

EXPORT TRADE ASSISTANCE - ELIGIBLE COSTS

1.1. **Accommodations:** (reimbursement is based on standard room cost)

- Include: room, local taxes, and parking.
- Other charges are not eligible.

1.2. **Transportation:** (*reimbursement is based on an **economy fare**. Mileage rates are subject to change without notice*).

- Economy fare includes: flight, airport fees, and other charges approved by Innovation PEI (*if a higher fare is used, the business is responsible to calculate and apply the economy rate*).
- Car rental includes: car, fuel, and insurance expenses (*rental is limited to activity dates plus the day before and after the activity unless otherwise approved by Innovation PEI*).
- Taxi/tolls/bridge expenses.

1.3. **Meal:** (*expenses are calculated using per diem rates*).

- No receipts are required (*rates are subject to change without notice*).
- Within Canada: \$50.00 CAD per person per day.
- Within the United States: \$50.00 US per person per day.

International travel: per diem is established by Treasury Board (*location specific rate available on request*).

1.4. **Virtual:**

- Registration fee (limited 2 representatives per business) per activity.
- Virtual booth, digital content, activity-specific marketing material.
- Shipping costs for samples sent to virtual B2B events.
- Consultant fees (digital marketing / IT / in-market) related to virtual show, mission, and B2B events.

IPEI reserves the right to limit to three virtual activities annually, per business

Miscellaneous:

- HST must be deducted and separated from all invoices at the time of claiming.
- Credit card slips are not acceptable as proof of payment unless itemized.
- The survey must be completed and submitted prior to the business submitting a Request for Payment.