

CLAIMS

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.
- Original receipts must be provided for all travel and other costs. For incoming visits, proof of payment and photocopy of the ticket are acceptable if the originals cannot be obtained. All receipts become the property of the Government of Canada and will not be returned.
- If the applicant cannot provide bills or receipts for per diem expenses claimed outside Canada, evidence acceptable to the program administrator must be provided for the number of days eligible for the per diem allowance (Capital Projects Bidding and Special Activities).
- Interim or progress claims should be submitted for all activities.

**PAYBACK
TERMS**

Companies will not repay more than the amount of the PEMD contribution. Each agreement contains a repayment clause that stipulates the terms under which the applicant will repay the Government of Canada. Repayment is based on all incremental revenue/sales/contracts made (less any Base of Sales documented on the application form), to the specified target market.

If PEMD assistance is provided more than once to the same applicant for activities in the same market area, all sales made in that market area must be reported on each of the PEMD projects and repayment made accordingly. Each project is a separate entity, with its own PEMD contribution and agreement.

The following chart outlines the payback terms for each PEMD element.