



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,

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

Main Office – 38 Micmac Road, Natoaganeg (Eel Ground) First Nation, NB E1V 4B1

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Jim Ward
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