

## **CLAIMS**

- Applicants are urged to submit their claim for payment (with a summary of the activity) as early as possible after the activity has taken place.
- Claims received later than 30 days after the activity period expiry date will not be accepted.
- Only the specific costs covered in the PEMD legal agreement, and incurred during the activity period, can be claimed.
- Original receipts must be provided for all travel and other costs, or if this is not possible, copies, with a letter certifying that they are copies of the originals, will be acceptable.
- With respect to Capital Projects Bidding, if the applicant cannot provide hotel bills or receipts to substantiate the per diem allowance claimed outside Canada, evidence acceptable to the program administrator must be provided for the number of eligible days.
- Interim or progress claims are to be submitted, for all activities, at a minimum of every six months during the activity period.

## **PROJECT ACTIVITY/MARKET REPORT**

At the conclusion of the activity period, coincidentally with the submission of the final claim for payment, the recipient of assistance must also complete and submit a project activity/market report. The report form will be provided by the International Trade Centre with the expense claim form. The claim will not be processed until a completed project activity/market report is also submitted.

## **AUDIT PROVISIONS**

All company revenue/sales/contracts and all expenditures claimed under PEMD are subject to audit at the discretion of the program administrator.

The right to audit is established in the contribution legal agreement, signed by the recipient and the Government of Canada.