

<u>Types of Assistance</u>	<u>Activity Period</u>	<u>Reporting Period/Requirement</u>
Trade Fairs Visits	6 months	2 reports required. First is due 12 months after the Effective Date. Second is due 12 months later.
Marketing Agreements	12/24 months (as specified)	4 reports required. First is due at end of the Activity Period, remainder at 12-month intervals.
Capital Project Bidding	24 months	(same as Marketing Agreements)
Special Activities	12/24 months (as specified)	Overall report is due at end of activity period (see below*)

*Special Activities are non-repayable, and there is no requirement for a Revenue/Sales Report. However, associations must submit a narrative report on the initiative undertaken, and indicate the degree to which they feel the project may have helped their member companies develop incremental export sales.

Claims for Payment

Applicants are urged to submit their claim for payment (with a summary of the activity) as early as possible after the initiative has taken place. **Claims received later than 30 days after the activity expiry date will not be accepted.**

Only the specific costs covered in the PEMD agreement can be claimed.

Receipts must be provided for all travel and other costs. When full airfare is provided, only the original carrier's airline ticket (not a photocopy) is acceptable as a receipt. For incoming visits, original proof of payment and photocopy of the ticket are acceptable if the originals cannot be obtained. All receipts become the property of the Crown and will not be returned. In exceptional cases, where the passenger coupon of the airline ticket cannot be produced, an affidavit may be required.

If the applicant cannot provide bills or receipts for per diem expenses claimed outside Canada, evidence acceptable to EAITC must be provided for the number of days eligible for the per diem allowance (Capital Project Bidding and Special Activities).

Interim or progress claims should be submitted for the following activities: Capital Project Bidding, Marketing Agreements and Special Activities

Audit Provisions

All expenditures claimed under PEMD and reported export sales are subject to audit at the discretion of EAITC/ISTC.