCM Paid Fares (Air-	-Domestic)	(110111011001)	11017001	1101/001		DAPONSCS	CAD Exp.	Equivalent
RCM Paid Fares (Rail				<b></b>			-	
RCM Paid Fares (Air-								
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Others (total)								
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Breakfasts	\$20.35				\$20.35	-		242111111
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Dinners	\$50.55	, 2	101.10	4.81	\$50.55			<u> </u>
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# Meal allowance and incidental calculator

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

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

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.

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# LeGrow's Travel **Business Travel Management**













**Customized care.** Click here to learn more about our mobile app.

s.19(1)

#### 215 WATER STREET | ST. JOHN'S, NL A1C 6C9 | (709) 758-6777

For After Hours Assistance in Canada & USA: please call 1-888-551-1181 or 902-423-3806. Outside Canada & USA: call collect 902-423-3806. Email: afterhours@maritimetravel.ca (For more immediate assistance please call)

VICTOR YOUNG



Tap to send itinerary to our App via phone:

Our iPhone App | Our Android App

View Itinerary On: ViewTrip | Send Itinerary To: TripIt

LEGROW'S Ref #

Invoice #

Date

Your Counsellor

Account #

Department



23 Jan 2020

HEIDI POUND

Click here to learn more about our Corporate Travel Program

Travel Arranger:



For:

YOUNG/VICTOR MR

A No meals provided

## Your Itinerary:

Web Check-In and Airline Confirmation: Air Canada -



DHC8 Dash 8-

Air Canada 8993 (Operated by AIR CANADA EXPRESS JAZZ)

Cabin Class B-Economy

Origin

ST. JOHN'S. NL St. John's Arpt (ST. JOHN'S, NL)

Destination

Halifax, NS Halifax Intl (Halifax, NS) Depart

Tue - Feb 04 10:40 AM

Arrive

12:22 PM

Seat Tue - Feb 04

04D

Duration 2:12

400

Remarks

TURBO PROPELLER PLANE USED ON THIS FLIGHT



400

Air Canada 8635 (Operated by AIR CANADA EXPRESS

DHC8 Dash 8-JAZZ)

Cabin Class B-Economy

Origin

Halifax, NS Halifax Intl (Halifax, NS) Destination

Ottawa, ON Ottawa McDonald Cartie Intl (Ottawa, ON)

Depart

Tue - Feb 04 12:55 PM

Arrive

Seat 17D

Tue - Feb 04 2:08 PM

Duration 2:13

Remarks

TURBO PROPELLER PLANE USED ON THIS FLIGHT

Air Canada 461 Airbus A320

Cabin Class C-Business

Origin

Ottawa, ON Ottawa McDonald Cartier Intl (Ottawa, ON)

Destination

Toronto, ON Lester B Pearson Inti (Toronto, ON) Terminal 1

Depart Wed - Feb 05 5:00 PM

Arrive Wed - Feb 05 6:12 PM

Seat 04D

Duration 1:12

Air Canada 694 Embraer 190

Cabin Class C-Business

Origin

Toronto, ON Lester B Pearson Inti (Toronto, ON) Terminal 1

Destination

ST. JOHN'S, NL St John's Arpt (ST. JOHN'S, NL)

Depart Wed - Feb 05

7:10 PM

Arrive Wed - Feb 05

11:36 PM

Seat 03A

Duration 2:56

#### **Passenger Information**

Passenger

YOUNG/VICTORM

**Booking Summary** 

Company

Air Canada

Company

Air Canada

Airline Code AC

**Booking Reference** 

Loyalty#



## **Purchase Summary**

TAX ON AIRFARE INCLUDES 76.25 OTHER

Amount due **Amount Paid** 

AIR CANADA AIRFARE - TKT TAX ON AIRFARE INCLUDES 286.30 HST

Jan 23 2020

1836.00 PYMT BY XXXX-XXXX-

362.55 TOTAL PAID CAD

PYMT BY

-39.10

\$2,237.65

-2198.55

TAX ON AIRFARE

LEGTVL NON-REFUNDABLE FEE-DOMESTIC 34.00

HST ON FEE (R103524823)

**TOTAL DUE CAD** 

5.10

\$2,237.65

BALANCE CAD \$0.00

## Check-in information

We recommend that you reconfirm your flights prior to departure.

Valid government issued photo id required for check-in.

Non refundable/change fees may apply.

Check in 90 mins prior. Boarding may be denied if less than 45 mins.

Online Check-in - Many airlines offer online check-in, most within 24 hours of departure. We recommend you check-in online before you go to the airport.

# **Baggage Information**

For Air Canada Baggage Information click here.

Baggage charges may apply. Size/weight restrictions vary between airlines.

Passengers may carry travel sized toiletries or liquids 3.4 oz (100ml) or less through security check points. They must fit in a 1-quart sized clear plastic zip-top bag. Visitwww.Catsa-acsta.gc.ca.

# **Notice**

This receipt may be required at check in and must be presented to customs and immigration if requested. Carriage and other services provided by the carrier are subject to condition of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. If the passenger's journey involves an ultimate destination or stop in a country other than the country of the departure the Warsaw convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

Whenever you are traveling on a flight operated by one of Air Canada's code share partners (shown on your itinerary as "operated by"), you may be subject to baggage restrictions that differ from those of Air Canada. For complete details on these baggage restrictions check http://www.aircanada.com/en/travelinfo/airport/codeshare.html

2

1ax 286.30 5.10 \$291.40.

