



July 30, 2026

Re: Approved Staff Retreat Travel Allowances & Reimbursements

Outlined below are the approved travel allowances and reimbursement guidelines for the upcoming **NSMTC Staff Retreat (August 11-13)**, being held at the **Delta Hotels Fredericton**. (225 Woodstock Rd, Fredericton NB)

Mileage

Please refer to the **most recent applicable mileage chart** when claiming round-trip mileage. **If your starting location is not included on the mileage chart**, you must calculate round-trip mileage using Google Maps and include a printed copy of the route with your submitted claim as supporting documentation.

Per Diems

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

Travel Dates: August 11–13, 2026

- **August 11 (Tuesday)** – 1 dinner
- **August 12 (Wednesday)** – no per diems (all meals provided)
- **August 13 (Thursday)** – 1 lunch (breakfast provided; expected home by dinner)
- **Incidentals** – 1 (one per full trip)

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 expenditure not listed above, **advance approval from your Direct Supervisor** 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

North Shore Mi'kmaq Tribal Council (NSMTC) Support Services

Main Office – 38 Micmac Road, Natoaganeg (Eel Ground) First Nation, NB E1V 4B1
T: 506.627.4611 | **F:** 506.627.4613 | **E:** Info@NSMTC.ca | **W:** NSMTC.ca/Support-Services