

REIMBURSEMENT REQUEST INSTRUCTIONS



The invitation form for each activity contains information about reimbursements to which you are entitled. In order to qualify, you must provide receipts and other supporting documents.

Please remember to keep copies for your own files and forward originals to:

Agri-Food Export Group
c/o Roxane Buron
668, montée Montarville
Saint-Bruno-de-Montarville QC
J3V 6B1

For additional information, please contact Roxane Buron at 450-461-6266, local #209.

1. TRANSPORTATION (exhibitor and visitor)

If you travel by AIR, please supply the following receipts:

- Original bill from your travel agency OR a print-out of your online reservation confirmation;
- Original plane ticket and/or original boarding passes;
- Proof of payment of plane ticket and/or of your internet reservation.

If you DRIVE, please supply the following receipts:

- All original restaurant bills from outside Québec;
- All original gasoline bills from outside Québec;
- Car rental bill with conforming proof of payment;
- Original hotel bill and conforming proof of payment;
- The address of your starting point.

2. LODGING - PER DIEM (exhibitor only)

For your per diem:

- Original hotel bill with conforming proof of payment.

3. REIMBURSEMENT OF FLAT RATE

- Please submit the same receipts as are required for transportation and lodging.

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4. ADDITIONAL SET-UP COSTS (exhibitor only)

For additional costs related to your kiosk on the trade fair site:

- Original bill from the service provider with conforming proof of payment.
- These costs may include: chairs, tables, tablecloths, plants, lead retrieval, electricity, refrigerator, freezer, carpet. Please note that promotional material is not covered in these expenses.

5. SHIPPING OF SAMPLES (exhibitor only)

For shipping of your samples:

- No documents are required. You can take advantage of reduced shipping costs only if you participate in the Export Group's coordinated shipping plan.
- The Export Group takes care of the transportation bill and then invoices you for your share with the applicable discount.
- The costs of reception, handling and delivery to your kiosk, as well as return transport, are admissible. These costs are governed by the usual regulations.
- Customs and brokerage fees are not admissible.

6. PROOFS OF PAYMENT (exhibitor and visitor)

- For all expenses paid by cheque, please provide a recto verso copy of the cheque.
- For all expenses paid by credit card, please provide a statement including the expenses. It is vital that the name of the card holder appear on this statement; otherwise attach the page on which the name appears.
- If you are the credit card holder, please provide your expense account along with a recto verso copy of the cashed cheque used to reimburse you. If the credit card holder is the company and no expense account has been made, please notify us in writing.

7. ACTIVITY REPORT (exhibitor and visitor)

- You are required to complete and attach an activity report with any request for reimbursement. This form can be downloaded from our website by clicking on the "Programs"//"About Programs" tab.