

Simons, Deborah

From: Phyllis Clark [REDACTED]
Sent: Tuesday, April 02, 2019 1:11 PM
To: Simons, Deborah
Subject: Re: FW: Seeking approval - travel expense claim - TABCC82548 - Victor Young - B19-013

Yes, I approve

Phyllis Clark

Phone: [REDACTED] Email: [REDACTED]

CONFIDENTIALITY WARNING

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

On Tue, Apr 2, 2019 at 7:56 AM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Just wondering if you had a chance to review Victor's travel expense claim? I apologize for the urgency – we are required to have claims submitted to our finance team within 30 days of travel if possible, and this one is very close to 30 days.

Best,

Debby

From: Simons, Deborah
Sent: Monday, April 01, 2019 1:29 PM
To: Phyllis Clark <[REDACTED]>
Subject: Seeking approval - 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,

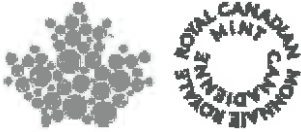
DEBBY SIMONS

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

**Royal Canadian Mint / Monnaie royale canadienne**

320 Sussex Drive
 OTTAWA, ON
 K1A 0G8
 Canada

ELECTRONIC FUNDS TRANSFER**VICTOR YOUNG**

Telephone 613-993-3500
 Fax
 Date 04/04/2019
 Vendor account
 Date of payment 05/04/2019
 Reference No. 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	2,815.64	0.00	2,815.64	THEMIS # 2954 EAHCE12134 OTTAWA
		CAD			<u>2,815.64</u>	BLANKET TA

**TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS**

B-19-013

Claimant: Victor Young Departure Date: Mar 4/19 Return Date: Mar 9/19
 Location: Ottawa
 Purpose: To attend board of Royal Canadian Mint

TRAVEL EXPENSE

	Amount
Airfare	1120.07
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	<u>1410.24</u> 1260.40
Mileage (\$.0555/km)	\$ -
Parking	
Taxis	<u>192.50</u> 174.89
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$19.10	0	\$ -
Lunches	\$18.90	0	\$ -
Dinners	\$47.35	0	\$ -
Incidentals	\$17.30	0	\$ <u>92.83</u> ds
Total			\$ <u>92.83</u> ds

Total Travel Expenses

Total Travel Expenses \$ 2722.81 ds.
 Total Meal/Incidentals \$ 92.83 ds.
 TOTAL \$ 2815.64 ds. *plus per diems,*

Meal allowance and incidental calculator

Insert Date → 9 Mar

	9 Mar	10 Mar	11 Mar	12 Mar	13 Mar	14 Mar	15 Mar	Total
Breakfast								0
Lunch								0
Dinner								0
Incidentals	<u>1</u> ds	<u>—</u>	<u>1</u> ds	<u>1</u> ds	<u>1</u> ds	<u>1</u> ds	<u>—</u>	<u>5</u> ds

Per Diem Calculator

Insert Date →

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
								0

Claimant Signature: Victor Young

Date: March 15/19

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



Travel Expense Form 2019

s.19(1)

OTJ #:

Claimant
Cost Centre

Victor Young
121 Legal Services (Board)

Blanket

TA #:

TABCC82548

B19-013

EAHCE #

EAHCE12134

Cost estimate provided on TA

\$7,500.00

Departure Date

4-Mar-19

Return Date

9-Mar-19

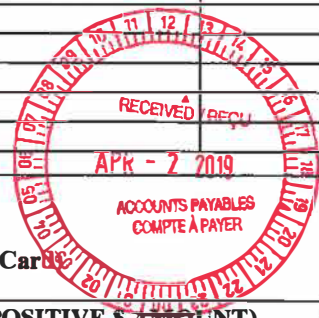
Travel Location and Reason (attach any supporting documents):

THEMIS # (VP and Board claims only)

2954

B19-013
Attend Board and Committee meetings, and Board business dinners.
Tampa, Florida/Ottawa/Tampa, Florida

Currency Conversion Table		
1 Unit of	is Worth	of
USD	1.36608	CAD
		CAD
		CAD
		CAD
		CAD
		CAD
		CAD
		CAD



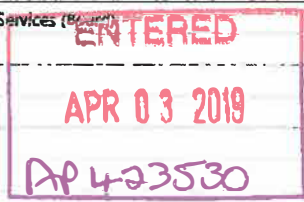
Total Travel Expenses (inclusive of fares)	2,815.64
Prepaid Fares (Paid using Amex Corporate Billing Account)	0.00
Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card)	0.00
Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMOUNT)	

Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT)					
Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00

Amount Owning to: Employee 2,815.64 RCM 0.00

Tax adjustment

Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		165.54
740200 - Meals (domestic)		0.00
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)		0.00
741010 - Airfare (foreign)	121 Legal Services (Board)	1,120.07
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	56.89
741500 - Taxi fare (foreign)	121 Legal Services (Board)	136.61
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	1,248.00
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	65.90
741900 - Incidentals (foreign)	121 Legal Services (Board)	23.63
740000 - Travel (domestic)		0.00
741000 - Travel (foreign)		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00



201-98

1069.62

49.90

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



Canada - (Except NWT, NVT, Yukon)		
Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST
RCM Paid Fares (Air-Domestic)		
RCM Paid Fares (Rail-Domestic)		
RCM Paid Fares (Air-Foreign)		
RCM Paid Fares (Rail-Foreign)		
Employee Paid Fares (Air - Domestic)		
Employee Paid Fares (Air- Foreign)	✓ 1,120.07	50.45
Employee Paid Fares (Rail- Domestic)	✓	
Employee Paid Fares (Rail - Foreign)		
Hotel Accommodations (Domestic)	✓ 1,410.24	✓ 162.24 ✓
Hotel Accommodations (Foreign)		
Taxis (Domestic)	✓ 55.89	5.99
Taxis (Foreign)		
Mileage (\$0.57km)		
Business Telephone		
Parking		
Car Rental (Domestic)		
Car Rental/Gas (Foreign)		
Personal Accommodations		
Hospitality		
Others (code manually)		
Others (total)		
Total Expenses	2,586.20	162.24

USA - (Except Alaska)		
USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
100.00		✓ 136.61 ✓
100.00		136.61

Per Diem Country		Canada		USA		
Meal allowance rates	No. of meal allowances	Total CAD allowance	Calculated GST/HST	No. of meal allowances	Total USD allowance	Total CAD Equivalent
Breakfasts \$20.25				\$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
Total Expenses		69.20	3.30		17.30	23.63

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

Grand Total CAD Expenses: 2,655.40 ✓
 Grand Total HST/GST: 165.54 ✓

Grand Total USD Expenses: 160.24 ✓
 201.98

Notes
 Victor is not claiming the cost of his flight to Ottawa on 4 March, as the cab to airport and flight are being reimbursed [redacted] while in Ottawa. He is only claiming the return flight and cab. While in Ottawa, Victor rode with others to/from some of the venues, and is therefore claiming 3 cab fares that were at his expense (2 in Ottawa and 1 in Tampa for his return trip). Breakfast was provided with the accommodations; Board dinners were provided on 4 & 5 March; Board lunches were provided on 5, 6 & 7 March. The afternoon of 7 March and full day on 8 March are personal days as Victor [redacted] not related to RCM.



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.**

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

CEO APPROVAL REQUIRED: (Please initial)

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

CFO or CEO APPROVAL REQUIRED: (Please initial)

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

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

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

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

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

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

1. Traveller Name (PRINT NAME) <i>Victor Young</i> <i>Deborah Simons</i>	2. Expense claim prepared by (PRINT NAME) <i>Deborah Simons</i> <i>Deborah Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME) <i>Phyllis Clark</i> <i>Please refer to attached</i>
Signature of traveller <i>For Victor Young</i>	Signature <i>01/04/19</i>	Signature of Traveller's Director <i>E-mail approval from Phyllis Clark 02/04/19</i>
Date	Date	Date

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO <i>[Signature]</i>	Signature of CEO/Chair of Board/Chair of Audit Committee
Date	Date <i>April 20 19</i>	Date

7. Reviewed by Finance (PRINT NAME)	Date
-------------------------------------	------

CDawies

Apr 31/19

Meal allowance and incidental calculator

Enter your travel dates here

	Sat	Sun	4 Mar.19	5 Mar.19	6 Mar.19	7 Mar.19	8 Mar.19	9 Mar.19	Sun	Mon	Tue	Wed	Thu	Fri	Total meal allowances
Breakfast							Personal								0
Lunch							Personal								0
Dinner							Personal	Personal							0
Incidentals			US\$ 1	1	1	1	Personal	1							5

Enter your travel dates here

Would have had this if leaving on Friday

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

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

Breakfast	0
Lunch	0
Dinner	0
Incidentals	5

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

LeGrow's Travel Business Travel Management

A Maritime Travel Company



CUSTOMIZED CARE.
**CLICK HERE TO LEARN MORE ABOUT
OUR TRAVEL ALERTS.**

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	Origin	Destination	Depart	Arrive	Seat
Airbus A320 Cabin Class Z-Business Class (lowe	Ottawa, ON	Tampa, FL	Sat - Mar 09	Sat - Mar 09	3D	
Duration 3:29	Ottawa McDonald Cartier Intl (Ottawa, ON)	Tampa Intl (Tampa, FL)	06:15 AM	09:44 AM		

Passenger Information

Passenger YOUNG/VICTOR MR

Airline Code AC

Ticket #

Booking Summary

Company Air Canada

Booking Reference

Company Air Canada

Loyalty #

-THANK YOU FOR BOOKING WITH LEGROWS TRAVEL

Purchase Summary

Amount due		Amount Paid	
AIRCANADA WEB AIRFARE-TKT [REDACTED]	937.00	PYMT BY [REDACTED] XXXXX [REDACTED]	-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 [REDACTED] XXX [REDACTED]	-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 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.

For more info.

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

points

000011

YOUNG VICTOR



BUSINESS CLASS/CLASSE AFFAIRES
ETKT [REDACTED]

F [REDACTED] ur assidu

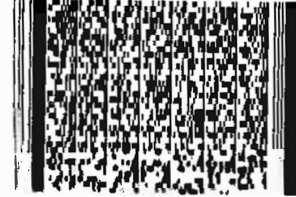
Flight/Vol	Date	From/De	Destination
AC 1264	09MAR	OTTAWA	TAMPA

Boarding Time/Heure d'embarquement 05:40 **Gate/Porte** 12 **Seat/Place** 03D

Departure Time/Heure de depart 06:15

Airline Use/A usage interne 0113 YOW [REDACTED]

Boarding Pass / Carte d'accès à bord



AIR CANADA

YOUNG/VICTOR [REDACTED]
J/C [REDACTED] LR
YOW 9 MAR 04:19
TO/A:TAMPA

AC 1264 TPA



0014 AC [REDACTED]

AIR CANADA

YOUNG/VICTOR [REDACTED]
J/C [REDACTED] LR
YOW 9 MAR 04:19
TO/A:TAMPA


AC 1264 TPA



0014 AC [REDACTED]

Fairmont CHÂTEAU LAURIER

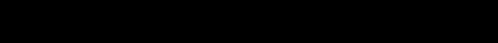

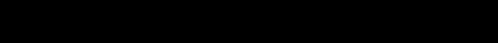

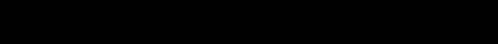




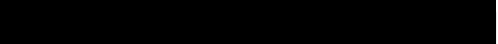

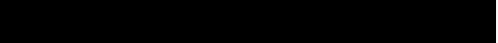



1 Rideau Street
Ottawa, ON, Canada K1N 8S7
T (613) 241-1414 F (613) 562-7030
G.S.T. / H.S.T Registration #843511775

Room/Chambre : 0474
Folio # : 
Invoice # : 
Cashier/Cassier # : 226300
Page # : 1 of 2

Mr Victor Young
Canada

Reference No.

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

Date	Description	Additional Information/Supplémentaire	Charges	Credits
03-04-19	Room Charge		400.00	
03-04-19	Municipal Accommodation Tax (16.00	
03-04-19	Room HST (13%)		54.08	
03-05-19	Room Charge		400.00	
03-05-19	Municipal Accommodation Tax		16.00	
03-05-19	Room HST (13%)		54.08	
03-06-19				
03-06-19				
03-06-19				
03-06-19	Room Charge		400.00	
03-06-19	Municipal Accommodation Tax (16.00	
03-06-19	Room HST (13%)		54.08	
03-07-19	Room Charge		400.00	
03-07-19	Municipal Accommodation Tax		16.00	
03-07-19	Room HST (13%)		54.08	
03-08-19				
03-08-19				
03-08-19				
03-08-19	Room Charge		491.15	
03-08-19	Municipal Accommodation Tax (	19.65	
03-08-19	Room HST (13%)		66.40	
XXXXXXXXXXXX  XX/XX				2,520.80

RCM
Personal
RCM
Personal
Personal
Personal

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

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

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

Fairmont

CHÂTEAU LAURIER

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

Room/Chambre : 0474
 Folio # [REDACTED]
 Invoice # :
 Cashier/Cassier # : 226300
 Page # : 2 of 2

Mr Victor Young
 Canada

Reference No.
 Arrival/Arrivée : 03-04-19
 Departure/Départ : 03-09-19

Date	Description	Additional Information/Supplémentaire	Charges	Credits
03-09-19	[REDACTED]			
Total			2,520.80	2,520.80
Balance Due/Solde			0.00	

GST Summary / Sommaire		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.

RCM (3 nights) = \$1410.24 (tax \$167.24)
Personal = \$1,110.56 (tax \$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 association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (All participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année.) J'ai accepté la livraison du journal The Globe and Mail. Si j'aveais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

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

s.19(1)

BLUE LINE TAXI
(613) 238-1111

TERMINAL ID: 324-304 213
MERCHANT ID: 4325714A
VEHICLE ID: 1456
DRIVER ID: 90050077

TRIP NUMBER: 7936
PASSENGERS: 1

03/07/2019
START: 11:47
END: 11:48

TARE AMOUNT: \$ 18.00

TOTAL \$ 18.00

SALE

APPROVAL NUMBER 043886

PASSENGER COPY

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

A0000000031010
TVR: 00 00 00 00 00

*Cab from PEAR
to hotel*

*Cab from hotel
to Ottawa
airport*

RECEIPT		No. 052159
DATE	3-9-19	
FROM	Victor Young	\$ 100.05
	ONE HUNDRED	no/100 DOLLARS
<input type="radio"/> FOR RENT	TRANSPORTATION	
<input checked="" type="radio"/> CASH		
ACCT.		
PAID	100.01	FROM 3-9- TO 3-9-19
DUE		BY [REDACTED]
		<input type="radio"/> CHECK <input type="radio"/> MONEY ORDER <input type="radio"/> CREDIT CARD
		A-2501 T-46820

s.19(1)

Cab from airport in Tampa to residence.

\$136.61 Cdn.



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 [Terms and Conditions](#) 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 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	USD → CAD	CAD → 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

$$1.3393 \times 1.02 = 1.366086$$

Simons, Deborah

From: Victor Young <[REDACTED]>
Sent: Wednesday, February 06, 2019 11:11 AM
To: Murka, Anne-Marie
Cc: 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 [REDACTED] in Ottawa at that time. [REDACTED]

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: [REDACTED]
- 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:/Télec. : 613-990-4665
murka@mint.ca | murka@monnaie.ca
mint.ca | monnaie.ca

Simons, Deborah

From: Victor Young <[REDACTED]>
Sent: Monday, April 01, 2019 9:18 AM
To: Simons, Deborah
Subject: Re: Travel Expense Claim - March 2019 Board Meetings

s.19(1)

Hi Deborah. You are correct. As part of the cost sharing arrangements for travel and hotels, [REDACTED] 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. [REDACTED]

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, *SECRETARIAT 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

Simons, Deborah

From: Phyllis Clark <[REDACTED]>
Sent: Tuesday, April 02, 2019 1:11 PM
To: Simons, Deborah
Subject: Re: FW: Seeking approval - travel expense claim - TABCC82548 - Victor Young - B19-013

Yes, I approve

Phyllis Clark

Phone: [REDACTED] Email: [REDACTED]

CONFIDENTIALITY WARNING

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

On Tue, Apr 2, 2019 at 7:56 AM Simons, Deborah <simons@mint.ca> wrote:

Dear Phyllis,

Just wondering if you had a chance to review Victor's travel expense claim? I apologize for the urgency – we are required to have claims submitted to our finance team within 30 days of travel if possible, and this one is very close to 30 days.

Best,

Debby

From: Simons, Deborah
Sent: Monday, April 01, 2019 1:29 PM
To: Phyllis Clark <[REDACTED]>
Subject: Seeking approval - 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



Travel Expense Form 2019

Claimant
Cost Centre

Victor Young
121 Legal Services (Board)

OTJ #:
TA #: TABCC82548
EAHCE #: EAHCE12134
Cost estimate provided on TA: \$7,500.00
Departure Date: 4-Mar-19
Return Date: 9-Mar-19
THEMIS # (FF and Board claims only): 2954

Travel Location and Reason (attach any supporting documents):

B19-013	Currency Conversion Table		
	1 Unit of	is Worth	of
Attend Board and Committee meetings, and Board business dinners. Tampa, Florida/Ottawa/Tampa, Florida	USD	1.36608	CAD
			CAD
			CAD
			CAD
			CAD
			CAD
			CAD
			CAD

Total Travel Expenses (inclusive of fares)	2,815.64
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 2,815.64 RCM 0.00

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		165.54
740200 - Meals (domestic)		0.00
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)		0.00
741010 - Airfare (foreign)	121 Legal Services (Board)	1,120.07
740020 - Rail fare (domestic)		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)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	1,248.00
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	65.90
741900 - Incidentals (foreign)	121 Legal Services (Board)	23.63
740000 - Travel (domestic)		0.00
741000 - Travel (foreign)		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00

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



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.**

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

CEO APPROVAL REQUIRED: (Please initial)

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

CFO or CEO APPROVAL REQUIRED: (Please Initial)

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

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

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

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

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

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

1. Traveller Name (PRINT NAME) <i>Victor Young</i>	2. Expense claim prepared by (PRINT NAME) <i>Debby Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME) <i>Phyllis Clark</i>
Signature of traveller <i>Debby Simons</i>	Signature <i>Debby Simons</i>	Signature of Traveller's Director <i>Please refer to attached</i>
Date <i>for Victor Young</i>	Date <i>01/04/19</i>	Date <i>e-mail approval from Phyllis Clark 02/04/19</i>

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO <i>Paula</i>	Signature of CEO/Chair of Board/Chair of Audit Committee
Date	Date <i>April 20 19.</i>	Date
7. Reviewed by Finance (PRINT NAME)		Date

	Canada - (Except NWT, NVT, Yukon)			USA - (Except Alaska)		
	Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST	USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
RCM Paid Fares (Air-Domestic)						
RCM Paid Fares (Rail-Domestic)						
RCM Paid Fares (Air-Foreign)						
RCM Paid Fares (Rail-Foreign)						
Employee Paid Fares (Air - Domestic)						
Employee Paid Fares (Air- Foreign)	1,120.07					
Employee Paid Fares (Rail- Domestic)						
Employee Paid Fares (Rail - Foreign)						
Hotel Accommodations (Domestic)	1,410.24	162.24				
Hotel Accommodations (Foreign)						
Taxis (Domestic)	55.89					
Taxis (Foreign)				100.00		136.61
Mileage (\$0.57km)						
Business Telephone						
Parking						
Car Rental (Domestic)						
Car Rental/Gas (Foreign)						
Personal Accommodations						
Hospitality						
Others (code manually)						
Others (total)						
Total Expenses	2,586.20	162.24		100.00		136.61
Per Diem Country	Canada			USA		
Meal allowance rates	No. of meal allowances	Total CAD allowance	Calculated GST/HST	No. of meal allowances	Total USD allowance	Total CAD Equivalent
Breakfasts \$20.25				\$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
Total Expenses		69.20	3.30		17.30	23.63

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

Grand Total CAD Expenses	2,655.40	Grand Total USD Expenses	160.24
Grand Total HST/GST	165.54		

Notes

Victor is not claiming the cost of his flight to Ottawa on 4 March, as the cab to airport and flight are being reimbursed [redacted] while in Ottawa. He is only claiming the return flight and cab. While in Ottawa, Victor rode with others to/from some of the venues, and is therefore claiming 3 cab fares that were at his expense (2 in Ottawa and 1 in Tampa for his return trip). Breakfast was provided with the accommodations; Board dinners were provided on 4 & 5 March; Board lunches were provided on 5, 6 & 7 March. The afternoon of 7 March and full day on 8 March are personal days as Victor [redacted] not related to RCM.

