



AETS
Anishinabek Employment
and Training Services

HEAD OFFICE:

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2 Rabbit Drive
PO Box 220
Heron Bay, ON
P0T 1R0

SATELLITE OFFICE:

Suite 210 - 250 Park Avenue
Thunder Bay, ON
P7B 1C2

BRANCH OFFICE:

(Mailing Address)

523 Algoma Street North
South Wing, Box #4, 3rd Floor
Thunder Bay, ON
P7A 5C2

Tel: 807-346-0307

Fax: 807-346-0310

Email: aets@aets.org

Joining Instructions

IHCWDR Indigenous Healthcare Workforce Development Roundtable

Thursday February 12, 2026, to Friday February 13, 2026.

Contacts:

Tyler Gingras - AETS Roundtable Project Coordinator
Kim Gamache – AETS Roundtable Finance Assistant.

Welcome Reception/Dinner:

Thursday February 12, 2026: 6:00 pm – 8:00 pm

Location: **TBA**

Hilton Toronto Airport Hotel & Suites

Event Details:

Friday February 13, 2026: 8:00 am – 4:00 pm

Location: **TBA**

Hilton Toronto Airport Hotel & Suites

Individual Reservations – Terms & Conditions:

Check-in time: After 3:00 pm

Check-out time: 12:00 pm

Late checkout: 50% + tax between 1 – 4 pm. After 4 pm 100% + tax. Subject to availability.

Individual participants will be responsible for making their own reservations and any subsequent changes directly with the hotel's reservation department. Example: pet charges, room service charges, etc.

A credit card must be provided at time of reservation to guarantee the room.

Local transportation options to Hilton Toronto Airport Hotel & Suites: February 12th and 13th, 2026 only.

- [Hilton Airport Shuttle](#) from Toronto Pearson International Airport: Available, Complimentary, Runs every 30 minutes.
- [Uber](#) (app download required)



Travel Expense Claims:

The most economical travel route should be chosen. Max \$720.00.

Your travel estimate must be based on the current [National Joint Council's Travel Directive](#). A quick summary of allowances is included here for your reference to calculate the eligible meals.

QUICK TRAVEL SUMMARY

Total for Meals \$70.00

Kilometer Rate (privately owned vehicle) \$0.62
as of October 1, 2025

Meals

Meals not to exceed \$70.00 total. (Not daily)

Submission of Travel Expense Claims:

Please refer to [Anishinabek Employment & Training Services](#) -with any questions related to travel expense claims.

Steps:

- Form must be completed in its entirety (i.e.) name and complete address of traveler, purpose of travel, start and end dates of trip, and amounts.
- Please confirm the travel expense claim using an email attestation.

An example of an email attestation:

I am the [insert your job title] at [insert your organization's name], and, in that capacity, I traveled to the IHCWDR meeting in Mississauga. I have completed the attached Claim Form, and am in agreement with all contents. I am unable to provide a signed copy of this at this time, and am sending this email as confirmation of my intent to sign the attached Claim Form.

- Please include a scanned or electronic copy of receipts, including boarding passes. Receipts are not necessary for meals or mileage.

Kindly email completed travel expense claims and receipts to kim.gamache@aets.org no later than Friday **March 3rd, 2026**, for further processing.

Late submissions will not be accepted and related costs will be the responsibility of the individual ISETA holder.

Sample of expense claim form below.





Anishinabek Employment and Training Services

523 Algoma Street N
Thunder Bay, Ontario P7A 5C2

Phone: (807) 346-0307
Fax: (807) 346-0310

Actual Travel Expense Claim

Name: Jane Doe

Address: 123 Anywhere St, Somewhere, Ontario, A0B 1C2

Purpose Of Trip: **Indigenous Healthcare Workforce Development Roundtable (IHCWDR)**
Mississauga, Ontario

Event Date: **February 12-13, 2026**

Transportation (MAX CLAIM - \$720)

Traveling From: 123 Anywhere St, Somewhere, Ontario, A0B 1C2

Traveling To: Hilton Toronto Airport Hotel & Suites, 5875 Airport Rd, Mississauga, ON L4V 1N1

Mileage: kms x .62 ☒ \$ -

Air Fare: \$ 720.00 Receipts required

Taxi: Receipts required

Other: Receipts required

Sub Total \$ 720.00

Accommodation (MAX 2 Nights at \$300/Night) Receipt Required

Hotel: 2 Nights x \$300.00 Rate = \$ 600.00

Sub Total \$ 600.00

Meals - Claim if Travelling Overnight Only (MAX \$70 TOTAL) No Receipts Required

PROVIDED AT EVENT

February 12, 2026 - Evening Reception
February 13, 2026 - Breakfast, Lunch and Snacks

Claiming \$70: 70 Input \$70 here if claiming

Sub Total \$ 70.00

RECEIPTS MUST BE ATTACHED WHERE APPLICABLE

I CERTIFY THAT THE AMOUNTS INCLUDED IN THIS CLAIM WERE
INCURRED ON AUTHORIZED MIWDR BUSINESS TRAVEL

SUB TOTAL EXPENSES \$ 1,390.00

LESS: ADVANCED

CLAIMANT'S SIGNATURE: _____ **Date** _____

TOTAL EXPENSES \$ 1,390.00

APPROVED BY: _____

AETS EXECUTIVE DIRECTOR _____ **Date** _____