

August 5, 2025

Re: Approved AGM/Staff Retreat Travel Allowances & Reimbursements

Outlined below are the approved travel allowances and reimbursement guidelines for the upcoming NSMTC Strategic Planning Session for Leadership (August 16) and the NSMTC AGM/Staff Retreat (August 17-20), being held at Oak Island Resort & Conference Centre, Western Shore, Nova Scotia.

Mileage

A revised mileage chart will be provided, including Oak Island Resort as a destination.

- Staff based out of **Eel Ground or Red Bank offices**, **Board members**, and **remote staff working within one of the seven First Nation communities we serve** may refer to this chart for their round-trip mileage claim.
- All others must calculate round-trip mileage using **Google Maps** and provide a printed copy of the route with their submitted claim as supporting documentation.

Meal & Incidental Allowances

Meal per diems and incidentals are provided for **employees only**. While we are pleased to accommodate families with appropriate lodging and participation in group meals during the retreat, **meal allowances and incidentals are not extended to family members**. We appreciate your understanding.

Leadership Attendees

(Attending Strategic Planning Session & Staff Retreat)

Travel Dates: August 16-20, 2025

- August 16 (Saturday) 1 lunch, 1 dinner
- August 17 (Sunday) 1 dinner (breakfast and lunch provided)
- August 18 (Monday) no per diem (all meals provided)
- August 19 (Tuesday) 1 dinner (breakfast and lunch provided)
- August 20 (Wednesday) 1 lunch (breakfast provided; expected home by dinner)
- **Incidentals** 4 (one per overnight stay)

Staff & Board Attendees

(Staff Retreat Only)

Travel Dates: August 17-20, 2025

- August 17 (Sunday) 1 lunch, 1 dinner
- August 18 (Monday) no per diem (all meals provided)
- August 19 (Tuesday) 1 dinner (breakfast and lunch provided)
- August 20 (Wednesday) 1 lunch (breakfast provided; expected home by dinner)
- **Incidentals** 3 (one per overnight stay)

Tolls & Other Costs

If you incur **toll charges** during travel, please include a **receipt or other supporting documentation** with your reimbursement claim.

For any other expenditures not listed above, advance approval from your Manager or the General Manager is required.

If you have any questions or require further clarification, please don't hesitate to reach out to the Finance Office.

Warm regards,

Jim Ward

General Manager

North Shore Mi'kmaq Tribal Council