Meal allowance and incidental calculator

Enter your travel dates here

	Sat	Sun	4 Mar.19	5 Mar.19	6 Mar.19	7 Mar.19	8 Mar.19	9 Mar.19	Sun	Mon	Tue	Wed	Thu	Fri	Total meal allowances
Breakfast							Personal								0
Lunch							Personal								0
Dinner						Personal	Personal								0
Incidentals			1	1	1	1	Personal	1							5

Enter your travel dates here

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

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

Breakfast	0
Lunch	0
Dinner	0
Incidentals	5

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

Terms and Conditions

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

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

Category	Period	Rate
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	USD → CAD	CAD → 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

$$1.3393 \times 1.02 = 1.36608$$

LeGrow's Travel Business Travel Management

A Maritime Travel Company



Maritime member



CUSTOMIZED CARE.
CLICK HERE TO LEARN MORE ABOUT OUR TRAVEL ALERTS.

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: [Triplt](#)

Our ref #

Invoice #

Date

Your Counsellor

Account #

Department

[REDACTED]
[REDACTED]
12 Feb 2019
HEIDI POUND
[REDACTED]

[Click here to learn more about our Corporate Travel Program](#)

Travel Arranger: [REDACTED]

VICTOR YOUNG

For:
YOUNG/VICTOR MR

[For CIBT Visa requirements click here](#)

Itinerary

This is your Itinerary and Invoice.

Web Check In: [Air Canada](#) - [REDACTED]

Air Canada	1264	Origin	Destination	Depart	Arrive	Seat
Airbus A320		Ottawa, ON	Tampa, FL	Sat - Mar 09	Sat - Mar 09	3D
Cabin Class Z-Business Class (lowe		Ottawa McDonald Cartier Intl (Ottawa, ON)	Tampa Intl (Tampa, FL)	06:15 AM	09:44 AM	

Duration 3:29

Passenger Information

Passenger YOUNG/VICTOR MR

Airline Code AC

Ticket # [REDACTED]

Booking Summary

Company Air Canada

Booking Reference

Company Air Canada

Loyalty # [REDACTED]

-THANK YOU FOR BOOKING WITH LEGROWS TRAVEL

Purchase Summary

Amount due	Amount Paid		
AIRCANADA WEB AIRFARE-TKT [REDACTED]	937.00	PYMT BY [REDACTED] [REDACTED]	-1069.47
<i>TAX ON AIRFARE INCLUDES 2.99 HST 0.00</i>		YOUNG/V 12FEB19	
<i>TAX ON AIRFARE INCLUDES 47.46 GST 0.00</i>		PYMT BY [REDACTED] [REDACTED]	-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		
<u>TOTAL DUE CAD</u>	<u>\$1,120.07</u>		
		<u>BALANCE CAD</u>	<u>\$0.00</u>

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 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 etk 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.

For more info.

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

000028

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

YOUNG VICTOR



BUSINESS CLASS/CLASSE AFFAIRES
ETKT [REDACTED]

Frequent Flyer/Voyageur assidu
[REDACTED]

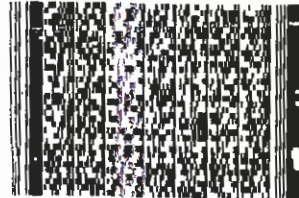
Flight/Vol	Date	From/De	Destination
AC 1264	09MAR	OTTAWA	TAMPA

Boarding Time/Heure d'embarquement 05:40 Gate/Porte 12 Seat/Place 03D

Departure Time/Heure de depart 06:15

Airline Use/A usage interne 0113 YOW [REDACTED]

Boarding Pass | Carte d'accès à bord



AIR CANADA
 YOUNG/VICTOR [REDACTED]
 J/C [REDACTED] LR
 YOW 9 MAR 04:19
 TO/A:TAMPA

AIR CANADA
 YOUNG/VICTOR [REDACTED]
 J/C [REDACTED] LR
 YOW 9 MAR 04:19
 TO/A:TAMPA

AC 1264 TPA

0014 AC [REDACTED]

AC 1264 TPA

0014 AC [REDACTED]

Simons, Deborah

From: Victor Young <[REDACTED]>
Sent: Wednesday, February 06, 2019 11:11 AM
To: Murka, Anne-Marie
Cc: 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 [REDACTED] in Ottawa at that time. [REDACTED]

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: [REDACTED]
- 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, *SECRETARIAT DE LA SOCIÉTÉ*




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

Tel/Tél.: 613-862-1716
Fax:/Télé. : 613-990-4665
murka@mint.ca | murka@monnaie.ca
mint.ca | monnaie.ca

Fairmont

CHÂTEAU LAURIER

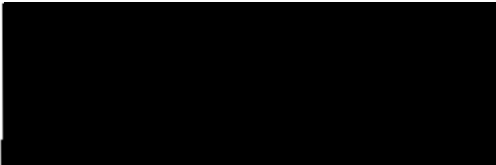

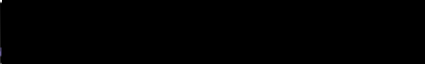





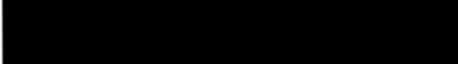


1 Rideau Street
 Ottawa, ON, Canada K1N 8S7
 T (613) 241-1414 F (613) 562-7030
 G.S.T. / H.S.T Registration #843511775

Room/Chambre : 0474
 Folio # : 
 Invoice # :
 Cashier/Cassier # : 226300
 Page # : 1 of 2

Reference No.

Mr Victor Young
 Canada

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

Date	Description	Additional Information/Supplémentaire	Charges	Credits
03-04-19	Room Charge		400.00	
03-04-19	Municipal Accommodation Tax (16.00	
03-04-19	Room HST (13%)		54.08	
03-05-19	Room Charge		400.00	
03-05-19	Municipal Accommodation Tax (16.00	
03-05-19	Room HST (13%)		54.08	
03-06-19				
03-06-19	Room Charge		400.00	
03-06-19	Municipal Accommodation Tax (16.00	
03-06-19	Room HST (13%)		54.08	
03-07-19	Room Charge		400.00	
03-07-19	Municipal Accommodation Tax (	16.00	
03-07-19	Room HST (13%)		54.08	
03-08-19				
03-08-19	Room Charge		491.15	
03-08-19	Municipal Accommodation Tax (	19.65	
03-08-19	Room HST (13%)		66.40	
XXXXXXXXXXXX  XX/XX				2,520.80

RCM
 Personal
 RCM
 Personal
 Personal
 Personal

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

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
 I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où le compagnon, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)
 J'ai accepté la livraison du journal The Globe and Mail. Si j'avis refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

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

Fairmont

CHÂTEAU LAURIER

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

Room/Chambre : 0474
 Folio # : XXXXXXXXXX
 Invoice # : XXXXXXXXXX
 Cashier/Cassier # : 2263 00
 Page # : 2 of 2

Reference No.

Mr Victor Young
 Canada

Arrival/Arrivée : 03-04-19
 Departure/Départ : 03-08-19

Date	Description	Additional Information/Supplémentaire	Charges	Credits
03-09-19	XXXXXXXXXX			
Total			2,520.80	2,520.80
Balance Due/Solde			0.00	

GST Summary / Sommaire

Room/Chambre 0.00
 F&B/Restauration 0.00
 Other/Autres 0.00
Total 0.00

HST Summary / Sommaire

Room/Chambre 282.72
 F&B/Restauration 0.00
 Other/Autres 7.28
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.

RCM (3 nights) = \$1410.24 (tax \$162.24)
Personal = \$1,110.56 (tax \$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 association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
 I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où le compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année)
 J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

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

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-304-273
MERCHANT ID: 4325714A
VEHICLE ID: 1456
DRIVER ID: 00050077

TRIP NUMBER: 7436
PASSENGERS: 1

03/07/2019
START: 11:47 END: 11:48

FARE AMOUNT: \$ 18.00

TOTAL : \$ 18.00

SALE : ****

APPROVAL NUMBER : 043886

PASSENGER COPY

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

***** **f**

AMOUNT \$37.89

00 - APPROVED - 001

AID: A000000031010
TVR: 00 00 00 00

CUSTOMER COPY

Cab from PCOM
to hotel

Cab from hotel
to Ottawa
airport

RECEIPT No. **052159**

DATE **3-9-19**

FROM **VICTOR YOUNG** \$ **100.00**

ONE HUNDRED **00/100** **00** DOLLARS

FOR RENT
 FOR **TRANSPORTATION**

ACCT.		<input checked="" type="radio"/> CASH
PAID	100.01	<input type="radio"/> CHECK
DUE		<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM **3-9-** TO **2-9-19**

BY **[REDACTED]**

A-2501
T-46820

Cab from airport in Tampa
to residence.

\$136.61 Cdn.

Simons, Deborah

From: Victor Young <[REDACTED]>
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, [REDACTED] 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. [REDACTED]

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

Tel/Tél. : 613-716-4439

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

Simons, Deborah

From: Phyllis Clark <[REDACTED]>
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 Tuesday this week).

Best,

Debby

From: Simons, Deborah
Sent: Tuesday, May 07, 2019 1:41 PM
To: Phyllis Clark <[REDACTED]>
Subject: Seeking approval - travel expense claim TABCC82726 - Victor Young - B19-018

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: [REDACTED] 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.

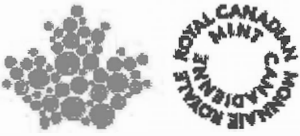
Best,

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

**Royal Canadian Mint / Monnaie royale canadienne**

320 Sussex Drive
OTTAWA, ON
K1A 0G8
Canada

ELECTRONIC FUNDS TRANSFER**VICTOR YOUNG**

Telephone 613-993-3500
Fax
Date 17/05/2019
Vendor account
Date of payment 21/05/2019
Reference No. 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	1,417.56	0.00	1,417.56	THEMIS # 2963 EAHCE12189 WINNIPEG BOD MEETING
		CAD			<u>1,417.56</u>	



Travel Expense Form 2019

OTJ #:
 TA #: TABCC82726
 EAHCE #: EAHCE12189
 Cost estimate provided on TA \$5,505.35
 Hospitality estimate provided on TA
 Departure Date 12-May-19
 Return Date 15-May-19
 THEMIS # (P and Board claims only) 2963

Claimant Victor Young
 Cost Centre 121 Legal Services (Board)

Travel Location and Reason
 (attach supporting documents):

B19-018 To attend Board of Directors meetings and business dinners. Orlando/Denver/Winnipeg/Chicago/Tampa *AIRFARE ONLY	Currency Conversion Table		
	1 Unit of	is Worth	of
	USD		CAD
			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 \$ AMOUNT)

Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT)					
Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00

Amount Owing to: Employee **1,417.56** RCM **0.00**

Expense Coding		
Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		138.56
740200 - Meals (domestic)		0.00
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	1,279.00
741010 - Airfare (foreign)		0.00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)		0.00
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)		0.00
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)		0.00
741900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
		0.00
		0.00
		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00
FOR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim		(\$4,087.79)
	Variance %	-74%
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim		\$0.00
	Hospitality Variance %	000.00



Travel Expense Form 2019

TA # **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 signing. All travel plans must be pre-authorized using the Authority to Travel and Advance form.

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

CEO APPROVAL REQUIRED: (Please Initial)

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

CFO or CEO APPROVAL REQUIRED: (Please Initial)

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

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

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

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please Initial)

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

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

1. Traveller Name (PRINT NAME) <i>Victor Young</i>	2. Expense claim prepared by (PRINT NAME) <i>Debby Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller <i>Debby Simons</i>	Signature <i>Debby Simons</i>	Signature of Traveller's Director
Date <i>02/05/19</i>	Date <i>02/05/19</i>	Date

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval, other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO <i>[Signature]</i>	Signature of CEO/Chair of Board/Chair of Audit Committee <i>Please refer to attached</i>
Date	Date <i>May 6/2019</i>	Date <i>e-mail approval from Phyllis Clark - 10/05/19</i>
7. Reviewed by Finance (PRINT NAME)		Date <i>000040</i>

**TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS**

Revised May 6, 2015

Claimant: Victor Young

Departure Date: 12-May

Return Date: 15-May

Location: Winnipeg

Purpose: Attend Board of Directors meetings and business dinners.

TRAVEL EXPENSE	Amount
Airfare	\$ 1,417.56
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	
Mileage (\$.055/km)	\$ -
Parking	
Taxis	
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ 1,417.56
Total Meal/Incidentals	\$ -
TOTAL	\$ 1,417.56

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	\$20.50	0	\$ -
Lunches	\$20.10	0	\$ -
Dinners	\$50.65	0	\$ -
Incidentals	\$17.30	0	\$ -
			\$ -

Total Travel Expenses

Meal allowance and incidental calculator

Insert Date →

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

Per Diem Calculator

Insert Date →

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
								0

Claimant Signature: Debby Jimenez for Victor Young

Date: 07/05/19

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



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



Our ref #

Invoice #

Date

Your Counsellor

Account #

Department



24 Apr 2019

HEIDI POUND



Tap to send Itinerary to our App via phone:

[Our iPhone App](#) | [Our Android App](#)

View Itinerary On: [ViewTrip](#) | Send Itinerary To: [Triplt](#)

[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](#) -

	Origin	Destination	Depart	Arrive	Seat
 United Airlines Inc 2369 Boeing 737-900 Duration 4:04 Cabin Class Z-Business/Business First	Orlando, FL Orlando Intl Arpt (Orlando, FL)	Denver, CO Denver Intl Arpt (Denver, CO)	Sun - May 12 06:30 AM	Sun - May 12 08:34 AM	02E
 United Airlines Inc 5219 (Operated by SKYWEST DBA UNITED EXPRESS) Duration 2:13 Cabin Class Z-Business/Business First	Denver, CO Denver Intl Arpt (Denver, CO)	Winnipeg, MB Winnipeg Ja Richardson Intl Arpt (Winnipeg, MB)	Sun - May 12 10:50 AM	Sun - May 12 02:03 PM	02C
 United Airlines Inc 5859 (Operated by SKYWEST DBA UNITED EXPRESS) Duration 2:23 Cabin Class Z-Business/Business First	Winnipeg, MB Winnipeg Ja Richardson Intl Arpt (Winnipeg, MB)	Chicago, IL O'Hare Intl Arpt (Chicago, IL) Terminal 2	Wed - May 15 02:45 PM	Wed - May 15 05:08 PM	02A
 United Airlines Inc 246 Boeing 737-900 Duration 2:47 Cabin Class Z-Business/Business First	Chicago, IL O'Hare Intl Arpt (Chicago, IL) Terminal 1	Tampa, FL Tampa Intl (Tampa, FL)	Wed - May 15 05:57 PM	Wed - May 15 09:44 PM	02E

Passenger Information

Passenger YOUNG/VICTOR MR

Airline Code UA

Ticket #

Booking Summary

Company United Airlines

Booking Reference

Company Air Canada

Loyalty #

Purchase Summary

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

For more info.

Please visit 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 (1l) sized clear plastic zip-top bag. Visit www.Catsa-acsta.gc.ca . Travelers to Canada 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 [www.Cic.gc.ca/english/information/inadmissibility/airline policy](http://www.Cic.gc.ca/english/information/inadmissibility/airline_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@maritimetravel.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:



UNITED 

TSA PRE PREMIER ACCESS

INTL

UA 2369 2E B5F146

150

YOUNG/VICTORMR

AP-***

ORLANDO TO DENVER

UA 2369

GATE

BOARDING BEGINS:

SEAT

BOARDING GROUP

MCO-DEN 44

5:50A

2E

1

SUN MAY 12 2019

GATE MAY CHANGE

BOARDING ENDS: 6:15 AM

AISLE

FLIGHT DEPARTS: 6:30 AM

UNITED

FLIGHT ARRIVES: 8:34 AM

FIRST CLASS

CONFIRMATION:

TICKET:

A STAR ALLIANCE MEMBER 

UNITED 

TSA PRE PREMIER ACCESS

INTL

UA 5219 2C B5F146

32

YOUNG/VICTORMR

AP-***

DENVER TO WINNIPEG

UA 5219

GATE

BOARDING BEGINS:

SEAT

BOARDING GROUP

DEN-YWG B53

10:25A

2C

1

SUN MAY 12 2019

BOARDING ENDS: 10:35 AM

AISLE

FLIGHT DEPARTS: 10:50 AM

UNITED

FLIGHT ARRIVES: 2:03 PM

BUSINESS CLASS

OPERATED BY-SKYWEST DBA UNITED EXPRESS

CONFIRMATION:

TICKET:

A STAR ALLIANCE MEMBER 

PREMIER ACCESS

INTL

UA 5859 B9F719

43

YOUNG/VICTORMR

AP-***

WINNIPEG TO CHICAGO

UA5859

GATE

BOARDING BEGINS:

SEAT

BOARDING GROUP

YWG-ORD

2

2:20P

2A

1

WED MAY 15 2019

GATE MAY CHANGE

BOARDING ENDS: 2:30 PM

FLIGHT DEPARTS: 2:45 PM

FLIGHT ARRIVES: 5:08 PM

WINDOW

UNITED

BUSINESS CLASS

OPERATED BY SKYWEST ORA UNITED EXPRESS

NR - MA IN

Do not expose to excessive heat or direct sunlight.

PREMIER ACCESS

INTL

UA 246 B9F719

108

YOUNG/VICTORMR

AP-**

CHICAGO TO TAMPA

UA246

GATE

BOARDING BEGINS:

SEAT

BOARDING GROUP

ORD-TPA

5:17P

2E

1

WED MAY 15 2019

BOARDING ENDS: 5:42 PM

FLIGHT DEPARTS: 5:57 PM

FLIGHT ARRIVES: 9:44 PM

AISLE

UNITED

FIRST CLASS

NR - MA IN

Do not expose to excessive heat or direct sunlight.

Simons, Deborah

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

s.19(1)

Approved

Phyllis Clark

Phone: [REDACTED] Email: [REDACTED]

CONFIDENTIALITY WARNING

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

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

Dear Phyllis,

Attached are four travel expense claims for approval:

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

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

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

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

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

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

Best,

DEBBY SIMONS

COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

Tel/Tél. : 613-716-4439

simons@mint.ca | simons@monnaie.ca

mint.ca | monnaie.ca

Thellend, Talia

From: Simons, Deborah
Sent: June 13, 2019 1:58 PM
To: Victor Young
Subject: Travel Expense Claim
Attachments: [REDACTED]_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 613-993-3500
Fax
Date 13/06/2019
Vendor account [REDACTED]
Date of payment 14/06/2019
Reference No. 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			<u>1,403.54</u>	

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)

Claimant Victor Young
Cost Centre 121 Legal Services (Board)

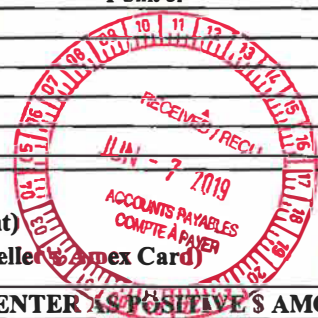
OTJ #: [Blank]
TA #: TABCC82726
EAHCE #: EAHCE12189
Cost estimate provided on TA: \$5,505.35
Hospitality estimate provided on TA: [Blank]
Departure Date: 12-May-19
Return Date: 15-May-19
THEMIS # (VP and Board claims only): 2963

B19-018
BAL
V

Travel Location and Reason
 (attach supporting documents):

B19-018
 To attend Board of Directors meetings and business dinners.
 Orlando/Denver/Winnipeg/Chicago/Tampa
 * EXPENSES

Currency Conversion Table		
1 Unit of	is Worth	of
USD	1.37179	CAD
		CAD
		CAD
		CAD



Total Travel Expenses (inclusive of fares)	2,821.10				
Prepaid Fares (Paid using Amex Corporate Billing Account)	0.00				
Airfare Previously Claimed by Traveller (Paid using Traveller's Amex Card)	1,417.56				
Airfare previously claimed by Traveller under this TA # (ENTER AS POSITIVE \$ AMOUNT)	1,417.56				
Cash Advanced / Returned (ENTER AS POSITIVE \$ AMOUNT)					
Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00
Amount Owing to:	Employee		1,403.54	RCM	0.00

AP427064

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		189.96
740200 - Meals (domestic)	121 Legal Services (Board)	86.52
741200 - Meals (foreign)		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)		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)	233.20
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)	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)		0.00
741000 - Baggage & Travel (foreign)		0.00
154200 Prepaid claimed		(1,417.56)
		0.00
		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00
FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$2,684.25)
	Variance %	-49%
	(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
	Hospitality Variance %	#DIV/0!



