



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

000326

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
Air Creebec / Thunder Air	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
 Doing TAR on behalf of Sophia who is new and does not have access to HRIS. Earliest flight possible on arrival date is good, on whatever airline. I don't think you need DOB to book but -- just waiting on her to reply with that information if you do need it.

Employee Signature
 Lauren Differ

Authorized Signature
 Chantelle Johnson