



**AETS**  
Anishinabek Employment  
and Training Services

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(Mailing Address)

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P7A 5C2

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Email: [aets@aets.org](mailto:aets@aets.org)

## Joining Instructions

### **MIWDR Mining Indigenous Workforce Development Roundtable**

Monday September 15, 2025, to Tuesday September 16, 2025.

**Contacts:**

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

**Welcome Reception:**

Monday September 15, 2025: 6:00 pm – 8:00 pm

Location:

DoubleTree by Hilton Downtown Ottawa  
Heritage Room  
33 Nicholas St,  
Ottawa, ON  
K1N 9M7

**MIWDR Event Details:**

Tuesday September 16, 2025: 8:00 am – 4:00 pm

Rogers Centre Ottawa  
Gatineau Salon Room 205 & 207  
55 Colonel By Dr  
Ottawa, ON  
K1N 9J2

**Hotel Accommodation Location:**

Double Tree by Hilton Ottawa Downtown  
33 Nicholas Street  
Ottawa, ON  
K1N 9M7  
613-230-3033

Les Suites Hotel Ottawa  
130 Besserer Street  
Ottawa, ON  
K1N 9M9  
613-232-2000

AETS will be reimbursing one representative from each ISETA holder, for hotel accommodation on September 15 & 16, 2025 (if necessary) and for transportation.

ISETA's wanting more than 1 attendee, please seek funding through own ISET.



### **Cancellation Policy for the Double Tree by Hilton Ottawa Downtown:**

**Individual cancellations and No-shows:** Before September 8, 2025; 11:59 pm Ottawa local time – 1 night plus taxes will be charged to the Master Account. After September 8, 2025 – the full cost of the stay will be charged.

**Early Departure Charge:** An early departure fee of full night charge will apply if a customer attendee checks out prior to the confirmed checkout date.

### **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.

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

### **Local transportation options to DoubleTree:**

- [Uber](#) (app download required)
- [Blueline Taxi](#) (613) 238-1111 or download the app
- [Capital Taxi](#) (613) 744-3333

### **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 \$0.625  
vehicle) \*as of July 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 MIWDR meeting in Ottawa. 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](mailto:kim.gamache@aets.org) no later than Friday **October 3rd, 2025**, 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

Purpose Of Trip: **Mining Indigenous Workforce Development Roundtable (MIWDR)**  
**Ottawa, Ontario**

Event Date: **September 15-16, 2025**

#### Transportation (MAX CLAIM - \$720)

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

Traveling To: Double Tree Downtown, 33 Nicholas St, Ottawa, ON K1N 9M7

Mileage            kms x .625 \$            -

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 \$224.25 Rate = \$ 448.50

**Sub Total** \$ 448.50

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

##### PROVIDED AT EVENT

September 15, 2025 - Evening Reception - Appetizers

September 16, 2025 - Breakfast, Lunch and Snacks

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

**Sub Total** \$ 70.00

#### RECEIPTS MUST BE ATTACHED WHERE APPLICABLE

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

SUB TOTAL EXPENSES \$ 1,238.50

LESS: ADVANCED           

Jane Doe Sept 18/25

CLAIMANT'S SIGNATURE:            Date

TOTAL EXPENSES \$ 1,238.50

APPROVED BY:           

AETS EXECUTIVE DIRECTOR            Date