5710
1410.96



Travel Expense Form 2019

TA # 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 signing. All travel plans must be pre-authorized using the Authority to Travel and Advance form.**

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

CEO APPROVAL REQUIRED: (Please initial)

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

CFO or CEO APPROVAL REQUIRED: (Please initial)

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

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

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

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

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

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

1. Traveller Name (PRINT NAME) <i>Victor Young</i> <i>Ruby Simons</i>	2. Expense claim prepared by (PRINT NAME) <i>Ruby Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller <i>Victor Young</i>	Signature <i>Ruby Simons</i>	Signature of Traveller's Director
Date <i>04/06/19</i>	Date <i>04/06/19</i>	Date

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

4. Approved by VP (as required) (PRINT NAME) <i>JB</i>	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required) <i>J. Lamelon</i>	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required) <i>Please refer to attached</i>
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee
Date	Date <i>June 5/2019</i>	Date <i>06/06/19</i>
7. Reviewed by Finance (PRINT NAME) <i>CDavis</i>		Date <i>June 11/19</i>



	Canada - (Except NWT, NVT, Yukon)			USA - (Except Alaska)		
	Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST	USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
RCM Paid Fares (Air-Domestic)						
RCM Paid Fares (Rail-Domestic)						
RCM Paid Fares (Air-Foreign)						
RCM Paid Fares (Rail-Foreign)						
Employee Paid Fares (Air - Domestic)	✓ 1,417.56	✓ 138.56	660			
Employee Paid Fares (Air- Foreign)						
Employee Paid Fares (Rail- Domestic)						
Employee Paid Fares (Rail - Foreign)						
Hotel Accommodations (Domestic)	✓ 860.86	✓ 38.22				
Hotel Accommodations (Foreign)						
Taxis (Domestic)	✓ 143.00	✓ 5.50				
Taxis (Foreign)				170.00		✓ 233.20
Mileage (\$0.55/km)						
Business Telephone						
Parking						
Car Rental (Domestic)						
Car Rental/Gas (Foreign)						
Personal Accommodations						
Hospitality						
Baggage (Domestic)						
Baggage (Foreign)						
Others (code manually)						
Prepaid claimed flight	(1,417.56)					
Others (total)	(1,417.56)					
Total Expenses	1,003.86	✓ 182.28		170.00		✓ 233.20
Per Diem Country		50.32	Canada			USA
Meal allowance rates	No. of meal allowances	Total CAD allowance	Calculated GST/HST	No. of meal allowances	Total USD allowance	Total CAD Equivalent
Breakfasts	\$20.50		\$20.50			
Lunches	\$20.10	2	40.20	1.91	\$20.10	
Dinners	\$50.65	1	50.65	2.41	\$50.65	
Total Meals		✓ 3	✓ 90.85	4.33		
Incidentals	\$17.30	3	✓ 51.90	2.47	\$17.30	1
Total Expenses			142.75	6.80	17.30	✓ 23.73

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

Grand Total CAD Expenses	1,146.61	Grand Total USD Expenses	256.93
Grand Total HST/GST	189.08		

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, [redacted] 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 # :
 Cashier # : 1028
 Page # : 1 of 2

s.19!)

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

Date	Description	Additional 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		XXXXXXXXXXXX		1,361.45
06-04-19		Refund		-483.64
		XXXXXXXXXXXX		

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

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

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

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

000056



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 # : XXXXXXXXXX
Cashier # : 1028
Page # : 2 of 2

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

Date	Description	Additional Information	Charges	Credits
		Total	877.81	877.81
		Balance Due	0.00	

GST Summary

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.

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

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

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

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



Revised invoice showing refund of 14 May.

Room : 1917
Folio # : [REDACTED]
Cashier # : 1028
Page # : 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	[REDACTED]	Personal —	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	[REDACTED]	XXXXXXXXXXXX [REDACTED] XX/XX		1,361.45
06-04-19	[REDACTED]	Refund XXXXXXXXXXXX [REDACTED] XX/XX		-483.64
				<u>\$877.81</u>

Personal \$16.95
RCM ✓ \$860.86 (tax \$38.99)
\$877.81

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

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

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

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



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 # : XXXXXXXXXX
Cashier # : 1028
Page # : 2 of 2

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

Date	Description	Additional Information	Charges	Credits
Total			877.81	877.81
Balance Due			0.00	

GST Summary

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.

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

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

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

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



Hotel refunded night of 14 May due to excessive noise in the hotel

Room : 1917
Folio # : [REDACTED]
Cashier # : 1028
Page # : 1 of 1

s.19(1)

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

Royal Canadian Mint
Mr Victor Young
Canada

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

Date	Description	Additional Information	Charges	Credits
05-12-19	[REDACTED]		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	[REDACTED]	XXXXXXXXXXXX [REDACTED] XX/XX		1,361.45
Total			877.81	1,361.45

Balance Due

-483.64

GST Summary

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.

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

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

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

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

Original invoice (3 nights)



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 # : 1073
Page # : 1 of 2

s.19(1)

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

Date	Description	Additional Information	Charges	Credits
05-12-19			16.95	- <i>Revenu</i>
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	
05-14-19	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 réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
 États-Unis ou Canada 1 800 441 1414

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

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

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



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 # : 1073
Page # : 2 of 2

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

Date	Description	Additional Information	Charges	Credits
		Total	1,361.45	1,361.45
		Balance Due	0.00	

GST Summary

Room	56.85
F&B	0.00
Other	3.59
Total	60.44

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.

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

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

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné ne refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année)

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



MEARS TRANSPORTATION
CASH RECEIPT

TERM : 5818
5/12/19 05:00:10

CASH
FARE : \$ 74.00
TOTAL : \$ 74.00

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

APPROVED

*CAB TO AIRPORT
IN ORLANDO
US dollars*

*Cab from
residence to
airport*

UNIVERSITY TAXI-204
340 HANCOCK PL

WINNIPEG, MB R3M 0G6
TEL: (204) 925-3131

TERM ID: 86143193 BATCH#: 012
EMPLOYEE ID: 1 SHIFT#: 002

Sale

INVT: 000000028

Location Label
00000000000000000000
00000000000000000000
00000000000000000000
00000000000000000000

Total: CAD\$ 35.00

APPROVED 061548
001/00

12-May-19 14:45:38

CUSTOMER COPY

*AIRPORT TO
PARLIAMENT*

*Cab from
Winnipeg
airport to
hotel*

FROM CA
DUFFY'S TAXI #383
1100 NOTRE DAME AVE
WINNIPEG MB

CARD *****
CARD TYPE
DATE 2019/05/13
TIME 4274 14:29:39
CLERK ID 101
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
hotel.*

TO MINT

UNICITY TAXI 50
410 HARKNESS PL
WINNIPEG, MB R3C 0X5
TEL (204) 925-3131

UNICITY TAXI 50
410 HARKNESS PL
WINNIPEG, MB R3C 0X5
TEL (204) 925-3131

TERM ID: B6064644
EMPLOYEE ID: 2

TERM ID: B6065568
EMPLOYEE ID: 1

BATCH#: 051
SHIFT#: 002

Sale
INVT: 00000018
SECT: 00000000
APPROVAL LABEL: [REDACTED]
APP: 0000000031010
TR: 00 00 00 00 00
TS: 00 00

Sale
INVT: 00000019
SECT: 00000000
APPROVAL LABEL: [REDACTED]
APP: 0000000031010
TR: 00 00 00 00 00
TS: 00 00

Total: CAD\$ 30.00

Total: CAD\$ 50.00

APPROVAL: 072387
001 110
14-May-19 08:14:41
CUSTOMER COPY

APPROVAL: 072387
001 110
15-May-19 12:42:41
CUSTOMER COPY

AIRPORT

Cab from hotel
to RCM

Cab from RCM
to airport

U.S. Dollar

RECEIPT

DATE: May 15, 2019 No. 552368

FROM: VICTOR YOUNG \$ 96.00

Ninety Six and 00/100 DOLLARS

FOR RENT
 FOR TRANSPORTATION FROM TAMPA AIRPORT

ACCT:	<u>96</u>	<input checked="" type="radio"/> CASH
PAID:	<u>96</u>	<input type="radio"/> CHECK
DUE:	<u>0</u>	<input type="radio"/> MONEY ORDER

FROM: TPA TO: [REDACTED]

BY: [REDACTED]

2501

Cab from airport to residence.

CRA Calculated Taxi Tax 2019

Taxis for
Ontario &
Quebec

\$	-
\$	-
\$	-

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

\$	-
\$	-
\$	-

Taxis for
BC &
Saskatchewan &
Alberta &
Manitoba

\$ 143.00 ✓

Total cabs in
Winnipeg
= \$143.00

\$	143.00
\$	5.50
\$	137.50

The figures you need

GRAND TOTAL
TOTAL TAX

\$	143.00
\$	5.50



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 [Terms and Conditions](#) 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 summary

Category	Period	Rate
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	USD → 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

$$1.3449 \times 1.02 = 1.37179$$

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

Numbers only

	12	13	14	15											Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch			1		1										2
Dinner		1													1
Incidentals			1	1	1										3

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

	12	13	14	15											Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals		1													1

Location:

Ottawa Winnipeg May 12 - 15, 2019

Purpose:

To attend board of Royal Canadian Mount

TRAVEL EXPENSE

	Amount
Airfare <i>Already claimed</i>	1417.56 ✓ ds
Baggage Fees	-
Change Fees	-
VIA Rail	-
Hotel Accommodations	1361.45 860.86 ds
Mileage (\$.0555/km)	\$ -
Parking	-
Taxis	343.25 376.20 ds
Car Rental	-
Gasoline	-
Private Accomodation (\$50/ngt)	-
Other	-

U.S. - 74
U.S. - 96)

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	20.90 \$19.10	0	\$ -
Lunches	20.10 \$18.90	2-0	\$ -
Dinners	50.65 \$47.35	1-0	\$ -
Incidentals	\$17.30	4-0	\$ -
Total			\$ -

40.20
50.65
51.90
+
23.73
166.48

Total Travel Expenses

Total Travel Expenses	\$ 3122.21 1237.06 ds
Total Meal/Incidentals	\$ 77.166.48 166.48 ds
TOTAL	\$ - 1403.54 ds

Incidentals = 3 CAD
1 US ds.

Meal allowance and incidental calculator

	12 May	13 May	14 May	15 May				Total
Sat	Sun	Mon	Tue	Wed	Thu	Fri		
Breakfast								0
Lunch	1	1		1				3
Dinner	1							1
Incidentals	1	1	1	1				4

Per Diem Calculator

	12 May	13 May	14 May	15 May				Total
Sat	Sun	Mon	Tue	Wed	Thu	Fri		
	1	1	1	1				4
								0

Claimant Signature: [Signature]

Date: May 25, 2019

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

Muller, Kim

From: Phyllis Clark [REDACTED]
Sent: Monday, September 16, 2019 3:03 PM
To: Muller, Kim
Subject: Re: Gentle reminder - Seeking approval - travel expense claim TABCC82548 - Victor Young - B19-037

Approved...thanks for the reminder.

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

CONFIDENTIALITY WARNING

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

On Mon, Sep 16, 2019 at 9:55 AM Muller, Kim <mullerk@mint.ca> wrote:

Dear Phyllis,

A friendly reminder for your approval on Victor's travel expense. This claim represents the expenses related to his travel to Ottawa to attend the August Board and Committee 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.

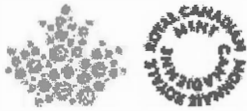
Should you have any questions, please do not hesitate to ask.

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: [REDACTED]

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

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

Dear Phyllis,

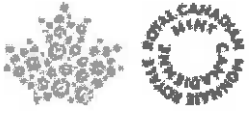
Attached is a travel expense claim for approval. This claim represents the expenses related to Victor's travel to Ottawa to attend the August Board and Committees meetings. There are no exceptions, and the claim has been reviewed and initialed by the CFO. If you approve via e-mail, I will add a notation 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, *SÉCRÉTARIAT 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: Phyllis Clark <[REDACTED]>
Sent: Monday, September 16, 2019 3:03 PM
To: Muller, Kim
Subject: Re: Gentle reminder - Seeking approval - travel expense claim TABCC82548 - Victor Young - B19-037

Approved...thanks for the reminder.

Phyllis Clark

Phone: [REDACTED] Email: [REDACTED]

CONFIDENTIALITY WARNING

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

On Mon, Sep 16, 2019 at 9:55 AM Muller, Kim <mullerk@mint.ca> wrote:

Dear Phyllis,

A friendly reminder for your approval on Victor's travel expense. This claim represents the expenses related to his travel to Ottawa to attend the August Board and Committee 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.

Should you have any questions, please do not hesitate to ask.

Best,

KIM MÜLLER

ADMINISTRATIVE ASSISTANT, CORPORATE SECRETARIAT

ADJOINTE ADMINISTRATIVE, SECRÉTARIAT DE LA SOCIÉTÉ



s.19(1)

320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8

Tel/Tél. : 613-355-6458

mullerk@mint.ca | mullerk@monnaie.ca

mint.ca | monnaie.ca

From: Muller, Kim

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

To: [REDACTED]

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, SÉCRÉTARIAT 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



Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive
OTTAWA, ON
K1A 0G8
Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

VICTOR YOUNG

Telephone 613-993-3500
Fax
Date 20/09/2019
Vendor account [REDACTED]
Date of payment 23/09/2019
Reference No. 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	3,306.29	0.00	3,306.29	THEMIS # 3018 EAHCE12272 OTTAWA
		CAD			<u>3,306.29</u>	BLANKET TA



Travel Expense Form 2019

OTJ #:

Blanket TA #:

TABCC82548

879-039

EAHCE #

EAHCE12272

Claimant

Victor Young

Cost Centre

121 Legal Services (Board)

Cost estimate provided on TA

\$7,500.00

Hospitality estimate provided on TA

Departure Date

20-Aug-19

Return Date

23-Aug-19

Travel Location and Reason

(attach supporting documents):

THEMIS # (VP and Board claims only)

3018

B19-037 to attend Board and Committees meeting and Business dinners St-Johns, NL /Ottawa/St-Johns, NL	Currency Conversion Table		
	1 Unit of	is Worth	of
	USD		CAD
			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)

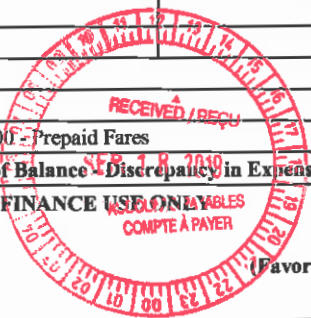
Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00

Amount Owing to: Employee 3,306.29 RCM 0.00

Expense Coding

Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		218.13
740200 - Meals (domestic)	121 Legal Services (Board)	67.38
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	1,351.23
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)	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)		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 (Board)	65.90
741900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
0.00		0.00
0.00		0.00

ENTERED
SEP 19 2019
AP437733



154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00
FOR FINANCE USE ONLY / VÉHICULES COMPTÉ À PAYER	(Favorable)/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!



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

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

CEO APPROVAL REQUIRED: (Please initial)

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

CFO or CEO APPROVAL REQUIRED: (Please initial)

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

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

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

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

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

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

1. Traveller Name (PRINT NAME) <i>Victor Young</i>	2. Expense claim prepared by (PRINT NAME) <i>Kira Muller</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME)
<i>Kira Muller for Victor Young</i>	<i>Kira Muller</i>	
Signature of traveller	Signature	Signature of Traveller's Director
<i>09/06/2019</i>	<i>09/06/2019</i>	
Date	Date	Date

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

4. Approved by VP (as required) (PRINT NAME) <i>Tennifer Carleton</i>	5. Reviewed by CFO (CEO claims, Board claims; claims for review prior to CEO approval; other as required) <i>Paula</i>	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required) <i>Please refer to attach email approval from Phyllis Clark</i>
<i>Tennifer Carleton</i>	<i>Paula</i>	<i>Phyllis Clark</i>
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee
	<i>Sept 19 2019</i>	<i>09/16/2019</i>
Date	Date	Date
7. Reviewed by Finance (PRINT NAME)		Date

Cherries

Sept 19/19

000077

	Canada - (Except NWT, NVT, Yukon)			USA - (Except Alaska)		
	Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST	USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
RCM Paid Fares (Air-Domestic)						
RCM Paid Fares (Rail-Domestic)						
RCM Paid Fares (Air-Foreign)						
RCM Paid Fares (Rail-Foreign)						
Employee Paid Fares (Air - Domestic)	✓ 1,354.53	✓ 3.30	✓			
Employee Paid Fares (Air- Foreign)						
Employee Paid Fares (Rail- Domestic)						
Employee Paid Fares (Rail - Foreign)						
Hotel Accommodations (Domestic)	✓ 1,695.81	✓ 195.09	✓			
Hotel Accommodations (Foreign)						
Taxis (Domestic)	✓ 116.00	✓ 13.07	✓			
Taxis (Foreign)						
Mileage (\$0.57km)						
Business Telephone						
Parking						
Car Rental (Domestic)						
Car Rental/Gas (Foreign)						
Personal Accommodations						
Hospitality						
Baggage (Domestic)						
Baggage (Foreign)						
Others (code manually)						
Others (total)						
Total Expenses	3,166.34	211.46				
Per Diem Country			Canada			USA
Meal allowance rates	No. of meal allowances	Total CAD allowance	Calculated GST/HST	No. of meal allowances	Total USD allowance	Total CAD Equivalent
Breakfasts \$20.50				\$20.50		
Lunches \$20.10	1	20.10	0.96	\$20.10		
Dinners \$50.65	✓ 1	50.65	2.41	\$50.65		
Total Meals		✓ 70.75	3.37			
Incidentals \$17.30	4	✓ 69.20	3.30	\$17.30		
Total Expenses		139.95	6.66			

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

Grand Total CAD Expenses

3,306.29

Grand Total USD Expenses

Grand Total HST/GST

218.123

Notes for Expenses

Breakfast on Aug 20 was provided with the flight. Breakfast on 21-22-23 was included in Accommodations. RCM provided lunch on 21-22 Aug. and RCM provided Dinner on 20-21 Aug. 2019.

Meal allowance and incidental calculator

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

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

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

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

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

Numbers only

			20	21	22	23									Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch				1											1
Dinner						1									1
Incidentals				1	1	1	1								4

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

			20	21	22	23									Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

s.19(1)

LeGrow's Travel Business Travel Management

A Florida Travel Company



Platinum member

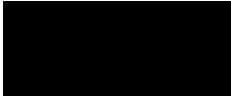


Customized call
Click here to learn more about our mobile app.

