

Appendix: TCMF Familiarization Tour Report

Company Name		Start Date (yy/mm/dd)	End Date (yy/mm/dd)
Familiarization Tour Participants & Companies They Represent		Type of Fam Tour <input type="checkbox"/> Media <input type="checkbox"/> Trade	
Third-party Expense Description		Receipt Date (yy/mm/dd)	Total Cost (CAD)
Transportation			
Subtotal			
Accommodations			
Subtotal			
Additional Visitor Experiences			
Subtotal			
Equipment Rental			
Subtotal			
Meals			
Subtotal			
Grand Total			
Detailed travel & tour itinerary (date, location, activities):			
How did your business benefit from hosting this familiarization tour?			



Provide a list of expected deliverables & dates resulting from this familiarization tour (e.g. articles, posts, trade commitments, etc.):

Would you recommend hosting familiarization tours in the future? 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.

Note: Third party meal expenses will be reimbursed based on the current Government of Yukon's Meal Rates. Alcohol is not eligible.