You have provided us your personal information in order to facilitate your current and future travel arrangements and allow us to provide travel services and products to you. We will remove your information from our records upon your request if you call, write, or email any of us individually or email us centrally at privacyfeedback@maritimetravel.ca

If you are denied boarding or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website. https://rppa-appr.ca/eng

## Invoice Information

Your LeGrow's Travel charges will show on your credit card statement similar to LT 50248301-6764799941234 LT = LeGrow's Travel 50248301 = invoice # 6764799941234 = ticket # HST/GST #: 10352 4823 QST #: 1022862835

Download our app today, to keep connected with us while you're on the go:







YOUNG VICTOR

BUSINESS CLASS/CLASSE AFFAIRES **ETKT** 

Flight/Vol Date From/De AC 461 O5FEB/FEV OTTAWA Frequent Flyer/Voyageur assidu

Seat/Place

Destination **TORONTO**  Flight/Vol

AC 461 TORONTO Seat/Place

ZONE 1

Cabin/Cabine

04D AISLE/COULOIR Remarks/Observations

04D

AIR CANADA

A STAR ALLIANCE MEMBER MEMBRE DIJ RÉSEAU STAR ALLIANCE

Boarding Time/Heure d'embarquement

Departure Time/Heure de depart

17:00

16: 25 Gate/Porte

Airline Use/A usage interne 0141 YOW

Boarding Pass | Carte d'accès à bord

YOUNG VICTOR

**BUSINESS CLASS/CLASSE AFFAIRES ETKT** 

Flight/Vol

From/De

19:10

0119 YOW

694 05FEB/FEV TORONTO

Frequent Flyer/Voyageur assidu

0

18: 40 Gate/Porte

Destination

ST JOHNS NL

Seat/Place

ZONE 1

Cabin/Cabine

Flight/Vol

AC 694 ST JOHNS NL

Seat/Place

03A WINDOW/HUBLOT

Remarks/Observations

03A

AIR CANADA

A STAR ALLIANCE MEMBER MEMBRE DU RÉSEAU STAR ALLIANCE

Boarding Pass | Carte d'accès à bord

Boarding Time/Heure d'embarquement

Departure Time/Heure de depart

Airline Use/A usage interne





YOUNG VICTOR

LATITUDE ECONOMY/ECONOMIQUE LATITUDE

**ETKT** 

Flight/Vol Date From/De

AC 8993 O4FEB/FEV ST JOHNS NL

Boarding Time/Heure d'embarquement 10:30Gate/Porte

Frequent Flyer/Voyageur assidu

Destination

HALIFAX

10 Seat/Place

Flight/Vol

AC 8993 HALIFAX

ZONE 2

Cabin/Cabine

Seat/Place

Departure Time/Heure de depart

Airline Use/A usage interne 0072 YYT

Boarding Pass | Carte d'accès à bord



04D

Remarks/Observations



04D AISLE/COULDIR

A STAR ALLIANCE MEMBER

YOUNG VICTOR

LATITUDE ECONOMY/ECONOMIQUE LATITUDE

Flight/Vol

Date

From/De

AC 8635 O4FEB/FEV HALIFAX

Frequent Flyer/Voyageur assidu

Destination

**OTTAWA** 

ZONE 2

Cabin/Cabine

Flight/Vol

AC 8635 **AWATTO** 

Seat/Place

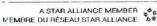
04D

04D AISLE/COULDIR Remarks/Observations





AIR CANADA



Departure Time/Heure de depart

Boarding Time/Heure d'embarquement 12:25Gate/Porte

Seat/Place

12:55

Airline Use/A usage interne 0070 YYT

Boarding Pass | Carte d'accès à bord





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 : 0396

Folio#

Invoice #

Cashier/Cassier # : 836

Page #

: 1 of 1

**MR Victor Young** 

**Total** 

Arrival/Arrivée

: 02-04-20

Departure/Départ : 02-05-20

Date	Description		Addition	al Information/Sup	pplémentaire	Charges	Credits
02-04-20			Room# 039	96 :	Persona1	70.15	
02-04-20	Room Charge					349.00	
02-04-20	Municipal Accom	modat	ion Tax (			13.96	
02-04-20	Room HST (13%	)				47.18	
			_	Total		480.29	0.00
				Balance Due/So	lde	480.29	
GST Su	mmary / Sommaire		HST Summary /	Sommaire			
Room/CI	nambre	0.00	Room/Chambre	47.18			
F&B/Res	tauration	0.00	F&B/Restauration	7.15			
Other/Au	itres	0.00	Other/Autres	0.00			

Thank you for choosing Fairmont Hotels & Resorts.

54.33

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

Merci d'avoir choisi les Hôtels Fairmont.

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

1-650ng/ #70.15

0.00

**Total** 

RCM \$410-14 (tay \$417-18)

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

I agree 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 falls to pay for any part of or the full amount of these charges. Overdue any pair or or the full amount of these charges. Overdue belance subject to a surcharge et the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivey 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 Je me porte personnellement responsable du réglement total de cette note au cas ou la compagnie, l'association ou aon représentant désigné en refuserait le palement. Les comptes en soutfrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% per année) J'el accepté la livraison du journal The Globe and Mall. Si l'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.) JIFFY CABS 322 PENNYWELL ROAD ST. JOHN'S NL

CARD \*\*\*\*\*\*\*\*\*

CARD TYPE

DATE 2020/02/04

TIME 0927 09:35:16

CLERK ID 000

INVOICE # 38

RECEIPT NUMBER

C85029585-001-003-003-0

PURCHASE AMOUNT TIP

\$18.25

TOTAL

\$21.25

CREDIT
A0000000031010
F639F9F0C591A1AD
0080008000-E800
567F973D3C9BFABA
0080008000-F800

# APPROVED

AUTH# 054936 THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

Cals glum residence to St. Johns airport

#### BLUE LINE TAXI (613) 238 - 1111

TERMINAL ID: MERCHANT ID: VEHICLE ID : DRIVER ID :	324-355-396 43256656 1425 00051527
TRIP NUMBER: PASSENGERS;	9161 1
02/04/2020 START: 15:09	END: 15:10
FARE AMOUNT:	\$ 33.21