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



Our ref #

Invoice #

Date

Your Counsellor

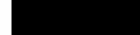
Account #

Department



05 Aug 2019

HEIDI POUND



Tap to send itinerary to our App via phone:
[Our iPhone App](#) | [Our Android App](#)

View Itinerary On: [ViewTrip](#) | Send Itinerary To: [Triplt](#)

[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 Canada](#) -

	Air Canada 655	Origin	Destination	Depart	Arrive	S
	Embraer 190 Cabin Class P-Business	ST. JOHN'S, NL St. John's Arpt (ST. JOHN'S, NL)	Ottawa, ON Ottawa McDonald Cartier Intl (Ottawa, ON)	Tue - Aug 20 5:50 AM	Tue - Aug 20 7:11 AM	0:
Duration 2:51						
	Air Canada 654	Origin	Destination	Depart	Arrive	S
	Embraer 190 Cabin Class P-Business	Ottawa, ON Ottawa McDonald Cartier Intl (Ottawa, ON)	ST. JOHN'S, NL St John's Arpt (ST. JOHN'S, NL)	Fri - Aug 23 9:00 PM	Sat - Aug 24 1:01 AM	0:
Duration 2:31						

Passenger Information

Passenger

Airline Code AC

Ticket #

Passenger YOUNG/VICTOR MR

Airline Code AC

Ticket #

Booking Summary

Company Air Canada

Booking Reference

Company Air Canada

Loyalty #

Company Air Canada

Loyalty #

s.19(1)

Purchase Summary

Victor

Amount due

AIR CANADA AIRFARE - TKT [REDACTED]
 TAX ON AIRFARE INCLUDES 172.09 HST
 TAX ON AIRFARE INCLUDES 72.25 OTHER
 TAX ON AIRFARE
 AIR CANADA AIRFARE - TKT [REDACTED]
 TAX ON AIRFARE INCLUDES 172.98 HST
 TAX ON AIRFARE INCLUDES 72.25 OTHER
 TAX ON AIRFARE
 LEGTVL NON-REFUNDABLE FEE-DOMESTIC
 HST ON FEE (R103524823)
 TOTAL DUE CAD

1084.00

245.23

1084.00

245.23

44.00

6.60

\$2,709.06

Amount Paid

PYMT BY [REDACTED] -1
 Aug 5 2019
 PYMT BY [REDACTED] -1
 Aug 5 2019
 PYMT BY [REDACTED]
 TOTAL PAID CAD \$2

44.00 : 2 = 22.00
6.60 : 2 = 3.30\$

1084.00
245.23
22.00
3.30

1354.53

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 prior to departure. Your reservation number with Air Canada is r5akur. Air Canada contact phone number is 1-888-247-2262. Please check in 90 min 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.

Boarding passes required prior to entering Security. Baggage charges may apply

000081

8/6/2019, 9:57 AM

Fairmont CHÂTEAU LAURIER

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

Room/Chambre : 0370
Folio # : [REDACTED]
Invoice # :
Cashier/Cassier # : 615
Page # : 1 of 2

s.191)

Mr Victor Young
Canada

Reference No.
Arrival/Arrivée : 08-20-19
Departure/Départ : 08-23-19

Date	Description	Additional Information/Supplémentaire	Charges	Credits
08-20-19	[REDACTED]	Room# 0370 [REDACTED]	[REDACTED]	personal
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	[REDACTED]	Room# 0370 : [REDACTED]	[REDACTED]	personal
08-23-19	[REDACTED]	XXXXXXXXXXXXXXXX [REDACTED] XX/XX		1,710.79

Personal = 14.98
RCM = 1695.91
TAX: 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 bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.6% per month after one month. (18.00% per annum.) I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.6% par mois après un mois. (18.00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'étais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

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

000082

Home TO AIRPORT
ROD DUNNE
322 PENNEYWELL RD.
ST. JOHN'S NL

CARD ***** [REDACTED]
CARD TYPE
DATE 2019/08/20
TIME 1596 04:52:08
RECEIPT NUMBER
C85051946-001-300-001-0

PURCHASE
TOTAL
\$21.00

[REDACTED]
A0000000031010
D12BE6CCAFB1799D
0080008000-E800
6CA8376E09091E01
0080008000-F800

APPROVED
AUTH# 062549 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

AIRPORT TO CHATEAU

BLUE LINE TAXI
(613) 838-1111

TERMINAL ID: 329 363 005
MERCHANT ID: 4325532A
VEHICLE ID: 1324
DRIVER ID: 00000616
TRIP NUMBER: 0320
PASSENGERS: 1
08/20/2019
START: 07:58
END: 07:59
FARE AMOUNT: \$ 35.00

TOTAL : \$ 35.00

[REDACTED] GATE [REDACTED]
APPROVAL NUMBER 016395

PASSENGER COPY

CUSTOMER SERVICE 1-800-445-2812
INQUIRY@TAXITAB.COM
TAXITAB



35.00

Residence to
St. John's airport

Ottawa airport
to hotel.

BLUE LINE TAXI
(613) 238 - 1111

Merchant ID: 4324984A
Server ID: 55355
Order Num.: 0002

Sale

Location Label: [REDACTED]
XXXXXXXXXXXX [REDACTED]
Invoice #: A0000000031018
Entry Method: CI

Total: CAD\$ 40.00

\$40.00

19/08/23 17:59

SP Code: 00

R: 0000000000
I: F800

Inv#: 003822 Appr Code: 000

Approved: Online Batch#: 000

ARN Ref #: 38923579174745

Validation Code: 430

City Wide Taxi
722-7777

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

Date: 24/08/2019

To: [REDACTED]

From: Airport

Car No: 89

Amount: 20.00

H.S.T. # 101280097RT

Thank You & Have a nice day!

DESCRIPTION

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXI118.COM
TAXI118

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT
VERIFICATION

BLUE LINE TAXI
(613) 238 1111

Terminal ID: 301-021
Merchant ID: 4324984A
Vehicle ID: 1040
Driver ID: 00055355

Trip Number: 379
Passengers:

1/23/2019
Start: 17:59
End: 17:59

Net Amount: \$ 40.00

TOTAL : \$ 40.00

SALE : [REDACTED]

Approval Number: 000514

UNPASSENGER COPY

St John's Airport
to residence

Hotel to Ottawa
Airport
←
\$40.00

CRA Calculated Tax 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 \$ 116.00
TOTAL TAX \$ 13.07
SUMMARY Page total \$ 102.93

YOUNG VICTOR

ZONE 1



BUSINESS CLASS/CLASSE AFFAIRES
ETKT [REDACTED]

Frequent Flyer/Voyageur assidu [REDACTED]

Cabin/Cabine
J

Flight/Vol Date From/De Destination
AC 655 20AUG/AOU ST JOHNS NL OTTAWA

Flight/Vol
AC 655
OTTAWA
Seat/Place

Boarding Time/Heure d'embarquement 05:20 Gate/Porte 9 Seat/Place 02D 02D AISLE/COULOIR

Remarks/Observations
[REDACTED]

Departure Time/Heure de depart 05:50

Airline Use/A usage interne 0090 YY [REDACTED]



Boarding Pass | Carte d'accès a bord



For MBR 1-800-387-8787

YOUNG VICTOR

ZONE 1



BUSINESS CLASS/CLASSE AFFAIRES
ETKT [REDACTED]

Frequent Flyer/Voyageur assidu [REDACTED]

Cabin/Cabine
J

Flight/Vol Date From/De Destination
AC 654 23AUG/AOU OTTAWA ST JOHNS NL

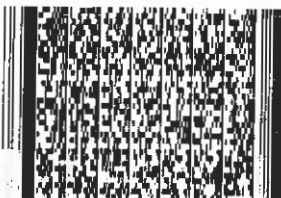
Flight/Vol
AC 654
ST JOHNS NL
Seat/Place

Boarding Time/Heure d'embarquement 20:30 Gate/Porte 17 Seat/Place 02D 02D AISLE/COULOIR

Remarks/Observations
[REDACTED]

Departure Time/Heure de depart 21:00

Airline Use/A usage interne 0067 YV [REDACTED]



Boarding Pass | Carte d'accès a bord



For MBR 1-800-387-8787

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Claimant: Victor Young Departure Date: 2019 Aug 20 Return Date: 2019 Aug 23

Location: Ottawa

Purpose: To attend board of Royal Canadian Mint

TRAVEL EXPENSE

	Amount
Airfare	1084.00
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	1200.82 1695.81
Mileage (\$.0555/km)	\$ -
Parking	
Taxis	116.00 ✓
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	20.50 \$19.10	0	\$ -
Lunches	20.10 \$18.90	0 1	\$ - 20.10
Dinners	50.65 \$47.35	0 1	\$ - 50.65
Incidentals	17.30	0 4	\$ - 69.20
Total			\$ - 139.95

Total Travel Expenses ~~\$12400.82~~ 3094.09
 Total Meal/Incidentals \$ 139.95
TOTAL \$ 3234.04

Meal allowance and incidental calculator

Insert Date →

			20	21	22	23	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast							0
Lunch				1			0 1
Dinner						1	0 1
Incidentals				1	1	1	0 4

Per Diem Calculator

Insert Date →

			20	21	22	23	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1	1	1	1
							0 4

Claimant Signature: [Signature] Date: August 25/2019

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



Good amount

Travel Expense Form 2019

OTJ #:
 TA #: TABCC82548
 EAHCE #: EAHCE12272
 Cost estimate provided on TA \$7,500.00
 Hospitality estimate provided on TA
 Departure Date 20-Aug-19
 Return Date 23-Aug-19
 THEMIS # (VP and Board claims only) 3018

Claimant Victor Young
Cost Centre 121 Legal Services (Board)

Travel Location and Reason

(attach supporting documents):

B19-037 to attend Board and Committees meeting and Business dinners St-Johns, NL /Ottawa/St-Johns, NL	Currency Conversion Table		
	1 Unit of	is Worth	of
	USD		CAD
			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)					
Currency	Advanced	Returned	Outstanding	FX to CAD	CAD Equivalent
			0.00	1.00000	0.00
Amount Owing to:		Employee	3,306.29	RCM	0.00

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)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	1,351.23
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)	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)		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 (Board)	65.90
741900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
0.00		0.00
0.00		0.00
		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00
FOR FINANCE USE ONLY	(Favorable)/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 one



Canada - (Except NWT, NVT, Yukon)					USA - (Except Alaska)		
		Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST	USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
RCM Paid Fares (Air-Domestic)							
RCM Paid Fares (Rail-Domestic)							
RCM Paid Fares (Air-Foreign)							
RCM Paid Fares (Rail-Foreign)							
Employee Paid Fares (Air - Domestic)		1,354.53	3.30				
Employee Paid Fares (Air- Foreign)							
Employee Paid Fares (Rail- Domestic)							
Employee Paid Fares (Rail - Foreign)							
Hotel Accommodations (Domestic)		1,695.81	195.09				
Hotel Accommodations (Foreign)							
Taxis (Domestic)		116.00	13.07				
Taxis (Foreign)							
Mileage (\$0.57/km)							
Business Telephone							
Parking							
Car Rental (Domestic)							
Car Rental/Gas (Foreign)							
Personal Accommodations							
Hospitality							
Baggage (Domestic)							
Baggage (Foreign)							
Others (code manually)							
Others (total)							
Total Expenses		3,166.34	211.46				
Per Diem Country				Canada	USA		
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST	No. of meal allowances	Total USD allowance	Total CAD Equivalent
Breakfasts	\$20.50				\$20.50		
Lunches	\$20.10	1	20.10	0.96	\$20.10		
Dinners	\$50.65	1	50.65	2.41	\$50.65		
Total Meals			70.75	3.37			
Incidentals	\$17.30	4	69.20	3.30	\$17.30		
Total Expenses			139.95	6.66			

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

Grand Total CAD Expenses

3,306.29

Grand Total USD Expenses

Grand Total HST/GST

218.12

Notes for Expenses

Breakfast on Aug 20 was provided with the flight. Breakfast on 21-22-23 was included in Accommodations. RCM provided lunch on 21-22 Aug. and RCM provided Dinner on 20-21 Aug. 2019.

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@monnaie.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

Lo! – no problem 😊
I will 'hand fix' it here, but as he's a BOD member – I will need a new copy – [REDACTED]

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 😊

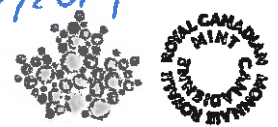
Thanks,
Catrin Davies
Accounts Payable



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

daviesc@mint.ca
mint.ca | monnaie.ca

~~copy~~ mit dans boîte externe
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 - Accounts payable

Action Required: For Approval For Comments FYI For Handling

Comments:
Victor Young's travel claim for traveling
to Ottawa in August 2019 for Board and
committee meeting.

* Please return to Kim M.



Travel Expense Form 2019

OTJ #:
 TA #: TABCC82548
 EAHCE #: EAHCE12272
 Cost estimate provided on TA: \$7,500.00
 Hospitality estimate provided on TA:
 Departure Date: 20-Aug-19
 Return Date: 23-Aug-19
 THEMIS # (VP and Board claims only): 3018

Claimant: Victor Young
 Cost Centre: 121 Legal Services (Board)

Travel Location and Reason
 (attach supporting documents):

B19-037
 to attend Board and Committees meeting and Business dinners
 St-Johns, NL /Ottawa/St-Johns, NL

Currency Conversion Table		
1 Unit of	is Worth	of
USD		CAD
		CAD
		CAD
		CAD
		CAD

Total Travel Expenses (inclusive of fares)	3,234.04				
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	3,234.04	RCM	0.00	

Account	Cost Center (Select One from drop down box)	In Canadian \$
HST - Registration # 10793 5058 RT0001		391.10
740200 - Meals (domestic)	121 Legal Services (Board)	67.38
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	1,106.00
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)	162.93
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		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 (Board)	65.90
741900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
0.00		0.00
0.00		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00
FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$4,265.96)
	Variance %	-57%
	(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
	Hospitality Variance %	#DIV/0!

Updated 18/03/19



Travel Expense Form 2019

TA #: TABCC82548

000093

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

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

CEO APPROVAL REQUIRED: (Please Initial)

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

CFO or CEO APPROVAL REQUIRED: (Please Initial)

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

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

- Travel - Combining personal and business travel (Policy Section 14.3)
- Travel - Airfare - Higher level than permitted by policy (Policy Section 20.6)
- Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial carrier fare (Policy Section 22.3)
- 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 25.1)
- Travel - Expense received over 30 days (Policy Section 39.1)
- Hospitality - External or internal hospitality up to \$1,500 but less than \$5,000 and within Maximum Cost Per Person (Annex 2B)
- Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Policy Section 44.1)

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please Initial)

- Travel - Airfare - upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to RCM (Policy section 20.6)
- Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to RCM (Policy section 25.3)
- Travel - Car rental - upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 25.3)
- Travel - Missing original itemized receipts. Explanation provided (Policy section 39.2)
- 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 25.2)
- Other exceptions (traveller has listed and explained on a separate document)
- Hospitality - External or internal hospitality up to \$1,500 and within Standard Cost Per Person (Annex 2B)

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

1. Traveller Name (PRINT NAME) <i>Victor Young</i>	2. Expense claim prepared by (PRINT NAME) <i>Kim Muller</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME)
<i>Kim Muller for Victor Young</i>	<i>Kim Muller</i>	
Signature of Traveller	Signature	Signature of Traveller's Director
<i>09/06/2019</i>	<i>09/06/2019</i>	
Date	Date	Date

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

4. Approved by VP (as required) (PRINT NAME) <i>Jennifer Cameron</i>	5. Reviewed by CFO/CEO (listing Board claims claims for review prior to CEO approval, other as required) <i>Paula</i>	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required) <i>Please refer to attach email approval from Myllis Clark</i>
<i>Jennifer Cameron</i>	<i>Paula</i>	<i>Please refer to attach email approval from Myllis Clark</i>
Signature of VP	Signature of CFO	Signature of CEO/Chair of Board/Chair of Audit Committee
	<i>Sept 19 2019</i>	<i>09/16/2019</i>
Date	Date	Date
7. Reviewed by Finance (PRINT NAME)		Date

Use this one for expenses

flight amount was not good for it

Canada - (Except NWT, NVT, Yukon)

USA - (Except Alaska)

Canada - (Except NWT, NVT, Yukon)					USA - (Except Alaska)			
	Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST		USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent	
RCM Paid Fares (Air-Domestic)								
RCM Paid Fares (Rail-Domestic)								
RCM Paid Fares (Air-Foreign)								
RCM Paid Fares (Rail-Foreign)								
Employee Paid Fares (Air - Domestic)	1,282.28	176.28						
Employee Paid Fares (Air- Foreign)								
Employee Paid Fares (Rail- Domestic)								
Employee Paid Fares (Rail - Foreign)								
Hotel Accommodations (Domestic)	1,695.81	195.09						
Hotel Accommodations (Foreign)								
Taxis (Domestic)	116.00	13.07						
Taxis (Foreign)								
Mileage (\$0.57/km)								
Business Telephone								
Parking								
Car Rental (Domestic)								
Car Rental/Gas (Foreign)								
Personal Accommodations								
Hospitality								
Baggage (Domestic)								
Baggage (Foreign)								
Others (code manually)								
Others (total)								
Total Expenses	3,094.09	384.44						
Per Diem Country			Canada				USA	
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST		No. of meal allowances	Total USD allowance	Total CAD Equivalent
Breakfasts \$20.50					\$20.50			
Lunches \$20.10		1	20.10	0.96	\$20.10			
Dinners \$50.65		1	50.65	2.41	\$50.65			
Total Meals			70.75	3.37				
Incidentals \$17.30		4	69.20	3.30	\$17.30			
Total Expenses			139.95	6.66				

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

Grand Total CAD Expenses
Grand Total HST/GST

3,234.04
391.10

Grand Total USD Expenses

Notes for Expenses

Breakfast on Aug 20 was provided with the flight. Breakfast on 21-22-23 was included in Accommodations. RCM provided lunch on 21-22 Aug. and RCM provided Dinner on 20-21 Aug. 2019.

Meal allowance and incidental calculator

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

These calculators are now all linked - please only place a '1' in each applicable box

Type the date name and numbers in the CANADA box ONLY

Note: You may only claim a meal allowance if an actual meal expense was incurred by the traveller

You may claim an incidental for each partial or full day of travel

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

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

Numbers only	2019							20							Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch					1										1
Dinner							1								1
Incidentals				1	1	1	1								4

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

Numbers only	20							23							Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals															0

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

2019

2019

Claimant: Victor Young

Departure Date: Aug 20

Return Date: Aug 23

Location: Ottawa

Purpose: To attend board of Royal Canadian Mint

TRAVEL EXPENSE

	Amount
Airfare	1084.00 1282.28
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	1200.82 11695.81
Mileage (\$.0555/km)	\$ -
Parking	
Taxis	116.00 ✓
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	20.50 \$19.10	0	\$ -
Lunches	20.10 \$18.90	01	\$ - 20.10
Dinners	50.65 \$47.35	01	\$ - 50.65
Incidentals	\$17.30	04	\$ - 69.20
Total			\$ - 139.95

Total Travel Expenses ~~\$1204.00.82~~ 3094.09
 Total Meal/Incidentals \$139.95
TOTAL \$3234.04

Meal allowance and incidental calculator

Insert Date →			20	21	22	23	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast							0
Lunch				1			01
Dinner						1	01
Incidentals				1	1	1	04

Per Diem Calculator

Insert Date →			20	21	22	23	Total
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
							04

Claimant Signature: [Signature]

Date: August 25/2019

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

LeGrow's Travel Business Travel Management

A Horizon Travel Company



Customised app
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 902-423-3806. Outside Canada & USA: call collect 902-423-3806. Email: etc@maritimetravel.ca (For more immediate assistance please call)

VICTOR YOUNG



Our ref #



Invoice #

Date

05 Aug 2019

Your Counsellor

HEIDI POUND

Account #



Department

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

View Itinerary On: [ViewTrip](#) | Send Itinerary To: [Tript](#)

[Click here to learn more about our Corporate Travel Program](#)

Travel Arranger:

For:

YOUNGVICTOR MR

Itinerary and ticket

This is your itinerary and invoice.

