

## Appendix: TCMF Event Bid & Destination Presentation Report

Company Name		Start Date (yy/mm/dd)	End Date (yy/mm/dd)	
Event Name		Event City	Prov/State	Country
Participant Name(s)		Participating Destination Marketing Organization		
		Receipt Date (yy/mm/dd)	Total Cost (CAD)	
Expense Description				
Transportation				
<b>Subtotal</b>				
Accommodations				
<b>Subtotal</b>				
<b>Grand Total</b>				
Detailed travel & event itinerary (date, location, activities):				
Brief overview of your event bid/hosting presentation:				
How did your business benefit from participation at this event?				



How will Yukon benefit from hosting this event?

Would you recommend future participation on a Sales Mission? Explain.

Your report must also include:

- Itemized receipts** with ineligible portions noted or removed (including GST) provided chronologically & in the order in which they are listed above. Receipts must state the date they were paid, a breakdown of costs including taxes, a total amount & an indication it was paid in full. A receipt may be deemed invalid without these clearly stated.
- Posted conversion rate from the Bank of Canada** for expenses incurred foreign currency on the date the expense was incurred.