TIP AMOUNT:

¥ 4.9

TOTAL :

38.19

SALE :

MANO

APPROVAL NUMBER :

006541

#### \*\*\*PASSENGER COPY\*\*\*

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



Cab from Extawa airport to hotel. CITY WIDE TAXI
9 VANGUARD COURT
ST. JOHN'S NL

CARD TYPE
DATE

2020/02/06 7423 00:01:56

RECEIPT NUMBER

C85008894-001-218-005-0

PURCHASE AMOUNT TIP

TIME

\$18.25 \$3.75

TOTAL

\$22.00

CREDIT
A0000000031010
F4B49B3DAA107302
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0080008000-F800

# APPROVED

AUTH# 047048

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

CAR 48

Cab from
St. Johns
airpont to
residence

#### CRA Calculated Taxi Tax 2019

Taxis for
Ontario 8
Quebec

\$ 38.19

Ontario #38.19

Alufoundland #21.05 #22.00

\$ 38.19
\$ 4.09
\$ 34.10

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

\$ 43.25

\$ 43.25
\$ 5.31
\$ 37.94

Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ - 2
\$ 100-10
\$ -

The figures you need

GRAND TOTAL
TOTAL TAX
SUMMARY Page total

\$ 81.44
\$ 9.40
\$ 72.04

## Thellend, Talia

From: Simons, Deborah

**Sent:** January 8, 2020 10:06 AM

**To:** Victor Young

**Subject:** RE: Training on February 5th

Attachments: Hotel Conf. - revised - Young February 2020.pdf

Dear Victor,

I would like to begin by wishing you a happy New Year!

Thank you for confirming your arrival and departure dates. I am pleased to attach a copy of your revised hotel confirmation, which now reflects one night only. I will confirm the timings of your meetings with Jennifer and Luc as soon as scheduling is complete.

Best,

debby

----Original Message-----

From: Victor Young

Sent: Friday, January 03, 2020 9:22 AM To: Simons, Deborah <simons@mint.ca> Subject: Training on February 5th

Hi Deborah...I will be leaving St. John's on the 4th, arriving in Ottawa (through Halifax) at 2:00pm. I will be available for meetings with Luc and Jennifer any time after 3:15. Please arrange in any order at anytime. I will be leaving on the afternoon of the 5th so will only require a hotel room for the night of the 4th. Trust this is satisfactory.

Vic

Sent from my iPad

## Simons, Deborah

From:

Fairmont Hotels & Resorts <clh@hotelstay.fairmont.com>

Sent:

Wednesday, January 08, 2020 9:55 AM

To: Subject: Simons, Deborah

Confirmation for MR Victor Young

s,19(1)



Dear MR Victor Young,

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

Best Regards,

Fairmont Hotels & Resorts

Confirmation #

**First Name** 

**Last Name** 

**Arrival Date** 

**Departure Date** 

**Number Of Nights** 

Number Of Adults

Room Type

Rate Per Room Per Night

**Cancellation Policy** 

Cancel Date To Avoid Fees

Cancellation Amount

Victor

Young

Tuesday, 4-Feb, 2020

Wednesday, 5-Feb, 2020

Fairmont Gold King NS

CAD 349.00

48 hours prior to arrival

Sunday, 2-Feb, 2020

CAD 410.14

Local Currency

The amount may be subject to taxes, gratuities, resort levy or

other fees

#### Thellend, Talia

From: Simons, Deborah

**Sent:** December 20, 2019 2:02 PM

**To:** Victor Young

**Subject:** RE: Travel to Ottawa - 5 February 2020

**Attachments:** CCO - Agenda (EN)\_Nov21.doc

#### Hi Victor,

We do not yet have final details from the Canada School of Public Service (final agenda and exact timings), but I am pleased to provide the agenda that was provided for the session that was held at the Mint in November. We expect that the session will be very similar in terms of content and timings. This time, the session will be held at the CSPS offices which are across the street from the Mint (373 Sussex Drive). We will forward the February agenda as soon as it becomes available.

Best,

#### Debby

From: Victor Young

Sent: Friday, December 20, 2019 1:39 PM

To: Simons, Deborah

Subject: Re: Travel to Ottawa - 5 February 2020

Deborah...would it be possible to have someone send me the details of the schedule for my Crown corporation training in February...location/time of sessions etc? Thanks.

Vic

/

Sent from my iPad

On Dec 20, 2019, at 2:39 PM, Simons, Deborah < <a href="mailto:simons@mint.ca">simons@mint.ca</a> wrote:

Dear Victor,

I am pleased to advise that your blanket Travel Authority, covering travel between St. John's/Tampa and Ottawa in 2020, has been approved. You may now proceed with your travel arrangements for your travel to Ottawa in February. I have explored the need for meetings, and can now confirm that Jennifer Camelon and Luc D'Amour would like to meet with you individually, on 4 February, if you are able to be at the Mint that day. Jennifer is available any time between 09:30 and 14:00 that day. We will coordinate with Luc once we know what time you are meeting with Jennifer.

I will let our security team know that they should expect you at the front gate, once you are able to let me know what time you anticipate arriving at the Mint on 4 February. Your hotel reservation remains at 3 nights (in on 3 February, departing on 6 February), until I know whether or not you are able to book a return flight on 5 February – I will adjust this as needed once your flights are booked. I would appreciate

it if you can send me a copy of your flight itinerary, with invoice, so that I may prepare a travel expense claim upon my return on 6 January (unless you prefer to wait until after your trip in order to claim everything at the same time).

If there is anything else I can assist with, or if your plans have changed, please don't hesitate to let me know. I would like to take this opportunity wish you a wonderful holiday season, and all the best in 2020.