Web Check-In: Air Canada -



Air Canada 655
Embraer 190
Cabin Class P-Business

Duration 2:51

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

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

Depart
Tue - Aug 20
5:58 AM

Arrive
Tue - Aug 20
7:11 AM

\$
0:



Air Canada 654
Embraer 190
Cabin Class P-Business

Duration 2:31

Origin
Ottawa, ON
Ottawa McDonald Carlier Intl (Ottawa, ON)

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

\$
0:

Passenger Information

Passenger



Airline Code AC

Ticket #



Passenger

YOUNGVICTOR MR

Airline Code AC

Ticket #



Booking Summary

Company

Air Canada

Booking Reference



Company

Air Canada

Loyalty #

Company

Air Canada

Loyalty #

Purchase Summary

Victor

Amount due

AIR CANADA AIRFARE - TKT [REDACTED]

TAX ON AIRFARE INCLUDES 172.99 HST

TAX ON AIRFARE INCLUDES 72.25 OTHER

TAX ON AIRFARE

AIR CANADA AIRFARE - TKT [REDACTED]

TAX ON AIRFARE INCLUDES 172.99 HST

TAX ON AIRFARE INCLUDES 72.25 OTHER

TAX ON AIRFARE

LEGTVL NON-REFUNDABLE FEE-DOMESTIC

HST ON FEE (R163624823)

TOTAL DUE CAD

Amount Paid

1084.00 PYMT BY [REDACTED] [REDACTED] -1

Aug 5 2019

PYMT BY [REDACTED] [REDACTED] -1

Aug 5 2019

1084.00 PYMT BY [REDACTED] [REDACTED]

TOTAL PAID CAD \$2

245.23

44.00 ÷ 2 = 22.00 ✓

6.60 ÷ 2 = 3.30 ✓

\$2,769.06 ÷ 2 = 1384.53

and w/ \$1,282.28

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-acsla.gc.ca.

Reminders

Your LeGrow's Travel charges will show on your credit card statement similar to LT 50241984-6753389881234

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 flights prior to departure. Your reservation number with Air Canada is 15akur. 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 old itinerary required For check in. Reservations made prior to entering Security. Penalties charges may apply

YOUNG VICTOR

ZONE 1



BUSINESS CLASS/CLASSE AFFAIRES

Frequent Flyer/Voyageur assidu

Cabin/Cabine

ETKT [REDACTED]

[REDACTED]

J

Flight/Vol Date From/De Destination
AC 655 20AUG/AOU ST JOHNS NL OTTAWA

Flight/Vol
AC 655
OTTAWA
Seat/Place

Boarding Time/Heure d'embarquement 05:20 Gate/Porte 9 Seat/Place 02D

02D AISLE/COULOIR
Remarks/Observations

Departure Time/Heure de depart 05:50



Airline Use/A usage interne 0090 YTT [REDACTED]



AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

Boarding Pass | Carte d'accès à bord

YOUNG VICTOR

ZONE 1



BUSINESS CLASS/CLASSE AFFAIRES

Frequent Flyer/Voyageur assidu

Cabin/Cabine

ETKT [REDACTED]

[REDACTED]

J

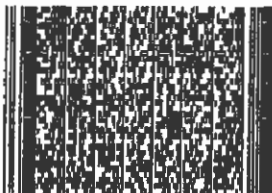
Flight/Vol Date From/De Destination
AC 654 23AUG/AOU OTTAWA ST JOHNS NL

Flight/Vol
AC 654
ST JOHNS NL
Seat/Place

Boarding Time/Heure d'embarquement 20:30 Gate/Porte 17 Seat/Place 02D

02D AISLE/COULOIR
Remarks/Observations

Departure Time/Heure de depart 21:00



Airline Use/A usage interne 0067 YOT [REDACTED]



AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

Boarding Pass | Carte d'accès à bord

Fairmont

CHATEAU LAURIER

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

Room/Chambre : 0370
 Follo # :
 Invoice # :
 Cashier/Cassier # : 615
 Page # : 1 of 2

Reference No.

Mr Victor Young
 Canada

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

Date	Description	Additional Information/Supplémentaire	Charges	Credits
08-20-19		Room# 0370		
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		
08-23-19		XXXXXXXXXXXX		
				1,710.79

Personal = 14⁹⁸
 RCM = 1695.⁹¹
 TAX: 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 bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balances subject to a charge of 1.8% per month after one month. (18.00% per annum.)
 I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du paiement total de cette note en cas où la compagnie, l'association ou son représentant désigné ne refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.8% par mois après un mois. (18.00% par année.)
 J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

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

HOME TO AIRPORT
ROD DUNNE
322 PENNEYWELL RD.
ST. JOHN'S NL

AIRPORT TO CHATEAU

CARD *****
CARD TYPE
DATE 2019/08/20
TIME 1596 04:52:08
RECEIPT NUMBER
C85051846-001-300-001-0

BLUE LINE TAXI
(613) 266 1111

TENANT ID: 324-37-853
RENTAL ID: 43256329
VEHICLE ID: 1324
DRIVER ID: 00006616

TRIP NUMBER: 6329
PASSENGERS: 1

10/28/2019
START: 07:53
END: 07:59

FARE AMOUNT: \$ 35.00

PURCHASE
TOTAL
\$21.00

TOTAL \$ 35.00

SALE

APPROVAL NUMBER 01695

NON-PASSENGER COPY

CUSTOMER SERVICE 1-800-445-2812
INDUSTRYTAXITAB.COM
TAXITAB

A0000000031010
D12BE6CCAFB1799D
0080008000-E800
6CA8976E09091E01
0080008000-F800

APPROVED

AUTH# 062549 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



Residence to
St. John's airport

Ottawa airport
to hotel.

BLUE LINE TAXI
(613) 238 - 1111

chant ID: 43249844
ver ID: 55355
ord Num.: 0002

Sale

Location Label: [REDACTED]
XXXXXXXXXXXX [REDACTED]

); 00000000000000000000
Entry Method: CI

total: CAD\$ 40.00

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

R: 0000000000
I: F000

wh: 003022 Appr Code: 0000
Approved: Online Batch#: 0001
RN Ref #: 389235791747434
Validation Code: 43K

DESCRIPTION:

CUSTOMER SERVICE 1-800-443-2812
ENQUIRY@TAXI11AB.COM
TAXI11AB

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT
VERIFICATION

BLUE LINE TAXI
(613) 238 1111

ORIGINAL ID: 324-361-021
MERCHANT ID: 43249844
ITEM ID: 1046
REVENUE ID: 000055355

ALP NUMBER: 3796
PASSENGERS:

START DATE: 19/08/23
START TIME: 17:59
END TIME: 17:59

NET AMOUNT: \$ 40.00

TOTAL : \$ 40.00

SALE : [REDACTED]

PERMITS NUMBER: 0000514

PASSENGER COPY

City Wide Taxi
722-7777

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

Date: 24/08/2019

To: [REDACTED]

From: Airport

Car No: 89

Amount: 20.00

H.S.T. # 101280097RT

Thank You & Have a nice day!

St. John's Airport
to residence

Hotel to Ottawa
Airport

CRA Calculated Tax Tax 2019

**Taxis for
Ontario &
Quebec** \$ 75.00

\$	75.00
\$	5.04
\$	66.96

**Taxis for
Nova Scotia &
PEI &
New Foundland &
New Brunswick** \$ 41.00

\$	41.00
\$	5.04
\$	35.96

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

\$	
\$	
\$	

The figures you need

GRAND TOTAL \$ 116.00

TOTAL TAX \$ 23.07

SUMMARY Page total \$ 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

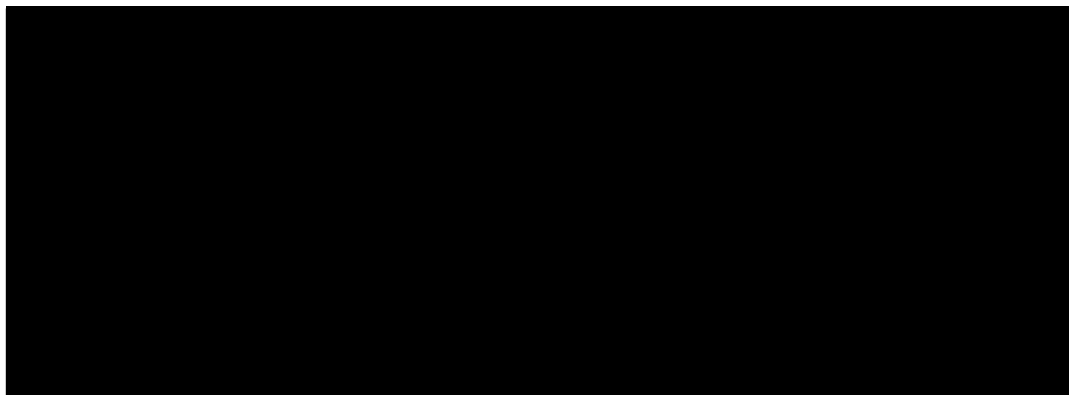
From: Fairmont Hotels & Resorts <clh@hotelstay.fairmont.com>
Sent: Friday, August 9, 2019 11:28 AM
To: Muller, Kim
Subject: Confirmation for Mr Victor Young

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 #	[REDACTED]
First Name	Victor
Last Name	Young
Arrival Date	Tuesday, 20 Aug, 2019
Arrival Time	8:30 AM
Departure Date	Friday, 23 Aug, 2019
Number Of Nights	3
Number Of Adults	1
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	48 hours prior to arrival
Cancellation Date to Avoid	Sunday, 18 Aug, 2019
Penalty	
Cancellation Amount	CAD 645.18

Thellend, Talia

From: Simons, Deborah
Sent: August 9, 2019 10:18 AM
To: Victor Young
Cc: List, Christine; Murka, Anne-Marie; Muller, Kim
Subject: FW: Travel to and from meetings
Attachments: Young Hotel Conf August.pdf

s.19(1)

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 19th.

At the present time, we do not have any meetings scheduled for you the afternoon of the 20th, 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 20th, has been scheduled for 13 August, via conference call, since Karen Hogan and Dennis Fantinic are not available on the 20th. 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 [REDACTED]
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.

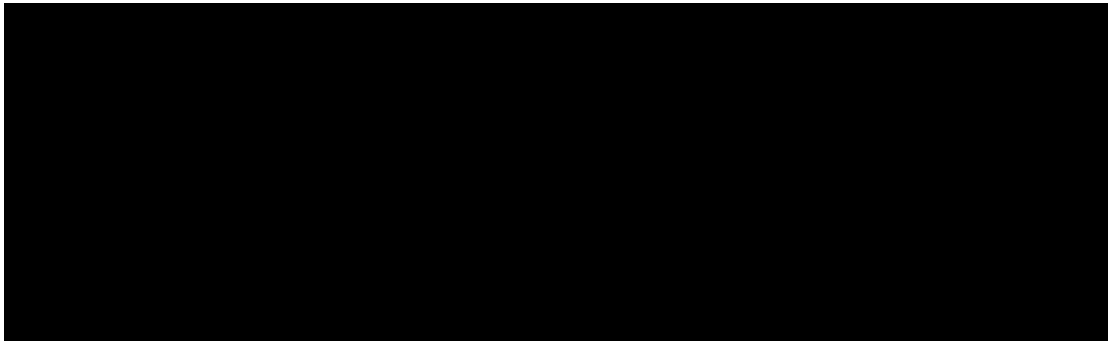
Vic [REDACTED]

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	4
Number Of Adults	1
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
Cancellation Policy	48 hours prior to arrival
Cancellation Date to Avoid Penalty	Saturday, 17 Aug, 2019
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 [click here](#).
www.fairmont.com | [Privacy Policy](#)

Thellend, Talia

From: Muller, Kim
Sent: August 15, 2019 1:41 PM
To: [REDACTED]
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. Please advise of your arrival and departure dates and we will adjust your reservation as required. Details are as follows:

- Date of arrival: August 20, 2019
- Date of departure: August 23, 2019
- Confirmation number: [REDACTED]
- Rates:
 - Aug. 20 - \$549
 - Aug. 21 - \$459
 - 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

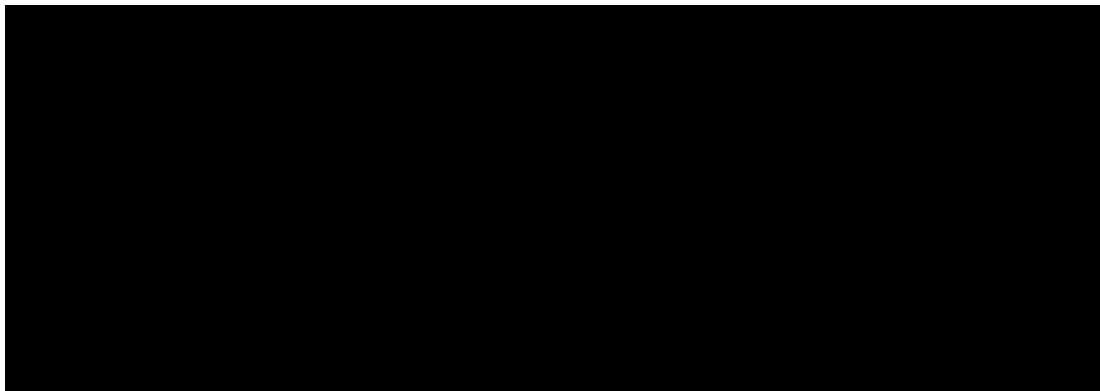
Muller, Kim

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	Victor
Last Name	Young
Arrival Date	Tuesday, 20 Aug, 2019
Arrival Time	8:30 AM
Departure Date	Friday, 23 Aug, 2019
Number Of Nights	3
Number Of Adults	1
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	48 hours prior to arrival
Cancellation Date to Avoid	Sunday, 18 Aug, 2019
Penalty	
Cancellation Amount	CAD 645.18

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 19th [REDACTED]. 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 20th 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 20th; 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 [REDACTED]
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: [REDACTED] Email: [REDACTED]

CONFIDENTIALITY WARNING

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

On Wed, 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: [REDACTED]_08632982_4.pdf

Dear Mr. Young,

I am pleased to advise that you will receive an electronic transfer of funds on December 13th, 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	613-993-3500
Fax	
Date	12/12/2019
Vendor account	██████████
Date of payment	13/12/2019
Reference No.	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	2,736.00	0.00	2,736.00	THEMIS # 3063 EAHCE12358 OTTAWA BLANKET TA
		CAD			<hr/> 2,736.00	



Travel Expense Form 2019

s.19(1)

OTJ #:

TA #: TABCC82548

EAHCE #: EAHCE12358

89-098

Claimant

Victor Young

Cost estimate provided on TA \$7,500.00

Cost Centre

121 Legal Services (Board)

Hospitality estimate provided on TA

Departure Date

16-Nov-19

Return Date

20-Nov-19

Travel Location and Reason

(attach supporting documents):

THEMIS # (VP and Board claims only)

3063

B19-048

Currency Conversion Table

To attend Board of Directors meetings and business dinners.

Tampa/Ottawa/Tampa

1 Unit of	is Worth	of
USD	1.35119	CAD
		CAD
		CAD
		CAD

Total Travel Expenses (inclusive of fares) 2,736.08

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 Coding

Account	Cost Center (Select One from drop down box)	In Canadian \$
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)		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
740500 - 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)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	832.00
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	49.43
741900 - Incidentals (foreign)	121 Legal Services (Board)	23.38
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

ENTERED
DEC 11 2019
AP 444276

Out of Balance - Discrepancy in Expenses Coded 0.00

FOR FINANCE USE ONLY

(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim (\$4,764.00)

Variance %

-64%

(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim \$0.00

Hospitality Variance %

#DIV/0!

RECEIVED
DEC 09 2019



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 pre-authorized using the Authority to Travel and Advance form.

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

CEO APPROVAL REQUIRED: (Please Initial)

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

CFO or CEO APPROVAL REQUIRED: (Please initial)

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

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

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

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

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

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

1. Traveller's Name (PRINT NAME) <i>Victor Young</i>	2. Expense claim prepared by (PRINT NAME) <i>Rebby Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller <i>Victor Young</i>	Signature <i>Rebby Simons</i>	Signature of Traveller's Director
Date <i>02/12/19</i>	Date <i>02/12/19</i>	Date

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval, other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO <i>Jennifer Cameron</i>	Signature of CEO/Chair of Board/Chair of Audit Committee <i>Please refer to attached</i>
Date	Date <i>Dec 3/2019</i>	Date <i>e-mail approval from Phyllis Clark</i>
7. Reviewed by Finance (PRINT NAME)		Date <i>07/12/19</i>

CDawes

07/12/19
Dec 11/19

	Canada - (Except NWT, NVT, Yukon)			USA - (Except Alaska)				
	Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST	USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent		
RCM Paid Fares (Air-Domestic)								
RCM Paid Fares (Rail-Domestic)								
RCM Paid Fares (Air-Foreign)								
RCM Paid Fares (Rail-Foreign)								
Employee Paid Fares (Air - Domestic)								
Employee Paid Fares (Air- Foreign)	✓ 1,317.43	✓ 8.35	✓					
Employee Paid Fares (Rail- Domestic)								
Employee Paid Fares (Rail - Foreign)								
Hotel Accommodations (Domestic)	✓ 940.16	✓ 108.16	✓					
Hotel Accommodations (Foreign)								
Taxis (Domestic)	✗ 247.41	✓ 26.51	✓					
Taxis (Foreign)				100.00	✓	✗ 135.12		
Mileage (\$0.57km)								
Business Telephone								
Parking								
Car Rental (Domestic)								
Car Rental/Gas (Foreign)								
Personal Accommodations								
Hospitality								
Baggage (Domestic)								
Baggage (Foreign)								
Others (code manually)								
Others (total)								
Total Expenses	2,505.00	143.02		100.00		135.12		
Per Diem Country			Canada			USA		
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST		No. of meal allowances	Total USD allowance	Total CAD Equivalent
Breakfasts	\$20.35				\$20.35			
Lunches	\$20.60	1	20.60	0.98	\$20.60			
Dinners	\$50.55				✓ \$50.55			
Total Meals		✓	✓ 20.60	0.98	✗ 75.08			
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 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	158.50
Grand Total HST/GST	146.47		

Notes for Expenses

1) Victor began his travel on 16 November, via Toronto, but stayed in Toronto for two nights before continuing his travel to Ottawa. He is only 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 Tampa and no cab from the Tampa airport back to residence) 2) Victor is also not requesting to be paid for 16 and 17 November; 3) Breakfast on 19 & 20 November was included with accommodations; 4) RCM provided dinner on 18 & 19 November, and lunch on 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 someone else.

Meal allowance and incidental calculator

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

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

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

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

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

Numbers only

	16	17	18	19	20										Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch			1												1
Dinner															0
Incidentals			1	1	1										3

Enter your travel dates here for the **US** MONTH: 43770

	16	17	18	19	20										Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals	1														1

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Claimant: Victor Young Departure Date: Nov 16/19 Return Date: Nov 18/19

Location: Ottawa

Purpose: To attend board of Canadian Mint Board Meeting

TRAVEL EXPENSE

	Amount
Airfare	1317.43 ✓
Baggage Fees	
Change Fees	
VIA Rail <i>Fairmount</i>	940.16 ✓
Hotel Accommodations	
Mileage (\$.0555/km)	\$ -
Parking	
Taxis <u>\$382.53</u>	346
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	
Total Travel Expenses	\$ -
Total Meal/Incidentals	\$ -
TOTAL	\$ -

\$100 of taxi was paid in U.S. dollars

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast <i>20.35</i>	\$19.10	0	\$ -
Lunches <i>20.60</i>	\$18.90	0 1	\$ - <i>20.60</i>
Dinners <i>50.55</i>	\$47.35	0	\$ -
Incidentals	\$17.30	3 0 4	\$ - <i>51.90</i>
Total			\$ - <i>72.50</i>

Total Travel Expenses

2736.00 + *1 incidentals 23.38*
95.88 in USA
2736.00 total

Meal allowance and incidental calculator

Insert Date → Nov 16 - 18 - 2019

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast	—	—	—	—	—			0 ✓
Lunch	—	—	1	—	—			0 1 <i>20.60</i> ✓
Dinner	—	—	—	—	—			0 ✓
Incidentals	1	—	1	1	1			0 4 <i>51.90</i> ✓

Per Diem Calculator

Insert Date → Nov 16 - 18 - 2019

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			1	1	1			0 3 ✓

Claimant Signature: *Victor Young*

Date: Nov 25, 2019

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



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 [Terms and Conditions](#).

