

Appendix: TCMF Sponsorship Event 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				
			Subtotal	
Accommodations				
			Subtotal	
Meeting Room				
			Subtotal	
Sponsorship Expenses				
			Subtotal	
			Grand Total	
Detailed travel & event itinerary (date, location, activities):				
How did your business benefit from participation at this event?				



Would you recommend future participation at this event? 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.

Note: Sponsored meal expenses will be reimbursed based on actual costs or Government of Yukon's Meal rates, whichever is lower. Alcohol is not eligible.