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

# ORIENTATION SESSION FOR CROWN CORPORATION DIRECTORS

November 21, 2019 - 8:30 am to 4:15 pm

Royal Canadian Mint 320 Sussex Dr. Ottawa, ON

NOT	RELEVANT

NOT RELEVANT

NOT RELEVANT

#### Thellend, Talia

From: Simons, Deborah

**Sent:** December 16, 2019 11:44 AM

**To:** Victor Young

**Subject:** RE: Travel to Ottawa - February 2020 **Attachments:** Hotel Conf. - Young February 2020.pdf

#### Dear Victor,

Pending further details, and subsequent preparation and approval of your Travel Authorization (TA), I have gone ahead and reserved a room for you at the Fairmont Chateau Laurier Hotel. I have booked arrival on Monday, 3 February and departure on Thursday, 6 February. I did this just in case, by the time the TA is approved, a return flight is not available during the evening of 5 February. There is no problem changing the reservation, as long as I do so no later than 48 hours prior to your arrival. This way we're sure a room is available for you while we sort out the details and prepare your TA, since Ottawa's Winterlude festival brings so many people to Ottawa. Attached is your hotel confirmation. Once your TA is approved and you are able to proceed with booking your flights, I will send you an amended confirmation should any changes be required.

Best, Debby

From: Victor Young

Sent: Monday, December 16, 2019 10:11 AM

To: Simons, Deborah

**Subject:** Re: Travel to Ottawa - February 2020 **No problem; no hurry. Thanks so much!** 

From: Simons, Deborah < <a href="mailto:simons@mint.ca">simons@mint.ca</a>>

Sent: December 16, 2019 11:26 AM

To: Victor Young

Subject: RE: Travel to Ottawa - February 2020

Thank you, Victor

I hope to have more information for you very soon.

Best, Debby

From: Victor Young

Sent: Friday, December 13, 2019 8:49 AM
To: Simons, Deborah < <a href="mailto:simons@mint.ca">simons@mint.ca</a>
Subject: Re: Travel to Ottawa - February 2020

Thanks Deborah...could you check for me about the schedule for the training session. It would be helpful

before discussing hotels and possible meeting times at the Mint. Thanks.

Vic

**From:** Simons, Deborah < <a href="mailto:simons@mint.ca">simons@mint.ca</a>>

Sent: December 12, 2019 4:27 PM

To: Victor Young

Subject: Travel to Ottawa - February 2020

Dear Victor,

I have been advised that you will be travelling to Ottawa to attend a course at the Canada School of Public Service on 5 February. Although no travel arrangements can be made until your 2020 Blanket Travel Authority is in place, I should go ahead and reserve a room at the Fairmont, as February is typically a busy month in Ottawa due to our Winterlude

festival. Just wondering if you already know your travel dates? Also, if there is anyone you would like to meet with at the Mint while in Ottawa, I would be pleased to reserve a meeting room for you.

Your 2020 Blanket Travel Authority is being prepared, and I will advise as soon as approval is in place so that you may proceed with your travel arrangements.

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



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

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

# Simons, Deborah

From:

Subject:

Fairmont Hotels & Resorts <clh@hotelstay.fairmont.com>

Sent:

Monday, December 16, 2019 11:21 AM

To:

Simons, Deborah

Confirmation for Mr Victor Young

s.19(1)



Dear Mr Victor Young,

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

Best Regards, Fairmont Hotels & Resorts

Confirmation #

First Name

Last Name

**Arrival Date** 

**Departure Date** 

Number Of Nights

**Number Of Adults** 

Room Type

Rate Per Room Per Night

**Cancellation Policy** 

Cancel Date To Avoid Fees

Cancellation Amount

Victor

Young

Monday, 3-Feb, 2020

Thursday, 6-Feb, 2020

3

1

Fairmont Gold King NS

CAD 349.00

48 hours prior to arrival

Saturday, 1-Feb, 2020

CAD 410.14

Local Currency

The amount may be subject to taxes, gratuities, resort levy or

other fees

From: Sent: To: Subject: Phyllis Clar February 24, 2020 10:54 AM Simons, Deborah

Re: Seeking approval - TACCC83401 - Victor Young - B20-003

**Approved** 

Sent from my iPhone

On Feb 24, 2020, at 8:42 AM, Simons, Deborah <simons@mint.ca> wrote:

#### Dear Phyllis,

Attached is a travel expense claim for approval. This represents the expenses related to Victor's recent travel to Ottawa to attend Canada School of Public Service training (Orientation Session for Crown Corporation Directors). There are no exceptions, and the claim has been reviewed and approved by the CFO. If you approve via e-mail, I will add a notation to your signature line and will attach a copy of your e-mail to the claim.

Best,

#### **DEBBY SIMONS**

COORDINATOR, CORPORATE SECRETARIAT COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ

<image001.jpg>

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

Tel/Tél.: 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

<B20-003 - Young - Ottawa Feb. 4-5, 2020.pdf>



Travel Location and Reason

# Travel Expense Form 2020

OTJ #: TA #: TACCC83401 EAHCE #

Claimant	Victor Young	
Cost Centre	121 Legal Services (Board)	

Cost estimate provided on TA \$6,969.15

Hospitality estimate provided on TA

Departure Date 04-Feb-20
Return Date 05-Feb-20

(attach supporting documents): THEMIS # (VP and Board claims only) 3101 B20-003 **Currency Conversion Table** Meetings with Management; attend Canada School of Public 1 Unit of is Worth of Service (CSPS) training - Orientation Session for Crown USD CAD Corporation Directors CAD St. Johns, NL/Ottawa/St. Johns, NL CAD CAD CAD

