



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TRAVEL ADVANCE REQUEST

1. Submit one form per trip, must be approved prior to payment
2. Manager is responsible in forwarding to Finance Department for processing by Tuesday at noon.

Dept/Budget Code: 6000 6005 Date: Nov 8, 2022

Name: Jonathan Quequish Position: Pre-Charge

DETAILS OF TRAVEL								
DEPART DATE:	<u>Nov 14</u>	TIME:	<u>9:00am</u>	NUMBER OF DAYS:	<u>4</u>			
RETURN DATE:	<u>Nov 17</u>	TIME:	<u>9:00pm</u>	NUMBER OF NIGHTS:	<u>3</u>			
DESTINATION:	<u>Thunder Bay</u>							
FELLOW TRAVELLERS:								
PURPOSE OF TRAVEL:	<u>Training</u>							
DETAILS OF ADVANCE REQUEST:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat.	
(enter dates ->)	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	
Breakfast \$20.35 per day (Travel before 7:30 a.m.)			✓	✓	✓			<u>\$61.05</u>
Lunch \$20.60 per day (Include only if not provided on plane)					✓			<u>\$20.60</u>
Supper \$50.55 per day (Travel after 7:00 p.m.)		✓	✓	✓	✓			<u>\$202.20</u>
Incidentals \$17.30 per night		✓	✓	✓				<u>\$51.90</u>
Taxis								
Parking								
Childcare \$35.00 for 1 st child \$15.00 per child thereafter								
Mileage \$0.57 per km								<u>\$446.88</u>
Private Accommodations \$50.00 per night								
Other (Specify)								
							TOTAL REQUESTED	<u>\$782.63</u>

Employee's Signature [Signature]
 Approved by Manager [Signature]

Date Nov 8, 2022
 Date _____

FINANCE USE ONLY:	
BATCH #:	ENTERED BY:
EFT BATCH#:	PAYMENT SUBMITTED BY: