

## Chantel Nowegijick

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**From:** Teah Buffalo  
**Sent:** June 14, 2023 4:21 PM  
**To:** Chantel Nowegijick  
**Subject:** Re: Rental Fill Up & Drop Off Procedure

Hi there!

I just spoke to Melissa and because of my situation she said it is totally ok for you to meet me at one of the gas stations around Enterprise. I would like to be at the airport before 1 pm. So, if it ok with you, we can meet around 12pm?

**Teah Buffalo**  
**Community Justice Coordinator**



**Nishnawbe-Aski Legal Services Corporation**  
119 Pine Street South - Suite 210  
Timmins, ON  
P4N 2K3

C:  
E: [tbuffalo@nanlegal.on.ca](mailto:tbuffalo@nanlegal.on.ca)

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**From:** Chantel Nowegijick <[cnowegijick@nanlegal.on.ca](mailto:cnowegijick@nanlegal.on.ca)>  
**Sent:** Wednesday, June 14, 2023 4:16 PM  
**To:** Teah Buffalo <[tbuffalo@nanlegal.on.ca](mailto:tbuffalo@nanlegal.on.ca)>  
**Cc:** Melissa Scholz <[mscholz@nanlegal.on.ca](mailto:mscholz@nanlegal.on.ca)>; Liberty Gorman <[lgorman@nanlegal.on.ca](mailto:lgorman@nanlegal.on.ca)>  
**Subject:** Rental Fill Up & Drop Off Procedure

Hello Teah,

I too like to check in online but I have found a few of our staff members prefer to do it at the airport.

I have made many enterprise bookings for the staff and I have never done the fill up with them. I just asked another staff member who had a rental last week and she said usually the staff member would fill up the rental and then submit a travel claim. I am unfamiliar with the travel claim process as I do not

travel myself, so I have CC'd Melissa and Liberty to see if they know more.

I am more than willing to pay for it/come with you to do the fill up. I just want to make sure we are following the proper procedures. I will also 100% still meet you at Enterprise whenever you would like a ride to the airport. I set the drop off time for the rental at 1:00pm but he said we can come earlier than that.

Thank You,

Chantel Nowegijick  
Travel Assistant

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**From:** Teah Buffalo <tbuffalo@nanlegal.on.ca>  
**Sent:** Wednesday, June 14, 2023 2:59 PM  
**To:** Chantel Nowegijick <cnwegijick@nanlegal.on.ca>  
**Subject:** Re: Time to Check In

Hi there Chantel!

Thank you for sending me this, I enjoy checking in online. Enterprise mentioned that I would have to fill up the vehicle tomorrow, is that something I do on my own or with you? If so, what time?

I did enjoy Applebees, looking forward to trying something new tonight.

**Teah Buffalo**  
**Community Justice Coordinator**



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119 Pine Street South - Suite 210  
Timmins, ON  
P4N 2K3

C:  
E: [tbuffalo@nanlegal.on.ca](mailto:tbuffalo@nanlegal.on.ca)

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**From:** Chantel Nowegijick <[cnwegijick@nanlegal.on.ca](mailto:cnwegijick@nanlegal.on.ca)>  
**Sent:** Wednesday, June 14, 2023 2:53 PM