Total Travel Expenses (inclusive of fares) 2,885.53 Prepaid Fares (Paid using Amex Corporate Billing Account) 0.00 Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card) 0.00 Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMOUNT) Cash Advanced / Returned ( ENTER AS POSITIVE \$ AMOUNT ) Currency Advanced Returned Outstanding FX to CAD **CAD** Equivalent 0.00 1.00000 Amount Owing to: **Employee** 2,885.53 **RCM** 0.00

Expense Coding		
Account	Cost Center ( Select One from drop down box )	In Canadian \$
HST - Registration # 10793 5058 RT0001		355.4
740200 - Meals (domestic)	121 Legal Services (Board)	
741200 - Meals (foreign)	▼.	115.9
740100 - Hospitality (domestic)	<b>▼</b>	0.0
741100 - Hospitality (foreign)		0.0
740010 - Airfare (domestic)	121 Legal Services (Board)	0.0
741010 - Airfare (foreign)		1,946.2
740020 - Rail fare (domestic)		0.0
741020 - Rail fare (foreign)		0.0
740500 - Taxi fare (domestic)	121 Legal Services (Board)	0.00
741500 - Taxi fare (foreign)	- Tagai Salindo (Social)	72.04
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)	V	0.00
741030 - Car rental (foreign)	¥	0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	0.00
741400 - Accommodations (foreign)		362.96
740900 - Incidentals (domestic)	121 Legal Services (Board)	0.00
741900 - Incidentals (foreign)	The state of the s	32.95
740000 - Baggage & Travel (domestic)	▼ · · · · · · · · · · · · · · · · · · ·	0.00
741000 - Baggage & Travel (foreign)	W	0.00
0.00		0.00
0.00		0.00
	•	0.00
		0.00
54200 - Prepaid Fares	AND THE PARTY COMMAND AND ASSESSED TO F 2 20 THE AND ADDRESS AND ASSESSED THE PARTY COMMAND ASSESSED T	0.00
Out of Balance - Discrepancy in Expenses Cod		0.00
		0.00
(Favo	orable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$4,083.62)
Œ	Variance %	-59%
(Favorable)/U	Infavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
	Hospitality Variance %	#DIV/0!

Updated 01/01/20 000178



# Travel Expense Form 2020

TA # TACCC83401

\*IMPORTANT - Travel expense claims must be prepared and comply with the Corporate Travel, Hospitality, Conference & Event Policy #51, (as applicable) and approved in accordance with the Delegation of Authority Policy #41. Approver must have Delegation Authority at the time of signing. All travel plans must be preauthorized using the Authority to Travel and Advance form. As the Traveller, please indicate if this claim contains any exceptions requiring approval per the Corporate Travel, Hospitality, Conference & Event Policy #51. If you indicated "Yes", please check which exception(s) were not pre-approved and require approval: Yes 🗆 No 📮 CEO APPROVAL REQUIRED: (Please initial) ☐ Travel – Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 2B) CFO or CEO APPROVAL REQUIRED: (Please initial) Hospitality - Exceptions to Hospitality Policy #51 (Annex 2B) Hospitality - No pre-approval obtained for the following: Hospitality - External or internal hospitality exceeding Maximum Cost Per Person (Annex 2B) Hospitality - External or internal hospitality costs exceeding \$5,000 (Annex 2B and 44.1) Hospitality - Alcoholic beverages provided (Policy Section 44.1) Hospitality - Food & beverage cost exceeded Maximum Cost Per Person (Policy Section 44.1) Hospitality - Entertainment provided (Policy Section 44.1) Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1) Hospitality – Hospitality paid by the RCM taking place at the residence of an RCM employee, Board member or other private residence (Policy Sections 44.1 and 46.4) Hospitality - Special forms of hospitality (Annex 2B) Hospitality - No pre-approval prior to expenditure (Section 44.7) VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP): (Please initial) Travel - Combining personal and business travel (Policy Section 14.3) Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6) Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.1) Travel - Hotel - Rate in excess of specified or published City Rate Limits (Policy Section 25.2 and 25.3) Travel - Car travel - Leased Vehicles (Policy Section 23.1) Travel - Expense received over 30 days (Policy Section 33.1) Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 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 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. 2.Expense claim prepa 3. Approved by Traveller's Director with signing authority (PRINT NAME) Signature of Traveller's Director Date Date reasonable, exceptions as noted above are approved (as required), and the claim has been completed in accordance with the Corporate Travel, Hospitality, Conference & Event Policy #51 (as applicable). Please note, if exceptions have been pre-approved prior to travel, the Travel's Director can proceed in signing the expense claim. By signing below, the VP or CEO confirms that she/he has reviewed the exceptions as noted above requiring her/his approval and hereby grants it. 4. Approved by VP (as required) 5.Reviewed by CFO (CEO claims; Board claims; claims 6/Approved by CEO & President/Chair of BOD/Chair of (PRINT NAME) for review prior to CEO approval; other as required) Audit Committee (as required) Signature of VP Signature of CEO/Chair of Board/Chair of Audit Date 7. Reviewed by Finance (PRINT NAME)