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	USD → CAD	CAD → 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

$$1.3247 \times 1.02 = 1.35119$$

LeGrow's Travel Business Travel Management

A Maritime Travel Company



Platinum member



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

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



Our ref #

Invoice #

Date

Your Counsellor

Account #

Department



01 Nov 2019

HEIDI POUND



Tap to send Itinerary to our App via phone:

Our iPhone App | Our Android App

View Itinerary On: ViewTrip | Send Itinerary To: Triplt

Click here to learn more about our Corporate Travel Program

Travel Arranger: [Redacted]

For:

YOUNG/VICTOR MR

Your Itinerary:

Web Check-In and Airline Confirmation: Air Canada - [Redacted]

	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

	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
--	--	---	---	--	---	--------------------

Duration 1:01

Passenger Information

Passenger YOUNG/VICTOR MR

Airline Code AC

Ticket # [Redacted]

Booking Summary

Company Air Canada

Booking Reference [Redacted]

Company Air Canada

Loyalty # [Redacted]

Purchase Summary

Amount due		Amount Paid	
AIR CANADA AIRFARE - TKT [REDACTED]	1205.00	PYMT BY [REDACTED] XXXXX [REDACTED]	-1278.33
TAX ON AIRFARE INCLUDES 3.25 HST		Nov 1 2019	
TAX ON AIRFARE INCLUDES 70.08 OTHER		PYMT BY [REDACTED] XXXX [REDACTED]	-39.10
TAX ON AIRFARE	73.33	<u>TOTAL PAID CAD</u>	<u>\$1,317.43</u>
LEGTVL NON-REFUNDABLE FEE-DOMESTIC	34.00		
HST ON FEE (R103524823)	5.10		
<u>TOTAL DUE CAD</u>	<u>\$1,317.43</u>		

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

PREMIUM ROUGE OPER BY/PAR AC ROUGE
ETKT [REDACTED]

Frequent Flyer/Voyageur assidu [REDACTED]

Flight/Vol Date From/De Destination
AC 1655 16NOV TAMPA TORONTO

ZONE 1

Cabin/Cabine
J

Flight/Vol
AC 1655
TORONTO

Seat/Place
04F AISLE/COULOIR
Remarks/Observations
[REDACTED]

Boarding Time/Heure d'embarquement 09:55 Gate/Porte E72 Seat/Place 04F

Departure Time/Heure de depart 10:35

Airline Use/A usage interne 0243 TR [REDACTED]



Boarding Pass | Carte d'accès à bord

AIR CANADA
A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

YOUNG VICTOR

BUSINESS CLASS/CLASSE AFFAIRES
ETKT [REDACTED]

Frequent Flyer/Voyageur assidu [REDACTED]

Flight/Vol Date From/De Destination
AC 444 18NOV TORONTO OTTAWA

ZONE 1

Cabin/Cabine
J

Flight/Vol
AC 444
OTTAWA

Seat/Place
03D AISLE/COULOIR
Remarks/Observations
[REDACTED]

Boarding Time/Heure d'embarquement 08:35 Gate/Porte D33 Seat/Place 03D

Departure Time/Heure de depart 09:10

Airline Use/A usage interne 0133 YZ [REDACTED]



Boarding Pass | Carte d'accès à bord

AIR CANADA
A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE



Fairmont

CHÂTEAU LAURIER

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

Room/Chambre : 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

Room/Chambre 0.00
F&B/Restauration 0.00
Other/Autres 0.00
Total 0.00

HST Summary / Sommaire

Room/Chambre 108.16
F&B/Restauration 0.00
Other/Autres 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 fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

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

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

RECEIPT

DATE NOV. 16, 2019 No. 552349

FROM VICTOR YOUNG \$ 100

one hundred dollars DOLLARS

FOR RENT
 FOR TRANSPORTATION TO TAMPA AIRPORT

ACCT.	<u>100</u>	<input checked="" type="radio"/> CASH	FROM <u>[REDACTED]</u> TO <u>TPA</u>
PAID	<u>100</u>	<input type="radio"/> CHECK	BY <u>[REDACTED]</u>
DUE	<u>0</u>	<input type="radio"/> MONEY ORDER	

2501

Cab from residence to Tampa airport (USD)

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

SALE

Server #: 000004

REF#: 0000003

Batch #: 015

11/16/19

14:08:17

APPR CODE: 04831B

Trace: 3

[REDACTED] ***** [REDACTED]

Chip
/

Cab from Toronto airport to hotel.

AMOUNT	\$55.00
TIP	\$8.26
TOTAL	\$63.26

APPROVED

[REDACTED] CREDIT
AID: A0000000031010
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

VICTOR L YOUNG

CLERK / COMMIS AUTH. NO. / N° D'AUT.

Valid and Expiry Date Checked
Vérification de la date de validation et de la date d'expiration

DATE: M-M / M-M D-D / D-D Y-A / Y-A
11 / 18 19

DESCRIPTION	AMOUNT / MONTANT
LIMO	
G.S.T./T.P.S.	75.00
H.S.T./T.V.H.	.
P.S.T./T.V.P.	.
Q.S.T./T.V.Q.	.
TIP POURBOIRE	.
TOTAL	75.00

The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.
L'organisme émetteur de la carte sur laquelle figure ce décaissé est autorisé à payer le montant inscrit au TOTAL sur présentation convenue. Je m'engage à rembourser ledit montant ainsi qu'à tous les frais s'y rapportant conformément aux conditions de l'emplacement faisant usage de cette carte.

CUSTOMER SIGNATURE / SIGNATURE DU CLIENT

CUSTOMER COPY / COPIE DU CLIENT

Cab from hotel to Toronto airport

AIRPORT TO FAIRMONT
BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-301-053
 MERCHANT ID: 4325758A
 VEHICLE ID: 1504
 DRIVER ID: 00052414

TRIP NUMBER: 6746
 PASSENGERS: 1

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

FARE AMOUNT: \$ 36.00

Cab from Ottawa airport to hotel.

TOTAL : \$ 36.00

SALE : ***

APPROVAL NUMBER : 072538

306 306 306 PASSENGER COPY 306 306 306

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



To MINT

BLUE LINE TAXI
(613) 238-1111

*Cab from hotel to
RUM*

TERMINAL ID: 329 303-017
MERCHANT ID: 4325672A
VEHICLE ID: 1429
DRIVER ID: U9050305

TRIP NUMBER: 2476
PASSENGERS: 1

11/18/2019
START: 13:46 END: 13:47

FARE AMOUNT: \$ 8.00

TOTAL: \$ 8.00

PAID: \$ 8.00

APPROVAL NUMBER: U14311

PASSENGER COPY

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



Job #

Receipt for Cab Fare

Amount 10.00 Date Nov/18/19

From _____

To _____

Cab No. 207 Driver _____

HST Included in meter fare



*Cab from hotel to
Board dinner.*

TAXI APL
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

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

APPROUVE

AID: A0000000031010
TVR: 00 80 00 80 00
TS: F8 00

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

THANK YOU / MERCI!

COPIE MARCHAND

*Cab from
Board Management
dinner to
hotel*

*Cab from
hotel to
Ottawa
airport*

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: 324-301-113
MERCHANT ID: 432561A
VEHICLE ID: 1-12
DRIVER ID: 0005012

TRIP NUMBER: 217
PASSENGERS: 1

11/20/2019
START: 14:42 END: 14:13

FARE AMOUNT: \$ 34.17

TOTAL : \$ 34.91

PALE : **

APPROVAL NUMBER : 09017

PASSENGER COPY

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



Job #
Receipt for Cab Fare

Amount \$ 8.00 Date 20th Nov 19
From Hotel
To Royal Can Mint
Cab No. 494 Driver

HST Included in meter fare



*Cab from hotel
to RCM*

CRA Calculated Tax Tax 2019

Taxis for
 Ontario & \$ 235.22
 Quebec \$ 12.19

Ontario
 63.25
 75.00
 36.00
 8.00
 10.00
 34.97
 8.00
235.22

\$	247.41
\$	26.51
\$	220.90

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

\$	-
\$	-
\$	-

Quebec
 12.19

Taxis for
 BC &
 Saskatchewan &
 Alberta &
 Manitoba

\$	-
\$	-
\$	-

The figures you need

GRAND TOTAL \$ 247.41
 TOTAL TAX \$ 26.51
 SUMMARY Page total \$ 220.90

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	Victor
Last Name	Young
Arrival Date	Monday, 18-Nov, 2019
Departure Date	Wednesday, 20-Nov, 2019
Number Of Nights	2
Number Of Adults	1
Room Type	Fairmont Gold King NS
Rate Per Room Per Night	CAD 400.00
Cancellation Policy	24 hours prior to arrival
Cancel Date To Avoid Fees	Sunday, 17-Nov, 2019
Cancellation Amount	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 

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 <[REDACTED]>
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: [REDACTED] Email: [REDACTED]

CONFIDENTIALITY WARNING

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

On Wed, 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

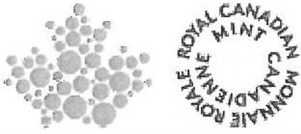
COORDINATOR, CORPORATE SECRETARIAT

COORDONNATRICE, SECRÉTARIAT DE LA SOCIÉTÉ



320 SUSSEX DRIVE | 320, PROM. SUSSEX

OTTAWA ON K1A 0G8



Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive
OTTAWA, ON
K1A 0G8
Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

VICTOR YOUNG

Telephone 613-993-3500
Fax
Date 12/12/2019
Vendor account [REDACTED]
Date of payment 13/12/2019
Reference No. 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	2,736.00	0.00	2,736.00	THEMIS # 3063 EAHCE12358 OTTAWA
		CAD			<u>2,736.00</u>	BLANKET TA



Travel Expense Form 2019

OTJ #:
 TA #: TABCC82548
 EAHCE #: EAHCE12358
 Cost estimate provided on TA \$7,500.00
 Hospitality estimate provided on TA
 Departure Date 16-Nov-19
 Return Date 20-Nov-19
 THEMIS # (VP and Board claims only) 3063

Claimant
 Cost Centre

Travel Location and Reason
 (attach supporting documents):

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

Account	Cost Center (Select One from drop down box)	In Canadian \$
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)		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
740500 - 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)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	832.00
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	49.43
741900 - Incidentals (foreign)	121 Legal Services (Board)	23.38
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
0.00		0.00
0.00		0.00
		0.00
		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00
FOR FINANCE USE ONLY (Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim		(\$4,764.00)
Variance %		-64%
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim		\$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 pre-authorized using the Authority to Travel and Advance form.**

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

CEO APPROVAL REQUIRED: (Please initial)

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

CFO or CEO APPROVAL REQUIRED: (Please initial)

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

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

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

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

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

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

1. Traveller Name (PRINT NAME) Victor Young <i>Victor Young</i> Signature of traveller <i>Victor Young</i> Date 02/12/19	2. Expense claim prepared by (PRINT NAME) Rebby Simons <i>Rebby Simons</i> Signature <i>Rebby Simons</i> Date 02/12/19	3. Approved by Traveller's Director with signing authority (PRINT NAME) Signature of Traveller's Director Date
---	---	---

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

4. Approved by VP (as required) (PRINT NAME) Signature of VP Date	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required) Jennifer Cameron <i>Jennifer Cameron</i> Signature of CFO <i>Jennifer Cameron</i> Date Dec 3 / 2019	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required) Please refer to attached Signature of CEO/Chair of Board/Chair of Audit Committee <i>Phyllis Clark</i> Date 07/12/19
7. Reviewed by Finance (PRINT NAME) Signature of Finance Date		

000138



	Canada - (Except NWT, NVT, Yukon)		
	Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST
RCM Paid Fares (Air-Domestic)			
RCM Paid Fares (Rail-Domestic)			
RCM Paid Fares (Air-Foreign)			
RCM Paid Fares (Rail-Foreign)			
Employee Paid Fares (Air - Domestic)			
Employee Paid Fares (Air- Foreign)	1,317.43	8.35	
Employee Paid Fares (Rail- Domestic)			
Employee Paid Fares (Rail - Foreign)			
Hotel Accommodations (Domestic)	940.16	108.16	
Hotel Accommodations (Foreign)			
Taxis (Domestic)	247.41	26.51	
Taxis (Foreign)			
Mileage (\$0.57/km)			
Business Telephone			
Parking			
Car Rental (Domestic)			
Car Rental/Gas (Foreign)			
Personal Accommodations			
Hospitality			
Baggage (Domestic)			
Baggage (Foreign)			
Others (code manually)			
Others (total)			
Total Expenses	2,505.00	143.02	

USA - (Except Alaska)		
USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent
100.00		135.12
100.00		135.12

Per Diem Country	Canada			USA		
	No. of meal allowances	Total CAD allowance	Calculated GST/HST	No. of meal allowances	Total USD allowance	Total CAD Equivalent
Meal allowance rates						
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	23.38
Total Expenses		72.50	3.45		17.30	23.38

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	158.50
Grand Total HST/GST	146.47		

Notes for Expenses

1) Victor began his travel on 16 November, via Toronto, but stayed in Toronto for two night [redacted] before continuing his travel to Ottawa. He is only 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 Tampa and no cab from the Tampa airport back to residence [redacted] 2) Victor is also not requesting to be paid for 16 and 17 November; 3) Breakfast on 19 & 20 November was included with accommodations; 4) RCM provided dinner on 18 & 19 November, and lunch on 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 someone else.

Meal allowance and incidental calculator

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

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

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

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

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

	16	17	18	19	20										Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch			1												1
Dinner															0
Incidentals			1	1	1										3

Enter your travel dates here for the **US** MONTH: 43770

	16	17	18	19	20										Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch															0
Dinner															0
Incidentals	1														1

LeGrow's Travel Business Travel Management

A Maritime Travel Company



Platinum member



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

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



Our ref #
Invoice #
Date
Your Counsellor
Account #
Department



01 Nov 2019
HEIDI POUND

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

View Itinerary On: ViewTrip | **Send Itinerary To:** Triplt

Click here to learn more about our Corporate Travel Program

Travel Arranger: [Redacted]

For:
YOUNG/VICTOR MR

Your Itinerary:

Web Check-in and Airline Confirmation: Air Canada - [Redacted]

Flight	Airline	Origin	Destination	Depart	Arrive	Seat
Boeing 767	Air Canada 1655 (Operated by AIR CANADA ROUGE) Cabin Class P-Business	Tampa, FL Tampa Intl (Tampa, FL)	Toronto, ON Lester B Pearson Intl (Toronto, ON) Terminal 1	Sat - Nov 16 10:35 AM	Sat - Nov 16 1:21 PM	04F
Remarks Air Canada Rouge is equipped with "Next Generation" inflight entertainment. Download the Air Canada entertainment App prior to Travel						
Boeing 737	Air Canada 444 Airbus A320 Cabin Class P-Business	Toronto, ON Lester B Pearson Intl (Toronto, ON) Terminal 1	Ottawa, ON Ottawa McDonald Cartier Intl (Ottawa, ON)	Mon - Nov 18 9:10 AM	Mon - Nov 18 10:11 AM	03D

Passenger Information

Passenger YOUNG/VICTOR MR

Airline Code AC

Ticket # [Redacted]

Booking Summary

Company Air Canada

Booking Reference [Redacted]

Company Air Canada

Loyalty # [Redacted]

Purchase Summary

Amount due		Amount Paid	
AIR CANADA AIRFARE - TKT [REDACTED]	1205.00	PYMT BY [REDACTED] XXXXXX [REDACTED]	-1278.33
TAX ON AIRFARE INCLUDES 3 25 HST		Nov 1 2019	
TAX ON AIRFARE INCLUDES 70 08 OTHER		PYMT BY [REDACTED] XXXX [REDACTED]	-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		

Tap = \$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>

Fairmont

CHÂTEAU LAURIER

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

Room/Chambre : 0373
Folio # :
Invoice # :
Cashier/Cassier # : 226475
Page # : 1 of 1

Mr Victor Young

Reference No.

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

Date	Description	Additional Information/Supplémentaire	Charges	Credits
11-18-19	Room Charge		400.00	
11-18-19	Municipal Accommodation Tax (16.00	
11-18-19	Room HST (13%)		54.08	
11-19-19	Room Charge		400.00	
11-19-19	Municipal Accommodation Tax (16.00	
11-19-19	Room HST (13%)		54.08	
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 fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où le compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année)
J'ai accepté la livraison du Journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

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

RECEIPT

DATE NOV. 16, 2019 No. 552349

FROM VICTOR YOUNG \$100

one hundred dollars DOLLARS

FOR RENT
 FOR TRANSPORTATION TO TAMPA AIRPORT

ACCT.	<u>100</u>	<input checked="" type="radio"/> CASH	FROM [REDACTED] TO <u>TPA</u>
PAID	<u>100</u>	<input type="radio"/> CHECK	BY [REDACTED]
DUE	<u>0</u>	<input type="radio"/> MONEY ORDER	

2501

Cab from residence to Tampa airport (USD)

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

SALE

Server #: 000C

REF#: 00000003

Batch #: 015

11/16/19

14:08

APPR CODE: 048318

Trace: 3

[REDACTED]

Chip
/

Cab from Toronto airport to hotel.

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

APPROVED

[REDACTED] CREDIT
AID: A0000000031010
TVR: 80 80 00 80 00
TSt: 68 00

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

VICTOR L. YOUNG

CLEFRK / COMMIS AUTH. NO. / N° D'AUT.

Valid and Expiry Date Checked
Vérification de la date de validation et de la date d'expiration

DATE: MM/MM JJ/JJ Y/YA
11/18 19

DESCRIPTION	AMOUNT / MONTANT
LIMO	
G.S.T./P.S.	75.00
H.S.T./V.H.	
P.S.T./V.P.	
Q.S.T./V.Q.	
TIP POURBOIRE	
TOTAL	75.00

CUSTOMER SIGNATURE / SIGNATURE DU CLIENT

CUSTOMER COPY / COPIE DU CLIENT

The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL together with any other charges due directly subject to and in accordance with the agreement governing the use of such card.
L'émissionnaire autorisé de ce carte est autorisé à payer le montant indiqué en TOTAL sur présentation adéquate. Je m'engage à rembourser ledit montant ainsi qu'aux autres frais y rapportant conformément aux conditions de l'entente régissant l'usage de cette carte.

