

ELIGIBLE COSTS

The following costs are eligible if they are incurred during the activity period and directly related to the project bid:

- a per diem allowance, in lieu of expenses, of \$150 while on travel status outside Canada (\$250 in Japan and \$200 in Taiwan, South Korea, Hong Kong and Singapore), for the applicant's professional level employees working on the bid preparation and other aspects of the project. This excludes support and administrative personnel such as secretarial, clerical staff and junior draftspersons.

PEMD will pay 50% of the cost of:

- return economy international airfare or equivalent transportation costs for company officials, or incoming potential clients to Canada or to another approved location;
- the following, if incurred at arms-length to the applicant:
 - printing, computer and word processing;
 - legal and translation services;
 - international courier, freight and shipping of project documents and supporting material;
 - costs of obtaining bid or performance bonds;
 - purchase of bid or tender documents;
 - consultants' fees and expenses (up to a maximum of 25% of the total PEMD contribution).

Applicant are responsible for all other costs.

INELIGIBLE COSTS

PEMD will not cover:

- costs not identified above;
- the cost of translation in either official language of Canada;
- costs related to the preparation of PEMD application documentation;
- VAT (as applied by foreign governments);
- GST.

WHERE / WHEN TO APPLY

Applications, or a notice of intent to apply, must be submitted to your nearest International Trade Centre, at the address listed in the annex of this handbook, prior to incurring eligible costs on the proposed activity.

Current financial statements must accompany the application.