		Canada - (Exce	pt NWT, N	VT, Yukon)		USA - (Except	Alaska)	
Page 2		Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST		USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
RCM Paid Fares (Air-	-Domestic)						CID Exp.	Equivalent
RCM Paid Fares (Rai								
RCM Paid Fares (Air-					ž.			
RCM Paid Fares (Rail	• .							
Employee Paid Fares		2,237.65	291.40					
Employee Paid Fares		2,237.03	271.40					
Employee Paid Fares								
Employee Paid Fares			l					
Hotel Accommodation		410.14	47.18					
		410.14	47.18				-	
Hotel Accommodation	s (Foreign)	01.44	0.40					
Taxis (Domestic)		81.44	9.40					
Taxis (Foreign)								
Mileage (\$0.565km)								
Business Telephone								
Parking								
Car Rental (Domestic)								
Car Rental/Gas (Forei	· .							
Personal Accommodat	ions							
Hospitality								
Baggage (Domestic)								
Baggage (Foreign)								
Others (code manually	<u></u>							
Others (total)								
Total Expenses		2,729.23	347.98					
Per Diem Country				Canada				USA
		No. of meal	<b>Total CAD</b>	Calculated		No. of meal	Total USD	Total CAD
Meal allowance rates	S	allowances	allowance	GST/HST		allowances	allowance	Equivalent
Breakfasts	\$20.35				\$20.35			•
Lunches	\$20.60	1	20.60	0.98	\$20.60			
Dinners	\$50.55	2	101.10	4.81	\$50.55			
Total Meals			121.70	5.80		ĺ		
Incidentals	\$17.30	2	34.60	1.65	\$17.30			
Total Expenses			156.30	7.44				
Note - Please use the	meal allowance c	alculator tab to	determine t	he exact No.	of meal allo	wances and in	cidentals	
Grand Total CAD Exp	oncoc			2,885.53		Grand Total US	D Evnances	
Grand Total CAD Exp Grand Total HST/GST						Grand Total US	D Expenses	
Grand Total HS1/GS1				355.42	18.		D	
Notes for Expen								
Breakfast on 5 February				not wish to cla	im the lunch	meal allowance for		
to contribute a small pay							Victor is not s	eeking
reimbursement for a cab	from the hotel back	to the Ottawa airpo	rt on 5 Februa	ary, as he rode	with Barry R	ivelis.		

# Meal allowance and incidental calculator

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

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

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

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

	Enter	your tra	vel date:	s here fo	r	CANADA				MON	MONTH:		Feb-20		
Numbers only				4	5	New York				REPORT		1 1 1000			Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	allowances
Breakfast															
Lunch				1		R STANSON	14,55								
Dinner				1	1										
					-										2
Incidentals				1	1										
Incidentals	Enter	your tra	vel dates	s here fo	_	US				MON	TH:	43862	2		2
Incidentals				4	5										Total
	Enter y	your tra	vel dates	s here fo	_	_	Fri	Sat	Sun	MON Mon	TH:	43862    Wed	2 Thu	Fri	
Breakfast				4	5		Fri	Sat	Sun					Fri	Total
Breakfast				4	5		Fri	Sat	Sun					Fri	Total
Incidentals  Breakfast Lunch Dinner				4	5		Fri	Sat	Sun					Fri	Total allowances





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VICTOR YOUNG

Tap to send itinerary to our App via phone:

Our iPhone App | Our Android App

View Itlnerary On: ViewTrip | Send Itinerary To: TripIt

LEGROW'S Ref#

Invoice #

Date

Your Counsellor

Account #

Department

s.19(1)



Click here to learn more about our Corporate Travel Program

Travel Arranger:

For:

YOUNG/VICTOR MR

A No meals provided

## Your Itinerary:

Web Check-l	n and Airline Confirmation: Ai	r Canada -				
X	Air Canada 8993	Origin	Destination	Depart	Arrive	Seat
41	(Operated by AIR CANADA EXPRESS - JAZZ)	ST. JOHN'S, NL	Halifax, NS	Tue - Feb 04	Tue - Feb 04	04D
HC8 Dash 8-		St. John's Arpt (ST. JOHN'S, NL)	Halifax Inti (Halifax, NS)	10:40 AM	12:22 PM	
100	Cabin Class B-Economy	JUHN S, NL)				
uration 2:12						
Remarks						
TURBO PROPELLE	R PLANE USED ON THIS FLIGHT					
×		Origin	Destination	Depart	Arrive	Seat
41	Air Canada 8635 (Operated by AIR CANADA EXPRESS -	Hallfax, NS	Ottawa, ON	Tue - Feb 04	Tue - Feb 04	17D
HC8 Dash 8-	JAZZ)	Halifax Intl (Halifax, NS)	Ottawa McDonald Cartler	12:55 PM	2:08 PM	
.00	Cabin Class B-Economy		Inti (Ottawa, ON)			
uration 2:13						
Remarks						
TURBO PROPELLE	R PLANE USED ON THIS FLIGHT					
	Ale Councille 404	Origin	Destination	Depart	Arrive	Seat
$\boldsymbol{\kappa}$	Air Canada 461	Ottawa, ON	Toronto, ON	Wed - Feb 05	Wed - Feb 05	04D
* 0	Cabin Class C-Business	Ottawa McDonald Cartier	Lester B Pearson Intl	5:00 PM	6:12 PM	
uration 1:12		Intl (Ottawa, ON)	(Toronto, ON) Terminal 1			
4	Air Canada 694	Orlgin	Destination	Depart	Arrive	Seat
<b>1</b>	Embraer 190	Toronto, ON	ST. JOHN'S, NL	Wed - Feb 05	Wed - Feb 05	03A
	Cabin Class C-Business	Lester B Pearson Intl (Toronto, ON)	St John's Arpt (ST. JOHN'S, NL)	7:10 PM	11:36 PM	
uration 2:56		Terminal 1				

Passenger Information

Passenger YOUNG/VICTORM Airline Code AC Ticket #

**Booking Summary** 

Company Air Canada Booking Reference

Company Air Canada Loyalty #



Tax 286.30 5.10 \$291.40=

## Purchase Summary

**Amount Paid** Amount due 1836.00 PYMT BY XXXX-XXXX-AIR CANADA AIRFARE - TKT -2198.55 Jan 23 2020 TAX ON AIRFARE INCLUDES 286.30 HST PYMT BY XX TAX ON AIRFARE INCLUDES 76.25 OTHER -39.10**TAX ON AIRFARE** 362.55 TOTAL PAID CAD \$2,237.65 LEGTVL NON-REFUNDABLE FEE-DOMESTIC 34.00 5.10 HST ON FEE (R103524823) **TOTAL DUE CAD** \$2,237.65

BALANCE CAD \$0.00

## **Check-in information**

We recommend that you reconfirm your flights prior to departure.

