

Appendix: TCMF Sales Mission Report

Company Name		Start Date (yy/mm/dd)	End Date (yy/mm/dd)	
Participating Destination Marketing Organization		City	Prov/State	Country
Participant Name(s)		Number of Meetings		
		Receipt Date (yy/mm/dd)	Total Cost (CAD)	
Expense Description				
Transportation				
			Subtotal	
Accommodations				
			Subtotal	
Room Rental Fees				
			Subtotal	
			Grand Total	
Detailed travel & event itinerary (date, location, activities):				
List of people you met and the companies they represent:				
How did your business benefit from participation at this event?				



Brief overview of your sales pitch:

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 in a foreign currency on the date the expense was incurred.