Cab from hotel to Toronto airport

AIRPORT TO FAIRMONT
BLUE LINE TAXI
(613) 248 - 1111

TERMINAL ID: 324-301-053
 MERCHANT ID: 4325758A
 VEHICLE ID: 1509
 DRIVER ID: 00052414

TRIP NUMBER: 6746
 PASSENGERS: 1

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

FARE AMOUNT: \$ 36.00

Cab from Ottawa airport to hotel

TOTAL : \$ 36.00

SALE :

APPROVAL NUMBER : 072538

PASSENGER COPY

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



TO MINT

BLUE LINE TAXI
(613) 238 1111

TERMINAL ID: 324-363-017
MERCHANT ID: 4325672A
VEHICLE ID: 1429
DRIVER ID: 00050365

TRIP NUMBER: 2476
PASSENGERS: 1

11/18/2019
START: 13:40 END: 13:47

FARE AMOUNT: \$ 8.00

TOTAL : \$ 8.00

SALE : TAX

APPROVAL NUMBER : 014311

PASSENGER COPY

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



*Cab from hotel to
Rum*

\$8.00



Job #

Receipt for Cab Fare

Amount *10.00* Date *Nov 18/19*

From

To

Cab No. *067* Driver

HST Included in meter fare



*Cab from 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 Lot: 323001 NRE: 00000002
11/19/19 21:19:40
CODE APPR: 083186

Puce

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

APPROUVE

AID: A000000031010
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 DETENTEUR DE CARTE
EN ACCORD AVEC L'ENTENTE
DE L'EMETTEUR
DETENTEUR DE CARTE

THANK YOU / MERCI!

*Cab from
Board/Management
dinner to
hotel*

*Cab from
hotel to
Ottawa
Airport*

\$34.97

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: 324-301-113
MERCHANT ID: 49256
VEHICLE ID: 1112
DRIVER ID: 0005812

TRIP NUMBER: 2117
PASSENGERS: 1

11/20/2019
START: 14:42 END: 14 13

FARE AMOUNT: \$ 34 17

TOTAL : \$ 34.97

SALE :

APPROVAL NUMBER : 090117

PASSENGER COPY

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



Job #

Receipt for Cab Fare

Amount ~~\$~~ 8⁰⁰ Date 20th Nov 19
From Hotel
To Royal Can Mint
Cab No. 494 Driver

HST Included in meter fare



*Cab from hotel
to Room*

CRA Calculated Tax 2019

Taxes for		
Ontario &	\$	235.22
Quebec	\$	12.19

Ontario
 63.25
 75.00
 36.00
 8.00
 10.00
 34.97
 8.00
235.22

\$	247.41
\$	26.51
\$	220.90

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

\$	-
\$	-
\$	-

Quebec
 12.19

Taxes for
 BC &
 Saskatchewan &
 Alberta &
 Manitoba

\$	-
\$	-
\$	-

The figures you need

GRAND TOTAL	\$	247.41
TOTAL TAX	\$	26.51
SUMMARY Page total	\$	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 [Terms and Conditions](#).

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	USD → CAD	CAD → 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

$$1.3247 \times 1.02 = 1.35119$$

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Claimant: Victor Young Departure Date: Nov. 16/19 Return Date: Nov 18/19
Location: Ottawa

Purpose: To attend board of Canadian Mint Board Meeting

TRAVEL EXPENSE

	Amount
Airfare	1317.43
Baggage Fees	
Change Fees	
VIA Rail	940.16
Hotel Accommodations	
Mileage (\$.0555/km)	\$ -
Parking	
Taxis	346
Car Rental	
Gasoline	
Private Accomodation (\$50/ngt)	
Other	

Note: \$100 of taxi was paid in U.S. dollars

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	20.35 \$19.10	0	\$ -
Lunches	20.60 \$18.90	0-1	\$ -
Dinners	50.55 \$47.35	0	\$ -
Incidentals	\$17.30	3-0-4	\$ -
Total			\$ 72.58

Total Travel Expenses \$ -
 Total Meal/Incidentals \$ -
TOTAL \$ -
2736.00 + 1 incidentals 23.38 in USA = 2736.00 total

Meal allowance and incidental calculator

Insert Date → Nov 16 - 18 - 2019

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0
Lunch			1					0-1
Dinner								0
Incidentals	1		1	1	1			0-4

Per Diem Calculator

Insert Date → Nov. 16 - 18 - 2019

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
			1	1	1			0-3

Claimant Signature: [Signature] Date: Nov 25, 2019

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

YOUNG VICTOR

PREMIUM ROUGE OPER BY/DAR AC ROUGE

ETKT [REDACTED]

Frequent Flyer/Voyageur assidu [REDACTED]

ZONE 1

Cabin/Cabine

J

Flight/Vol Date

AC 1655 16NOV

From/De

TAMPA



Destination

TORONTO

Flight/Vol

AC 1655
TORONTO

Seat/Place

04F AISLE/COULOIR

Remarks/Observations

[REDACTED]

Boarding Time/Heure d'embarquement 09:55 Gate/Porte E72 Seat/Place 04F

Departure Time/Heure de depart 10:35

Airline Use/A usage interne 0243 TPA [REDACTED]



AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

Boarding Pass | Carte d'accès à bord

YOUNG VICTOR

BUSINESS CLASS/CLASSE AFFAIRES

ETKT [REDACTED]

Frequent Flyer/Voyageur assidu [REDACTED]

ZONE 1

Cabin/Cabine

J

Flight/Vol Date

AC 444 18NOV

From/De

TORONTO



Destination

OTTAWA

Flight/Vol

AC 444
OTTAWA

Seat/Place

03D AISLE/COULOIR

Remarks/Observations

[REDACTED]

Boarding Time/Heure d'embarquement 08:35 Gate/Porte D33 Seat/Place 03D

Departure Time/Heure de depart 09:10

Airline Use/A usage interne 0133 YYZ [REDACTED]



AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

Boarding Pass | Carte d'accès à bord



035

Simons, Deborah

From: Phyllis Clark [REDACTED]
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

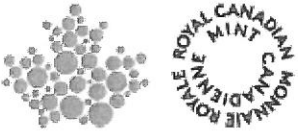
<image001.jpg>

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>



Royal Canadian Mint / Monnaie royale canadienne

320 Sussex Drive
OTTAWA, ON
K1A 0G8
Canada

s.19(1)

ELECTRONIC FUNDS TRANSFER

VICTOR YOUNG

Telephone 613-993-3500
Fax
Date 05/03/2020
Vendor account [REDACTED]
Date of payment 06/03/2020
Reference No. 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	2,885.53	0.00	2,885.53	THEMIS # 3101 CSPS ST JOHNS
		CAD			<u>2,885.53</u>	



Travel Expense Form 2020

OTJ #:

Blanket 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
 THEMIS # (VP and Board claims only): 3101

Travel Location and Reason

(attach supporting documents):

B20-003
 Meetings with Management; attend Canada School of Public Service (CSPS) training - Orientation Session for Crown Corporation Directors
 St. Johns, NL/Ottawa/St. Johns, NL

Currency Conversion Table

1 Unit of	is Worth	of
USD		CAD
		CAD
		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)	
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		355.42
740200 - Meals (domestic)	121 Legal Services (Board)	115.90
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	1,946.25
741010 - Airfare (foreign)		0.00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	72.04
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	362.96
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	32.95
741900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
0.00		0.00
0.00		0.00
154200 - Prepaid Fares		0.00
Out of Balance - Discrepancy in Expenses Coded		0.00
FOR FINANCE USE ONLY	(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$4,083.62)
	Variance %	-59%
	(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
	Hospitality Variance %	#DIV/0!

ENTERED
 MAR - 3 2020
 AP450039

RECEIVED
 FEB 25 2020



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.**

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

CEO APPROVAL REQUIRED: (Please Initial)

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

CFO or CEO APPROVAL REQUIRED: (Please initial)

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

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

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

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

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

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

1. Traveller Name (PRINT NAME) <i>Victor Young</i> <i>Debbie Simons</i>	2. Expense claim prepared by (PRINT NAME) <i>Debbie Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller <i>for Victor Young</i>	Signature <i>Debbie Simons</i>	Signature of Traveller's Director
Date <i>19/02/2020</i>	Date <i>19/02/2020</i>	Date

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO <i>John How</i>	Signature of CEO/Chair of Board/Chair of Audit Committee <i>Please refer to attached e-mail approval from Phyllis Clark.</i>
Date	Date	Date

7. Reviewed by Finance (PRINT NAME)
A Salois Mar 3 2020

Date
24/02/2020

000155

Canada - (Except NWT, NVT, Yukon)

USA - (Except Alaska)

	Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST		USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent	
RCM Paid Fares (Air-Domestic)								
RCM Paid Fares (Rail-Domestic)								
RCM Paid Fares (Air-Foreign)								
RCM Paid Fares (Rail-Foreign)								
Employee Paid Fares (Air - Domestic)	2,237.65 ✓	291.40 ✓						
Employee Paid Fares (Air- Foreign)								
Employee Paid Fares (Rail- Domestic)								
Employee Paid Fares (Rail - Foreign)								
Hotel Accommodations (Domestic)	410.14 ✓	47.18 ✓						
Hotel Accommodations (Foreign)								
Taxis (Domestic)	81.44 ✓	9.40 ✓						
Taxis (Foreign)								
Mileage (\$0.565km)								
Business Telephone								
Parking								
Car Rental (Domestic)								
Car Rental/Gas (Foreign)								
Personal Accommodations								
Hospitality								
Baggage (Domestic)								
Baggage (Foreign)								
Others (code manually)								
Others (total)								
Total Expenses	2,729.23	347.98						
Per Diem Country			Canada				USA	
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST		No. of meal allowances	Total USD allowance	Total CAD Equivalent
Breakfasts	\$20.35				\$20.35			
Lunches	\$20.60	1	20.60	0.98	\$20.60			
Dinners	\$50.55	2	101.10	4.81	\$50.55			
Total Meals		✓	121.70	5.80				
Incidentals	\$17.30	2	34.60	1.65	\$17.30			
Total Expenses			156.30	7.44				

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

2,885.53
355.42

Grand Total USD Expenses

Notes for Expenses

Breakfast on 5 February was included with the accommodations; Victor does not wish to claim the lunch meal allowance for 5 February even though he was asked to contribute a small payment towards the lunch at the training session, [REDACTED] Victor is not seeking reimbursement for a cab from the hotel back to the Ottawa airport on 5 February, as he rode with Barry Rivelis.

Meal allowance and incidental calculator

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

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

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

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

Enter your travel dates here for **CANADA** MONTH: Feb-20

Numbers only

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total allowances
Breakfast															0
Lunch				1											1
Dinner				1	1										2
Incidentals				1	1										2

Enter your travel dates here for the **US** MONTH: 43862

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

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Claimant: Victor Young ds Departure Date: 4 Feb 20 ds Return Date: 5 Feb 20 ds

Location: Ottawa

Purpose: To attend meetings with Management and Canada School of Public Service (CSPS) training. ds

TRAVEL EXPENSE

	Amount
Airfare	2237.65 ✓
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	410.14 ds 480.29
Mileage (\$.0555/km)	\$ -
Parking	
Taxis	81.44 ✓
Car Rental	
Gasoline	
Private Accommodation (\$50/ngt)	
Other	62.15 ds

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

	Rate	# Meals	Total
Breakfast	20.35 \$19.10	0	\$ - ✓
Lunches	20.60 \$18.90	0 1	\$ - 20.60
Dinners	50.55 \$47.35	0 2	\$ - 101.10
Incidentals	\$17.30	0 2	\$ - 34.60
Total			\$ -

Total Travel Expenses 156.30 ds

Total Travel Expenses \$ - 2729.23
 Total Meal/Incidentals \$ - 156.30
TOTAL \$ 2885.53 ds
 \$2885.53

Meal allowance and incidental calculator

Insert Date →

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Breakfast								0 ✓
Lunch				1				0 1
Dinner				1	1			0 2 ds.
Incidentals				1	1			0 2

Per Diem Calculator

Insert Date →

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				1	1			0 2 ds.

Claimant Signature: [Signature]

Date: January February 2020

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

LeGrow's Travel Business Travel Management

A Maritime Travel Company



Platinum member



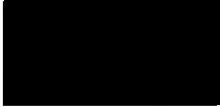
Customized care.
Click here to learn more about our mobile app.

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

s.19(1)

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



LEGROW'S Ref #

Invoice #
Date
Your Counsellor
Account #
Department



23 Jan 2020
HEIDI POUND

Tap to send itinerary to our App via phone:

[Our iPhone App](#) | [Our Android App](#)

View Itinerary On: [ViewTrip](#) | Send Itinerary To: [Triplt](#)

[Click here to learn more about our Corporate Travel Program](#)

Travel Arranger:

For:
YOUNG/VICTOR MR

** No meals provided*

Your Itinerary:

Web Check-In and Airline Confirmation: Air Canada -

	Air Canada 8993	Origin	Destination	Depart	Arrive	Seat
DHC8 Dash 8-400	(Operated by AIR CANADA EXPRESS - JAZZ) Cabin Class B-Economy	ST. JOHN'S, NL St. John's Arpt (ST. JOHN'S, NL)	Halifax, NS Halifax Intl (Halifax, NS)	Tue - Feb 04 10:40 AM	Tue - Feb 04 12:22 PM	04D

Duration 2:12

Remarks

TURBO PROPELLER PLANE USED ON THIS FLIGHT

	Air Canada 8635	Origin	Destination	Depart	Arrive	Seat
DHC8 Dash 8-400	(Operated by AIR CANADA EXPRESS - JAZZ) Cabin Class B-Economy	Halifax, NS Halifax Intl (Halifax, NS)	Ottawa, ON Ottawa McDonald Cartier Intl (Ottawa, ON)	Tue - Feb 04 12:55 PM	Tue - Feb 04 2:08 PM	17D

Duration 2:13

Remarks

TURBO PROPELLER PLANE USED ON THIS FLIGHT

	Air Canada 461	Origin	Destination	Depart	Arrive	Seat
	Airbus A320 Cabin Class C-Business	Ottawa, ON Ottawa McDonald Cartier Intl (Ottawa, ON)	Toronto, ON Lester B Pearson Intl (Toronto, ON) Terminal 1	Wed - Feb 05 5:00 PM	Wed - Feb 05 6:12 PM	04D

Duration 1:12

	Air Canada 694	Origin	Destination	Depart	Arrive	Seat
	Embraer 190 Cabin Class C-Business	Toronto, ON Lester B Pearson Intl (Toronto, ON) Terminal 1	ST. JOHN'S, NL St John's Arpt (ST. JOHN'S, NL)	Wed - Feb 05 7:10 PM	Wed - Feb 05 11:36 PM	03A

Duration 2:56

Passenger Information

Passenger YOUNG/VICTORM

Airline Code AC

Ticket # [REDACTED]

Booking Summary

Company Air Canada

Booking Reference [REDACTED]

Company Air Canada

Loyalty # [REDACTED]

Purchase Summary

Amount due

AIR CANADA AIRFARE - TKT [REDACTED]

1836.00

TAX ON AIRFARE INCLUDES 286.30 HST

TAX ON AIRFARE INCLUDES 76.25 OTHER

TAX ON AIRFARE

362.55

LEGTVL NON-REFUNDABLE FEE-DOMESTIC

34.00

HST ON FEE (R103524823)

5.10

TOTAL DUE CAD

\$2,237.65

Amount Paid

PYMT BY XXXX-XXXX- [REDACTED]

-2198.55

Jan 23 2020

PYMT BY [REDACTED]XXX [REDACTED]

-39.10

TOTAL PAID 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.

Tax 286.30
5.10

\$291.40

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.

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>

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 [REDACTED]

Frequent Flyer/Voyageur assidu [REDACTED]

ZONE 1

Cabin/Cabine
J

Flight/Vol Date From/De
AC 461 05FEB/FEV OTTAWA

Destination
TORONTO

Flight/Vol
AC 461
TORONTO

Seat/Place
04D AISLE/COULOIR

Boarding Time/Heure d'embarquement 16:25 Gate/Porte 17 Seat/Place 04D

Remarks/Observations
[REDACTED]

Departure Time/Heure de depart 17:00



Airline Use/A usage interne 0141 YOW [REDACTED]

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

Boarding Pass | Carte d'accès à bord

YOUNG VICTOR



BUSINESS CLASS/CLASSE AFFAIRES
ETKT [REDACTED]

Frequent Flyer/Voyageur assidu [REDACTED]

ZONE 1

Cabin/Cabine
J

Flight/Vol Date From/De
AC 694 05FEB/FEV TORONTO

Destination
ST JOHNS NL

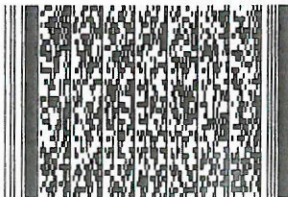
Flight/Vol
AC 694
ST JOHNS NL

Seat/Place
03A WINDOW/HUBLOT

Boarding Time/Heure d'embarquement 18:40 Gate/Porte Seat/Place 03A

Remarks/Observations
[REDACTED]

Departure Time/Heure de depart 19:10



Airline Use/A usage interne 0119 YOW [REDACTED]

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

Boarding Pass | Carte d'accès à bord

YOUNG VICTOR

ZONE 2



LATITUDE ECONOMY/ECONOMIQUE LATITUDE
ETKT [REDACTED]

Frequent Flyer/Voyageur assidu

Cabin/Cabine
Y

Flight/Vol Date From/De



Destination

Flight/Vol

AC 8993 04FEB/FEV ST JOHNS NL

HALIFAX

AC 8993
HALIFAX

Seat/Place

Boarding Time/Heure d'embarquement 10:30 Gate/Porte 10 Seat/Place 04D

04D AISLE/COULOIR
Remarks/Observations

Departure Time/Heure de depart 11:00



Airline Use/A usage interne 0072 YYT [REDACTED]



AIR CANADA

Boarding Pass | Carte d'accès à bord

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

YOUNG VICTOR

ZONE 2



LATITUDE ECONOMY/ECONOMIQUE LATITUDE
ETKT [REDACTED]

Frequent Flyer/Voyageur assidu

Cabin/Cabine
Y

Flight/Vol Date From/De



Destination

Flight/Vol

AC 8635 04FEB/FEV HALIFAX

OTTAWA

AC 8635
OTTAWA

Seat/Place

Boarding Time/Heure d'embarquement 12:25 Gate/Porte 15 Seat/Place 04D

04D AISLE/COULOIR
Remarks/Observations

Departure Time/Heure de depart 12:55



Airline Use/A usage interne 0070 YYT [REDACTED]



AIR CANADA

Boarding Pass | Carte d'accès à bord

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

Fairmont CHÂTEAU LAURIER

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

Room/Chambre : 0396
Folio # :
Invoice # :
Cashier/Cassier # : 836
Page # : 1 of 1

MR Victor Young
[REDACTED]
[REDACTED]
[REDACTED]

Arrival/Arrivée : 02-04-20
Departure/Départ : 02-05-20

Date	Description	Additional Information/Supplémentaire	Charges	Credits
02-04-20	[REDACTED]	Room# 0396 : [REDACTED] <i>Personal</i>	70.15	
02-04-20	Room Charge		349.00	
02-04-20	Municipal Accommodation Tax (13.96	
02-04-20	Room HST (13%)		47.18	
Total			480.29	0.00
Balance Due/Solde			480.29	

GST Summary / Sommaire		HST Summary / Sommaire	
Room/Chambre	0.00	Room/Chambre	47.18
F&B/Restauration	0.00	F&B/Restauration	7.15
Other/Autres	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.

