



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

000654

Date	Department	Budget Code
2023-09-25	Restorative Justice	ALLSTAFF - TBD
Legal Name	Departure	
Shirley Keesick	Balmertown	
Date of Birth	Destination	
1957-06-19	Thunder Bay	

Travel Company	Departure Date	Return Date
Personal vehicle by road	2023-11-13 07:05 AM	2023-11-17 07:05 AM

Hotel Company	Check-In	Check-Out	Location
Nor'Wester	2023-11-13	2023-11-17	Thunder Bay

Notes
 Will travel via personal vehicle 572 kms one way from Balmertown, ON to Thunder Bay, ON x 2 = 1,144 ms x .615 = 703.56
 I will submit expense claim for meals, mileage, incidentals after travel is completed. I do not require travel advance.
 Please pay for my hotel room at Nor'Wester Thunder Bay for Nov. 13, 14, 15, 16, 2023 (4 nights)
 My cell phone: 807-728-0221 My work office phone: 807-735-2709

 Hotel Code will be established later

Employee Signature
 Shirley Keesic
Authorized Signature
 Kenneth Sackaney