



## **RULES FOR COST REIMBURSEMENT**

### **Six Nations of the Grand River Territory, Ohsweken, ON**

Massive funding cuts have been implemented to Claims Research Organizations across Canada. Individual CRUs are no longer funded to attend the National Claims Research Workshop. The National Claims Research Planning Committee has instituted 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.
- Reduction of travel reimbursement budget. While workshop presenter's travel will be reimbursed in accordance with these rules, we cannot guarantee full reimbursement of participant travel.
- A selection of hotels is available at reasonable rates in the Brantford area. The Planning Committee is also actively fundraising for the banquet, any additional expenses; if there are funds remaining, participant travel costs will be offset. 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.
- 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.
- 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 2019 Workshop.
  - If your organization receives funding in your budget for 2019/2020 to cover the attendance for one (1) person at the 2019 Workshop, you are not eligible to receive reimbursement.

## NCRW Rules for Cost Reimbursement

- As the Workshop is intended to provide practical information for First Nation Claim Researchers, organizations are encouraged to send their staffs that are responsible for the research and development of claims.
- Each organization shall cover the costs of any additional staff members' attendance at the Workshop.
- 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.

**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.**

- Payment of reimbursement will be contingent of the following factors:
  - Available Budget
  - Priority for reimbursement will be given 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 Workshop provides meals.
  - Six Nations must receive completed reimbursement forms, including all required receipts, no later than November 15, 2019 via mail or digital copy at the address/email below. Reimbursement forms received after this date will not be reviewed or considered. The National Claims Research Workshop Planning Committee will have the final determination on reimbursement.

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For a breakdown of meals, incidentals and mileage rates please visit: <https://www.njc-nm.gc.ca/directive/d10/v238/s659/en> or download our reimbursement form.