Valid government issued photo id required for check-in.

Non refundable/change fees may apply.

Check in 90 mins prior. Boarding may be denied if less than 45 mins.

Online Check-in - Many airlines offer online check-in, most within 24 hours of departure. We recommend you check-in online before you go to the airport.

# **Baggage Information**

For Air Canada Baggage Information click here.

Baggage charges may apply. Size/weight restrictions vary between airlines.

Passengers may carry travel sized toiletries or liquids 3.4 oz (100ml) or less through security check points. They must fit in a 1-quart sized clear plastic zip-top bag. Visitwww.Catsa-acsta.gc.ca.

## Notice

This receipt may be required at check in and must be presented to customs and immigration if requested. Carriage and other services provided by the carrier are subject to condition of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. If the passenger's journey involves an ultimate destination or stop in a country other than the country of the departure the Warsaw convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

Whenever you are traveling on a flight operated by one of Air Canada's code share partners (shown on your itinerary as "operated by"), you may be subject to baggage restrictions that differ from those of Air Canada. For complete details on these baggage restrictions check <a href="http://www.aircanada.com/en/travelinfo/airport/codeshare.html">http://www.aircanada.com/en/travelinfo/airport/codeshare.html</a>

You have provided us your personal information in order to facilitate your current and future travel arrangements and allow us to provide travel services and products to you. We will remove your information from our records upon your request if you call, write, or email any of us individually or email us centrally at privacyfeedback@maritimetravel.ca .

If you are denied boarding or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website. https://rppa-appr.ca/eng

# **Invoice Information**

Your LeGrow's Travel charges will show on your credit card statement similar to LT 50248301-6764799941234 LT = LeGrow's Travel 50248301 = invoice # 6764799941234 = ticket # HST/GST #: 10352 4823 QST#: 1022862835

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: 0396

Folio#

Invoice #

Cashier/Cassier # : 836

Page #

: 1 of 1

MR Victor Young

Arrival/Arrivée

: 02-04-20

Departure/Départ : 02-05-20

Date	Description	110	Addition	al Information/Suppléme	ntaire ,	Charges	Credits
02-04-20			Room# 03	96: Res	offart-	70.15	
02-04-20	Room Charge					349.00	
02-04-20	Municipal Accom	modati	on Tax (			13.96	
02-04-20	Room HST (13%	)				47.18	
				Total		480.29	0.00
				Balance Due/Solde		480.29	
GST Su	mmary / Sommaire		HST Summary /	Sommaire			
Room/C	hambre	0.00	Room/Chambre	47.18			
F&B/Res	stauration	0.00	F&B/Restauration	7.15			
Other/Au	itres	0.00	Other/Autres	0.00			
Total		0.00	Total	54.33			

Thank you for choosing Fairmont Hotels & Resorts.

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

Merci d'avoir choisi les Hôtels Fairmont.

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

Ressonal \$70.15 RCM \$410.14 (tay \$47.18) \$480.99

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 it agree to be hold personally liable in the event that the indicated person, company or association falls to pay for any part of or the full amount of these charges. Overdue belance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivery of The Globe and Mail. Had I refused, I would have been slightle for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je ma porte personnellement responsable du règlement total de cette note su cas ou la compagnia, l'association ou son représentant désigné en refuserait le probment. Les comptes en souffrance sont sujets à un intérêt de 1,5% per mole après un mois, 18,00% per année) J'al accepté la livraison du journet The Gobe and Mall. SI Javais refusé, j'aureis pu obtenir un crédit à mon compte de 1.00\$ per jour (du Lundi au Vendradi) at de 2.00\$ le Samedi. (Dans les hôtels participants.)

JIFFY CABS 322 PENNYWELL ROAD ST. JOHN'S

CARD CARD TYPE 2020/02/04 DATE 0927 09:35:16 TIME CLERK ID 000 INVOICE # 38 RECEIPT NUMBER C85029585-001-003-003-0

**PURCHASE** 

**AMOUNT** \$18.25 TIP \$3.00 TOTAL

\$21.25

CREDIT 000031010 F639F9F0C591A1AD 0080008000-E800 567F973D3C9BFABA 0080008000~F800

# APPROVED

AUTH# 054936 THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

Cals from

BLUE LINE TAXI
(610) 238 - 1111

324-355-396 IERMINAL ID: MERCHANT 10: 4325665A VEHILLE ID : 1425 URIVER TO : 00051527 TRIP NUMBER: PASSENGERS: 112/114/200 N START: 15:09 END: 15:10 TARE AMOUNT: 53.21 4.98 THUOMA 911 38.19 TUTAL SALÊ : MR6541 APPROVAL NUMBER 38.19. \*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812 INQUIRY@IAXITAB.COM TAX1 FAB



