

TRAVEL ASSISTANCE TO COMPANIES

ELIGIBILITY CHECK LIST

	Criteria	Agree?
Company	Company must be incorporated with legal status in Canada and operating in Canada.	
	For-profit operation with objective to generate profit or increase the value of its assets.	
	Company must be operating in one or more of the areas of information technologies, health technologies and cleantech technologies (including energy, manufacturing and material technologies).	
	The purpose of travel must be to undertake business in new locations/markets, including development of relationships with customers, investors and strategic partners.	
	Current member in good standing with their incubator and/or accelerators in Canada. Preference given to members of the CAIP Network Incubators (VentureLabs, Ryerson Zone Network, Brilliant Entrepreneurship).	
	The company must agree to provide a report on the business outcomes of the travel and to participate in a client assessment survey by NRC-IRAP	
Travellers	Travellers must be travelling on behalf of the company to conduct the company business for the purpose of the trip	
Eligible travel and claim period	Travel must occur between 1 September 2017 and 15 March 2018	
	A complete claim with supporting documents endorsed by the company's incubator must be submitted no later than 10 days after the completion of travel and no later than 15 March 2018. We cannot guarantee that claims received after these timelines will be processed.	
	Companies should seek approval prior to travel from their incubator and I-INC is under no obligation to reimburse travel that has not had prior approval.	
	Funds for this assistance are limited and may be exhausted prior to the end of the eligible travel and claim period.	

Eligible Expenses	Transportation costs – limited to actual economy travel airfares , and interpreted to be least expensive costs for travel by plane . I-INC reserves the right to assess whether costs claimed for travel are reasonable.	
	Accommodation costs – limited to actual and necessary costs of standard, business-quality accommodations incurred by a firm solely in the undertaking of their participation. I-INC reserves the right to assess whether costs claimed for accommodation are reasonable.	
	Adequate records to support costs related to transportation and accommodation must be kept. Instructions on making an expense claim will be provided to those approved for travel. I-INC reserves the right to refuse claims based on inadequate supporting documentation.	
	The travel must be international – outside of Canada.	
	Maximum of \$3,000 per company may be claimed. I-INC reserves the right to approve an amount less than the requested.	
	Goods and Services Tax (GST) and the Harmonized Sales Tax (HST) or the Provincial Sales Tax (PST) (if applicable) are NOT eligible for reimbursement and should be excluded from the claim	

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