

(7) Invoices must:

- (a) be sent to FAIT to the attention of the Director, Western Europe Trade, Investment and Technology Division;
- (b) be on official company invoice form or letterhead and show the full company name and address;
- (c) show the Going Global activity number and amount claimed;
- (d) be for authorized costs already paid by the Recipient;
- (e) be signed by an authorized company officer;
- (f) include proof of payment. (Airline ticket stubs are acceptable as proof of payment);
- (g) include proof of international currency exchange rate received.

(8) Progress claims will be accepted for payment after the performance of parts, or phases, of the activity, or after individual visits.

(9) Final expense claims in addition, must be:

- (a) submitted in a financial statement outlining the total actual cost of the activity where that cost exceeds the funding provided by FAIT;
- (b) submitted and received thirty (30) days after the date of completion of the activity as agreed upon, unless otherwise specified or extended in writing;
- (c) accompanied by the report required in Clause 3.

(10) Invoices must be received and date-stamped by the Department prior to the expiry date, or be extended in writing, at the discretion of FAIT. If not received or extended prior to the expiry date, the balance of the contribution shall lapse.

(11) Any funds, overpayment, unexpended balances on advance payments or any disallowed expenses must be returned to the Crown by negotiable instrument made payable to the Receiver General for Canada within a period of time stipulated by FAIT.