Personal \$70.15
RCM \$410.14 (tax \$47.18)

\$480.29

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

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mall. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année)
J'ai accepté la livraison du journal The Globe and Mall. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

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

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 \$18.25
TIP \$3.00
TOTAL \$21.25

BLUE LINE TAXI
(613) 238-1111

TERMINAL ID: 324-355-396
MERCHANT ID: 4325665A
VEHICLE ID: 1425
DRIVER ID: 00051527
TRIP NUMBER: 9161
PASSENGERS: 1
02/04/2020
START: 15:09
END: 15:10
FARE AMOUNT: \$ 33.21
TIP AMOUNT: \$ 4.98
TOTAL : \$ 38.19
SALE :
APPROVAL NUMBER : 006541
PASSENGER COPY
CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



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
F639F9F0C591A1AD
0080008000-E800
567F973D3C9BFABA
0080008000-F800

CREDIT
A0000000031010
F4B49B3DAA107302
0080008000-E800
1DE1D53465A2A24A
0080008000-F800

APPROVED
AUTH# 054936 01-027
THANK YOU

APPROVED
AUTH# 047048 01-027
THANK YOU

CARDHOLDER COPY
IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

CARDHOLDER COPY
IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

CAR 48

*Cab from
residence to
St. Johns
airport*

*Cab from
Uttawa
airport to
hotel.*

*Cab from
St. Johns
airport to
residence*

CRA Calculated Taxi Tax 2019

Taxis for
Ontario & Quebec \$ 38.19

Ontario

\$ 38.19

\$	38.19
\$	4.09
\$	34.10

Taxis for
Nova Scotia & PEI &
New Foundland & New Brunswick \$ 43.25

Newfoundland

\$ 21.05
\$ 22.00

\$ 43.05

\$	43.25
\$	5.31
\$	37.94

Taxis for
BC & Saskatchewan & Alberta & Manitoba

\$	-
\$	-
\$	-

The figures you need

GRAND TOTAL	\$ 81.44
TOTAL TAX	\$ 9.40
SUMMARY Page total	\$ 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 [REDACTED]
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: Simons, Deborah
Subject: Confirmation for MR Victor Young

s,19(1)



Dear MR Victor Young,

Thank you for choosing Fairmont Chateau 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 #	[REDACTED]
First Name	Victor
Last Name	Young
Arrival Date	Tuesday, 4-Feb, 2020
Departure Date	Wednesday, 5-Feb, 2020
Number Of Nights	1
Number Of Adults	1
Room Type	Fairmont Gold King NS
Rate Per Room Per Night	CAD 349.00
Cancellation Policy	48 hours prior to arrival
Cancel Date To Avoid Fees	Sunday, 2-Feb, 2020
Cancellation Amount	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 <simons@mint.ca> 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

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 <simons@mint.ca>
Sent: December 16, 2019 11:26 AM
To: Victor Young [REDACTED]
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 [REDACTED]
Sent: Friday, December 13, 2019 8:49 AM
To: Simons, Deborah <simons@mint.ca>
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 <simons@mint.ca>
Sent: December 12, 2019 4:27 PM
To: Victor Young [REDACTED]
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.

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: Monday, December 16, 2019 11:21 AM
To: Simons, Deborah
Subject: Confirmation for Mr Victor Young

s.19(1)



Dear Mr Victor Young,

Thank you for choosing Fairmont Chateau 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	Victor
Last Name	Young
Arrival Date	Monday, 3-Feb, 2020
Departure Date	Thursday, 6-Feb, 2020
Number Of Nights	3
Number Of Adults	1
Room Type	Fairmont Gold King NS
Rate Per Room Per Night	CAD 349.00
Cancellation Policy	48 hours prior to arrival
Cancel Date To Avoid Fees	Saturday, 1-Feb, 2020
Cancellation Amount	CAD 410.14

Local Currency

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

Simons, Deborah

s.19(1)

From: Phyllis Clar [REDACTED] >
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>



Travel Expense Form 2020

OTJ #:
 TA #: TACCC83401
 EAHCE #
 Cost estimate provided on TA \$6,969.15
 Hospitality estimate provided on TA
 Departure Date 04-Feb-20
 Return Date 05-Feb-20
 THEMIS # (VP and Board claims only) 3101

Claimant
 Cost Centre

Travel Location and Reason
(attach supporting documents):

B20-003
 Meetings with Management; attend Canada School of Public Service (CSPS) training - Orientation Session for Crown Corporation Directors
 St. Johns, NL/Ottawa/St. Johns, NL

Currency Conversion Table		
1 Unit of	is Worth	of
USD		CAD
		CAD
		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	0.00
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		355.42
740200 - Meals (domestic)	121 Legal Services (Board)	115.90
741200 - Meals (foreign)		0.00
740100 - Hospitality (domestic)		0.00
741100 - Hospitality (foreign)		0.00
740010 - Airfare (domestic)	121 Legal Services (Board)	1,946.25
741010 - Airfare (foreign)		0.00
740020 - Rail fare (domestic)		0.00
741020 - Rail fare (foreign)		0.00
740500 - Taxi fare (domestic)	121 Legal Services (Board)	72.04
741500 - Taxi fare (foreign)		0.00
740700 - Personal car mileage (domestic)		0.00
741700 - Personal car mileage (foreign)		0.00
740030 - Car rental (domestic)		0.00
741030 - Car rental (foreign)		0.00
740800 - Parking (domestic)		0.00
741099 - Other transportation (foreign)		0.00
740400 - Accommodations (domestic)	121 Legal Services (Board)	362.96
741400 - Accommodations (foreign)		0.00
740900 - Incidentals (domestic)	121 Legal Services (Board)	32.95
741900 - Incidentals (foreign)		0.00
740000 - Baggage & Travel (domestic)		0.00
741000 - Baggage & Travel (foreign)		0.00
0.00		0.00
0.00		0.00
		0.00
		0.00
154200 - Prepaid Fares		0.00

Out of Balance - Discrepancy in Expenses Coded	0.00
FOR FINANCE USE ONLY	
(Favorable)/Unfavorable Variance: Estimate on TA versus actual expense claim	(\$4,083.62)
Variance %	-59%
(Favorable)/Unfavorable Variance: Estimate on Hospitality versus actual expense claim	\$0.00
Hospitality Variance %	#DIV/0!

Updated 01/01/20



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.

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

CEO APPROVAL REQUIRED: (Please initial)

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

CFO or CEO APPROVAL REQUIRED: (Please initial)

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

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

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

TRAVELLER'S DIRECTOR APPROVAL REQUIRED: (Please initial)

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

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

1. Traveller Name (PRINT NAME) <i>Victor Young</i>	2. Expense claim prepared by (PRINT NAME) <i>Debby Simons</i>	3. Approved by Traveller's Director with signing authority (PRINT NAME)
Signature of traveller <i>Debby Simons</i>	Signature <i>Debby Simons</i>	Signature of Traveller's Director
Date <i>19/02/2020</i>	Date <i>19/02/2020</i>	Date

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

4. Approved by VP (as required) (PRINT NAME)	5. Reviewed by CFO (CEO claims; Board claims; claims for review prior to CEO approval; other as required)	6. Approved by CEO & President/Chair of BOD/Chair of Audit Committee (as required)
Signature of VP	Signature of CFO <i>Carie</i>	Signature of CEO/Chair of Board/Chair of Audit Committee <i>Please refer to attached e-mail approval from Phyllis Clark.</i>
Date	Date <i>Feb 24/2020</i>	Date <i>24/02/2020</i>
7. Reviewed by Finance (PRINT NAME)		Date <i>24/02/2020</i>

000179

Canada - (Except NWT, NVT, Yukon)					USA - (Except Alaska)			
	Total Amount (incl. HST/GST)	Actual HST/GST	Calc HST/GST		USD Expenses	Actual Credit Card CAD Exp.	Total CAD Equivalent	
RCM Paid Fares (Air-Domestic)								
RCM Paid Fares (Rail-Domestic)								
RCM Paid Fares (Air-Foreign)								
RCM Paid Fares (Rail-Foreign)								
Employee Paid Fares (Air - Domestic)	2,237.65	291.40						
Employee Paid Fares (Air- Foreign)								
Employee Paid Fares (Rail- Domestic)								
Employee Paid Fares (Rail - Foreign)								
Hotel Accommodations (Domestic)	410.14	47.18						
Hotel Accommodations (Foreign)								
Taxis (Domestic)	81.44	9.40						
Taxis (Foreign)								
Mileage (\$0.565km)								
Business Telephone								
Parking								
Car Rental (Domestic)								
Car Rental/Gas (Foreign)								
Personal Accommodations								
Hospitality								
Baggage (Domestic)								
Baggage (Foreign)								
Others (code manually)								
Others (total)								
Total Expenses	2,729.23	347.98						
Per Diem Country			Canada				USA	
Meal allowance rates		No. of meal allowances	Total CAD allowance	Calculated GST/HST		No. of meal allowances	Total USD allowance	Total CAD Equivalent
Breakfasts	\$20.35				\$20.35			
Lunches	\$20.60	1	20.60	0.98	\$20.60			
Dinners	\$50.55	2	101.10	4.81	\$50.55			
Total Meals			121.70	5.80				
Incidentals	\$17.30	2	34.60	1.65	\$17.30			
Total Expenses			156.30	7.44				

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

Grand Total CAD Expenses	2,885.53	Grand Total USD Expenses	
Grand Total HST/GST	355.42		

Notes for Expenses

Breakfast on 5 February was included with the accommodations; Victor does not wish to claim the lunch meal allowance for 5 February even though he was asked to contribute a small payment towards the lunch at the training session [REDACTED]. Victor is not seeking reimbursement for a cab from the hotel back to the Ottawa airport on 5 February, as he rode with Barry Rivelis.

Meal allowance and incidental calculator

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

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

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

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

Enter your travel dates here for **CANADA** MONTH: Feb-20

Numbers only

			4	5											Total allowances
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Breakfast															0
Lunch					1										1
Dinner					1	1									2
Incidentals					1	1									2

Enter your travel dates here for the **US** MONTH: 43862

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

LeGrow's Travel Business Travel Management

A Maritime Travel Company



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

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



LEGROW'S Ref #

Invoice #

Date

Your Counsellor

Account #

Department



23 Jan 2020

HEIDI POUND



s.19(1)

Tap to send Itinerary to our App via phone:

[Our iPhone App](#) | [Our Android App](#)

View Itinerary On: [ViewTrip](#) | Send Itinerary To: [Triplt](#)

[Click here to learn more about our Corporate Travel Program](#)

Travel Arranger:

For:

YOUNG/VICTOR MR

** No meals provided*

Your Itinerary:

Web Check-in and Airline Confirmation: Air Canada -

Flight	Airline	Origin	Destination	Depart	Arrive	Seat
DHC8 Dash 8-400	Air Canada 8993 (Operated by AIR CANADA EXPRESS - JAZZ) Cabin Class B-Economy	ST. JOHN'S, NL St. John's Arpt (ST. JOHN'S, NL)	Halifax, NS Halifax Intl (Halifax, NS)	Tue - Feb 04 10:40 AM	Tue - Feb 04 12:22 PM	04D
Duration 2:12						
Remarks TURBO PROPELLER PLANE USED ON THIS FLIGHT						
DHC8 Dash 8-400	Air Canada 8635 (Operated by AIR CANADA EXPRESS - JAZZ) Cabin Class B-Economy	Halifax, NS Halifax Intl (Halifax, NS)	Ottawa, ON Ottawa McDonald Cartier Intl (Ottawa, ON)	Tue - Feb 04 12:55 PM	Tue - Feb 04 2:08 PM	17D
Duration 2:13						
Remarks TURBO PROPELLER PLANE USED ON THIS FLIGHT						
DHC8 Dash 8-400	Air Canada 461 Airbus A320 Cabin Class C-Business	Ottawa, ON Ottawa McDonald Cartier Intl (Ottawa, ON)	Toronto, ON Lester B Pearson Intl (Toronto, ON) Terminal 1	Wed - Feb 05 5:00 PM	Wed - Feb 05 6:12 PM	04D
Duration 1:12						
DHC8 Dash 8-400	Air Canada 694 Embraer 190 Cabin Class C-Business	Toronto, ON Lester B Pearson Intl (Toronto, ON) Terminal 1	ST. JOHN'S, NL St John's Arpt (ST. JOHN'S, NL)	Wed - Feb 05 7:10 PM	Wed - Feb 05 11:36 PM	03A
Duration 2:56						

Passenger information

Passenger YOUNG/VICTORM

Airline Code AC

Ticket # [REDACTED]

Booking Summary

Company Air Canada

Booking Reference [REDACTED]

Company Air Canada

Loyalty # [REDACTED]

Purchase Summary

Amount due

AIR CANADA AIRFARE - TKT [REDACTED] **1836.00**
 TAX ON AIRFARE INCLUDES 286.30 HST
 TAX ON AIRFARE INCLUDES 76.25 OTHER
TAX ON AIRFARE 362.55
LEGTVL NON-REFUNDABLE FEE-DOMESTIC 34.00
HST ON FEE (R103524823) 5.10
TOTAL DUE CAD \$2,237.65

Amount Paid

PYMT BY XXXX-XXXX- [REDACTED] -198.55
 Jan 23 2020
 PYMT BY [REDACTED] -39.10
TOTAL PAID 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.

Tax 286.30
 5.10

 \$291.40

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.

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>

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:



Fairmont

CHÂTEAU LAURIER

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

Room/Chambre : 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	Additional Information/Supplémentaire	Charges	Credits
02-04-20		Room# 0396 : ██████████ <i>Personal</i>	70.15	
02-04-20	Room Charge		349.00	
02-04-20	Municipal Accommodation Tax (13.96	
02-04-20	Room HST (13%)		47.18	
Total			480.29	0.00

Balance Due/Solde

480.29

GST Summary / Sommaire		HST Summary / Sommaire	
Room/Chambre	0.00	Room/Chambre	47.18
F&B/Restauration	0.00	F&B/Restauration	7.15
Other/Autres	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.

Personal \$70.15
RCM \$410.14 (tax \$47.18)

\$480.29

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

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

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

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

JIFFY CABS
322 PENNYWELL ROAD
ST. JOHN'S NL

CITY WIDE TAXI
9 VANGUARD COURT
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 \$18.25
TIP \$3.00
TOTAL

\$21.25

CREDIT
000031010
F639F9F0C591A1AD
0080008000-E800
567F973D3C9BFABA
0080008000-F800

APPROVED

AUTH# 054936 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

*Cab from
residence to
St. Johns
airport*

BLUE LINE TAXI
(613) 238-1111

TERMINAL ID: 324-355-396
MERCHANT ID: 4325665A
VEHICLE ID: 1425
DRIVER ID: 00051527

TRIP NUMBER:
PASSENGERS:

02/04/2020
START: 15:09

END: 15:10

FARE AMOUNT: \$ 33.21

\$ 4.98

TIP AMOUNT:

TOTAL 38.19

SALE :

APPROVAL NUMBER 006541

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2612
INQUIRY@TAXITAB.COM
TAXI TAB



38.19

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
1DE1D53465A2A24A
0080008000-F800

APPROVED

AUTH# 047048 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

*Cab from
St. Johns
airport to
residence*

CRA Calculated Taxi Tax 2019

**Taxis for
Ontario &
Quebec** \$ 38.19

Ontario

\$ 38.19

\$	38.19
\$	4.09
\$	34.10

**Taxis for
Nova Scotia &
PEI &
New Foundland &
New Brunswick** \$ 43.25

Newfoundland

\$ 21.05
\$ 22.00

\$ 43.05

\$	43.25
\$	5.31
\$	37.94

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

\$	-
\$	-
\$	-

The figures you need

GRAND TOTAL \$ 81.44
TOTAL TAX \$ 9.40
SUMMARY Page total \$ 72.04

YOUNG VICTOR

ZONE 2



LATITUDE ECONOMY/ECONOMIQUE LATITUDE
ETKT [REDACTED]

Frequent Flyer/Voyageur assidu [REDACTED]

Cabin/Cabine
Y

Flight/Vol Date From/De
AC 8993 04FEB/FEV ST JOHNS NL

Destination
HALIFAX

Flight/Vol
AC 8993
HALIFAX

Boarding Time/Heure d'embarquement 10:30 Gate/Porte 10 Seat/Place 04D

Seat/Place
04D AISLE/COULOIR
Remarks/Observations

Departure Time/Heure de depart 11:00

Airline Use/A usage interne 0072 YYT [REDACTED]



AIR CANADA

Boarding Pass Carte d'accès à bord

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

YOUNG VICTOR

ZONE 2



LATITUDE ECONOMY/ECONOMIQUE LATITUDE
ETKT [REDACTED]

Frequent Flyer/Voyageur assidu [REDACTED]

Cabin/Cabine
Y

Flight/Vol Date From/De
AC 8635 04FEB/FEV HALIFAX

Destination
OTTAWA

Flight/Vol
AC 8635
OTTAWA

Boarding Time/Heure d'embarquement 12:25 Gate/Porte 15 Seat/Place 04D

Seat/Place
04D AISLE/COULOIR
Remarks/Observations

Departure Time/Heure de depart 12:55

Airline Use/A usage interne 0070 YYT [REDACTED]



AIR CANADA

Boarding Pass Carte d'accès à bord

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

YOUNG VICTOR

ZONE 1



BUSINESS CLASS/CLASSE AFFAIRES
ETKT [REDACTED]

Frequent Flyer/Voyageur assidu [REDACTED]

Cabin/Cabine
J

Flight/Vol Date From/De
AC 461 05FEB/FEV OTTAWA

Destination
TORONTO

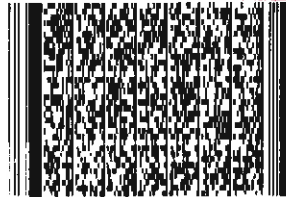
Flight/Vol
AC 461
TORONTO

Boarding Time/Heure d'embarquement 16:25 Gate/Porte 17 Seat/Place 04D

Seat/Place
04D AISLE/COULOIR
Remarks/Observations
[REDACTED]

Departure Time/Heure de depart 17:00

Airline Use/A usage interne 0141 YOW [REDACTED]



Boarding Pass | Carte d'accès à bord



A STAR ALIANCE MEMBER
MEMBRE DE L'ALLIANCE AIR CANADA

YOUNG VICTOR

ZONE 1



BUSINESS CLASS/CLASSE AFFAIRES
ETKT [REDACTED]

Frequent Flyer/Voyageur assidu [REDACTED]

Cabin/Cabine
J

Flight/Vol Date From/De
AC 694 05FEB/FEV TORONTO

Destination
ST JOHNS NL

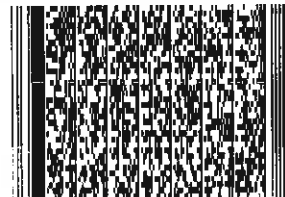
Flight/Vol
AC 694
ST JOHNS NL

Boarding Time/Heure d'embarquement 18:40 Gate/Porte Seat/Place 03A

Seat/Place
03A WINDOW/HUBLOT
Remarks/Observations
[REDACTED]

Departure Time/Heure de depart 19:10

Airline Use/A usage interne 0119 YOW [REDACTED]



Boarding Pass | Carte d'accès à bord



A STAR ALIANCE MEMBER
MEMBRE DE L'ALLIANCE AIR CANADA

TRAVEL EXPENSE REPORT
RCM BOARD OF DIRECTORS

Claimant: Victor Young ds Departure Date: 4 Feb 20 ds Return Date: 5 Feb 20 ds

Location: Ottawa

Purpose: To attend meetings with Management and Canada School of Public Service (CSPS) training ds

TRAVEL EXPENSE

	Amount
Airfare	2237.65 ✓
Baggage Fees	
Change Fees	
VIA Rail	
Hotel Accommodations	410.14 ds 480.29
Mileage (\$.0555/km)	\$ -
Parking	
Taxis	81.44 ✓
Car Rental	
Gasoline	
Private Accommodation (\$50/ngt)	
Other	62.15 ds

Meals & Incidentals

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

	Rate	# Meals	Total
Breakfast	20.35 ds \$19.10	0	\$ - ✓
Lunches	20.60 ds \$18.90	0 1	\$ - 20.60
Dinners	50.55 ds \$47.35	0 2	\$ - 101.10
Incidentals	\$17.30	0 2	\$ - 34.60
Total			\$ - 156.30 ds

Total Travel Expenses \$ - 2729.23
 Total Meal/Incidentals \$ - 156.30
TOTAL \$ 2885.53 ds

Meal allowance and incidental calculator

Insert Date →

	Sat	Sun	Mon	Tue 04	Wed 05	Thu	Fri	Total
Breakfast								0 ✓
Lunch				1				0 1 ds
Dinner				1	1			0 2 ds
Incidentals				1	1			0 2 ds

Per Diem Calculator

Insert Date →

	Sat	Sun	Mon	Tue 04	Wed 05	Thu	Fri	Total
				1	1			0 2 ds

Claimant Signature: [Signature]

Date: January February 2020

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