



## **2022 NATIONAL CLAIMS RESEARCH WORKSHOP**

**Algonquin Traditional Territory  
Ottawa, ON**

### **RULES FOR COST REIMBURSEMENT**

The National Claims Researchers Planning Committee continue to institute cost saving measures that will allow the workshop to proceed and that we hope will make it possible for you to attend. These measures include:

- Elimination of translation services.
- Online registration and conference information.
- Virtual attendance option for 2022 (not guaranteed for future years)
- Reduction of travel reimbursement budget. While presenters' travel will be reimbursed in accordance with these rules, we cannot guarantee full reimbursement of participant travel. Please see paragraphs 7, 8 and 9 for more details.
- Hotel accommodations are available at reasonable rates at the Delta, Ottawa Centre.

### **Rules**

1. In order to be eligible to receive reimbursement, you must work for a First Nation organization and be directly involved in the claims research process.
2. Federal government employees, who either participate in the Workshop program or attend the Workshop, will not be eligible for reimbursement of travel or other costs.
3. If your organization receives funding in your budget for 2022/2023 to cover the attendance for one (1) person at the 2022 Workshop, you are not eligible to receive reimbursement.
4. As the Workshop is intended to provide practical information for First Nation Claim Researchers, organizations are encouraged to send their staff who are responsible for the research and development of claims.
5. Each organization shall cover the costs of any additional staff members' attendance at the Workshop.

6. If your organization receives funding for the research and development of specific claims, but the funding does not include finances for the annual research workshop, you will be eligible to receive reimbursement for the travel and other allowable costs for one (1) person to attend the 2022 Workshop
7. The extent to which reimbursement will be made available will be determined by the total amount of funds that can be devoted from the overall Workshop budget. In all cases, the proper documentation will be required in order to be considered for reimbursement.
8. The exact extent of reimbursement to be received (if eligible) cannot be set beforehand and it is not guaranteed that 100% reimbursement will be made.
9. Payment of reimbursement will be contingent of the following factors:
  - Available Budget
  - Priority for reimbursement will be given first to presenters, and secondly to those who pre-register at least one (1) month before the Workshop.
  - No one will receive full-fare airfare reimbursement for their travel costs, i.e. travel must be booked in advance and/or take advantage of seat sales and other discounts. Receipts for airfare and car rentals are required.
  - All those applying for reimbursement must register as Workshop participants and secure hotel accommodations at one of the designated hotels. Receipts will be required.
  - Meals & incidentals will be reimbursed at the current federal government rates (see reimbursement form for details). Please note reimbursement claims for meals will not be provided if your hotel or the Conference provides meals.
10. The Algonquin Nation Secretariat must receive completed reimbursement forms, including all required receipts, **no later than November 18, 2022** via mail at the address below or by email. Reimbursement forms received after this date will not be reviewed or considered. The National Workshop Planning Committee will have the final determination on reimbursement.

Algonquin Nation Secretariat  
23 Algonquin Ave.  
Notre-Dame du Nord, QC  
J0Z 3B0

Email submissions can be sent to Planning Committee member Morgan Chapman at [mchapman@thehavlikgroup.com](mailto:mchapman@thehavlikgroup.com).

\* For a breakdown of meals, incidentals and mileage rates please visit: <https://www.njc-cnm.gc.ca/directive/d10/v238/s659/en> or download our reimbursement form for paper submission or submit your request for reimbursement online at [www.ncrw.info](http://www.ncrw.info).