

Elisa Sutherland

From: Amanda Ratte
Sent: August 13, 2024 10:56 AM
To: Elisa Sutherland
Cc: Teah Buffalo
Subject: AGM Travel October 1-4th
Attachments: Travel Arrangements sample.pdf; Travel Advance sample.pdf

Good Morning Elisha,

As we discussed, I wanted to confirm if you'd like to attend the AGM in Thunder Bay from October 1st to October 4th. Starlink's day is scheduled for October 2nd, and there will be an open house at the new Thunder Bay office on October 3rd.

If you decide to attend, please complete your travel arrangements form and travel advance. I've attached samples of my completed forms for your reference. You can simply copy and paste the information, updating it with your name, birth year, and adding me as your fellow traveler.

Your budget codes are the following

Travelling: 6005 FLYIN (travel arrangement form code)

Meals: 6000 FLYIN (travel advance form code)

If you encounter any issues, feel free to see me or ask Teah for assistance.

Best regards,



Amanda Ratte

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