



Nishnawbe-Aski Legal Services Corporation
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Nishnawbe-Aski Legal Services Corporation
 Attention: Accounts Payable
 138B Mission Road
 Fort William First Nation, ON P7J 1K7
 Tel: (807) 622-1413 Fax: (807) 622-3024

Travel Arrangements

000325

Date	Department
2023-02-24	RJ
Legal Name	Departure
Sophia Lazarus	March 1, 2023
Date of Birth	Destination
	Timmins

Travel Company	Departure Date	Return Date
Thunder Air / Air Creebec	2023-03-01 08:00 AM	2023-03-04 08:00 AM

Hotel Company	Check-In	Check-Out	Location
Hampton Inn Timmins	2023-03-01	2023-03-04	Timmins

Notes
 Sending this in on behalf of Sophia who does not yet have HRIS as a new hire. The earliest flight available on the 1st for either airline is fine, and any flight returning home on the 4th should be fine. I dont believe you need DOB to book on those airlines but I have reached out for her info anyway. Let me know if you need it.

Employee Signature
 Chantelle Johnson

Authorized Signature