Nishnawbe-Aski Legal Services Corporation
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Nishnawbe-Aski Legal Services Corporation
Attention: Accounts Payable
678 City Road
Fort William First Nation, ON P7J 1K3
Tel: (807) 622-1413 Fax: (807) 622-3024

Travel Arrangements

001127

Date	Department	Budget Code
2024-04-15	STLAW	6005STLAW
Legal Name	**Departure**	
Kevin Romyn	Sioux Lookout	
Date of Birth	**Destination**	
	Kenora	

Travel

Company	Departure Date	Return Date
Personal vehicle	2024-05-26 12:00 PM	2024-05-28 09:00 AM
	2024-05-02 04:47 PM	2024-05-02 04:47 PM

Hotel

Company	Check-In	Check-Out	Location
Comfort Inn	2024-05-26	2024-05-28	Kenora

Notes

Travel to Kenora on May 26 and overnight to Attend NW Region Criminal Case Management Forum on May 27 scheduled 8:30am to 4pm whole day.
Overnight in Kenora on May 27 and travel back to Sioux Lookout morning of May 28.
Making my own travel arrangements "booking direct" as to avoid any issues which may arise with reservations as traveling on weekend when NAN travel coordinator is unavailable.
Will make a travel claim after the event in accordance with HRIS policy.

Employee Signature

Kevin Romyn

Authorized Signature

Renzo Caron