CITY WIDE TAXI 9 VANGUARD COURT ST. JOHN'S NL

CARD CARD TYPE DATE 2020/02/06 TIME 7423 00:01:56

RECEIPT NUMBER

C85008894-001-218-005-0

**PURCHASE AMOUNT** \$18.25 TIP \$3.75 TOTAL

\$22.00

CREDIT A0000000031010 F4B49B3DAA107302 0080008000-E800 1DE 1D53465A2A24A 0080008000-F800

# APPROVED

AUTH# 047048

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

· Ais 1 25

résidence

#### CRA Calculated Taxi Tax 2019

Taxis for Ontario & Quebec

\$ 38.19 Ontario 4538.19

Alustounaland #21.05 #29.00 #43.25

\$ 38.19
\$ 4.09
\$ 34.10

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

\$ 43.25

\$ 43.25
\$ 5.31
\$ 37.94

Taxis for BC & Saskatchewan & Alberta & Manitoba

\$ -
\$ 
\$ E+1

The figures you need **GRAND TOTAL TOTAL TAX** 

**SUMMARY Page total** 

\$ 81.44
\$ 9.40
\$ 72.04



YOUNG VICTOR

LATITUDE ECONOMY/ECONOMIQUE LATITUDE

ETKT(

Flight/Vol Date

From/De

11:00

AC 8993 O4FEB/FEV ST JOHNS NL

Frequent Flyer/Voyageur assidu

Destination

**HALIFAX** 

Flight/Vol

Υ

AC 8993 HALIFAX Seat/Place

ZONE 2

Cabin/Cabine

Boarding Time/Heure d'embarquement 10:30Gate/Porte

Departure Time/Heure de depart

10 Seat/Place

04D

04D AISLE/COULDIR Remarks/Observations

AIR CANADA

A STAR ALGANOE MEMBER | \$6

Boarding Pass Carte d'accès à bord

Airline Use/A usage interne 0072 YYT

YOUNG VICTOR

LATITUDE ECONOMY/ECONOMIQUE LATITUDE

**ETKT** 

Flight/Vol

Date

From/De

AC 8635 O4FEB/FEV HALIFAX

Boarding Time/Heure d'embarquement 12:25Gate/Porte

F<u>requent Flyer/Voya</u>geur assidu



Destination

DTTAWA

Seat/Place

04D

Cabin/Cabine

ZONE 2

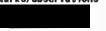
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Flight/Vol

AC 8635 **OTTAWA** Seat/Place

O4D AISLE/COULDIR

Remarks/Observations







AIR CANADA 🗰

A STAR ALLIANCE MEMBER 400 MEMBER DU RÉSEAU STAR ALLIANCE 400 MEMBER DU RÉSEAU STAR ALLIANCE 400 MEMBER 400 ME

Departure Time/Heure de depart

Airline Use/A usage interne 0070 YYT

Boarding Pass Carte d'accès à bord





## YOUNG VICTOR

BUSINESS CLASS/CLASSE AFFAIRES

Flight/Vol Date

From/De

AC 461 05FEB/FEV OTTAWA

Frequent Flyer/Voyageur assidu

0

16: 25Gate/Porte

Destination TORONTO

17 Seat/Place 04D

Ca<u>b</u>in/Cabine

ZONE 1

Flight/Vol

AC 461 TORONTO

Seat/Place

04D AISLE/COULOIR Remarks/Observations

CEGINS/UDSCI

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AIR CANADA

A STAR ALL ANGENTMETER ##C

Departure Time/Heure de depart

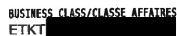
Boarding Time/Heure d'embarquement

17:00

Airline Use/A usage interne 0141 YOW

Boarding Pass | Carte d'accès à bord

YOUNG VICTOR



Flight/Vol Date

From/De

AC 694 05FEB/FEV TORONTO

Frequent Flyer/Yoyageur assidu

**c** 

Destination

ST JOHNS NL

ZONE 1

Cabin/Cabine

Flight/Vol

AC 694 ST JOHNS NL

Seat/Place

03A 03A WINDOW/HUBLOT

Remarks/Observations

AIR CANADA

A STAR ALI ANCE MEMBER (4) ANC

Boarding Time/Heure d'embarquement

18: 40 Gate/Porte

Seat/Place

Departure Time/Heure de depart 1

19: 10

Airline Use/A usage interne

0119 YOM



Boarding Pass | Carte d'accès à bord

RCM BOARD OF			10			ka.			1.
Claimant:	Victor	Young	] Dep	arture Date	4 Fed 20	(N)	Return Date:	5 Fab-28	P
Location:	Ottawa								
Purpose:	To attend to	50100	attend m 1 of Bubli	16647145 C 5-67V (000000000000000000000000000000000000	WITH MA E (ESPS) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	nagement to the	of and Ca	oxxxxxxxx	D
TRAVEL EXPEN	SE		Amount	. /	Meals & Inci	dentals			
Airfare			2237-6	5 V	Note: Please	use the me	al allowance	calculator	
Baggage Fees				ļ	below to det	ermine the	exact number	of	
Change Fees		6			meal allowa	nces and inci	identals.		
VIA Rail					1.	1			
Hotel Accommo	odations	710 14	480.2	7		Rate	# Meals	Total	
Mileage (\$.055	5/km)		\$ -		Breakfast 0	35 <del>\$19.10</del>	0	\$ -	1
Parking				. /	Lunches 20.	66 \$ <del>18.90</del>	-0-1	\$	20.
Taxis			81.4	4/	Dinners 50.5	\$47.35	-02	\$	101
Car Rental					Incidentals	\$17.30	-0-2	\$	34.
Gasoline		10					Total	\$	
Private Accomo	dation (\$50/	/ngt) 🚧 ,		, _	Total Travel	Expenses		156-	30
Other De	nner (	ersonul	ledi-	/5					
	Total Trave	el Expenses	\$ -	2729.	93				
		/Incidentals	\$ -/	156.30	1.				
		TOTAL	\$ 286	1.53					
			#288	5.53	)				
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Insert Date →				04	0)				
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
Breakfast				1				0	
Lunch					1			-0 /	1
Dinner								-0-2	de
Incidentals								-0-2	
Per Diem Calcu	lator								
Insert Date →		1		04	05				
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				1	/			0-2	d
Claimant Signa		WY	<del></del>		Date:	new Jeb	ware 2	020	
Travel expense re	ports must con	nply with the RCN	A's Corporate T	ravel, Hospita	lity, Conference	and Event Police	cy (Policy # 51).		