

# Appendix: TCMF Virtual Show Report

Company Name		Start Date (yy/mm/dd)	End Date (yy/mm/dd)
Event Name		Participant Name(s)	
Expense Description		Receipt Date (yy/mm/dd)	Total Cost (CAD)
Registration			
Detailed event itinerary (date, activities):			
How did your business benefit from participation at this event?			
Would you recommend future participation on Virtual Trade Show? Explain.			
Your report must also include:			
<ol style="list-style-type: none"> <li><b>Itemized receipts</b> with ineligible portions noted or removed (including GST) provided chronologically &amp; 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 &amp; an indication it was paid in full. A receipt may be deemed invalid without these clearly stated.</li> <li><b>Posted conversion rate from the Bank of Canada</b> for expenses incurred foreign currency on the date the expense was incurred.</li> </ol>			

