

<u>Type of Assistance</u>	<u>Activity Period</u>	<u>Reporting Period/Requirement</u>
Trade Fairs Visits	6 months 6 months	2 reports required. First is due 12 months after the Effective Date. Second is due 12 months later.
Marketing Agreements Innovative Marketing Project Bidding	12/24 months (as specified) 12 months 24 months	4 reports required. First is due at end of the Activity Period, remainder at 12-month intervals.
Establishment of Permanent Sales Offices Abroad	24 months	3 reports required. First is due 12 months after the Activity Expiry Date, remainder at 12-month intervals.
Special Activities	12/24 months (as specified)	Not applicable *

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

Claims for Payment

Companies 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 company cannot provide bills or receipts for per diem expenses claimed outside Canada, satisfactory evidence must be provided for the number of days eligible for the per diem allowance (project bidding and special activities).

Interim or progress claims should be submitted for the following activities: project bidding, establishing permanent sales offices abroad, marketing agreements and special activities.

Audit Provisions

All expenditures claimed under PEMD are, during the lifetime of the agreement, subject to audit at the discretion of the government. Reported export sales may also be audited.

Repayment Terms

Each agreement contains a repayment clause that stipulates the terms under which the applicant will repay the Crown (up to the total amount of the PEMD contribution). Repayment is based on all revenue/sales made (less any Base of Sales documented on the application form), or on any contract entered into, as reported on the revenue/sales reports.