

## **Media Member TMAC Conference Travel Grant TMAC 2017 Conference & AGM**

The Media Member TMAC 2017 Conference Travel Grant is designated for media members in good standing and who are attending the conference. The travel grant is only for travel to and from the conference destination. This grant is not to offset accommodation or food and beverage charges.

### **Who is eligible to apply?**

TMAC media members only. All members must be in good standing and must be registered (including payment) for the 2017 annual conference in Quebec City, QC before the early-bird deadline of **Friday, February 3, 2017**. We ask media members to exercise their own best judgment as to whether they will apply based on need. The more members who apply, the less money any one member receives. Please consider your application carefully.

### **What do I have to do to apply?**

If you choose to apply for a grant, select “Yes, I would like to apply for a travel grant” when completing your conference registration at [www.travelmediaevents.ca](http://www.travelmediaevents.ca).

Be sure to keep your travel receipts—you’ll need to submit them to receive your travel grant.

### **What does the travel grant cover?**

The travel grant will apply toward media members’ largest travel expense to get to the annual conference—primarily travel (airfare, train, car, etc.). Other expenses such as airport shuttles or taxis are not covered by this program, nor are conference registration fees, accommodation, meals or any other incidental fees.

### **How is this funded?**

A pre-determined amount from industry registration fees are allocated to support the travel grant fund. Additionally, a contribution is received from the host destination.

### **How is the grant calculated?**

Calculating the exact amount of each grant will involve looking at distance travelled, how many industry members register and how many applications are received. All submissions are confidential. All decisions are final. If you have not signed up and paid for the conference fee before the early-bird deadline of February 3, 2017, you are **not** eligible for the travel grant.

A **minimum travel grant of \$100 (or actual expenditures if under \$100)** will be granted to each media member in good standing who have registered and paid for their conference attendance before the early-bird deadline of February 3, 2017. Applications received after February 3, 2017 will not be considered.

### **Cheques issued to members will not total more than the amount a member has paid for their expenses.**

Example: If you are booking your flight on points and the flight fees total \$190, however according to the travel grant you are entitled to \$250, your cheque issued will be for \$190, not \$250.

### **If I drive to the conference, what expenses can I claim?**

TMAC will accept gas receipts up to your maximum travel grant amount (you must provide copies of your receipts for your reimbursement) or TMAC will also reimburse reasonable per-kilometre based on the current Canada Revenue Agency. For the most recent CRA rates, are available here: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbl/lwnc/rts-eng.html>. Members will only be reimbursed for the allotted maximum travel grant amount.

**If I car pool with a group, can I claim travel expenses?**

The designated driver should be the person submitting the claim for travel expense. The car will be treated as one entity, no matter how many passengers, and the maximum allotment for the grant will be according to the driver's determined amount. For example, if a group of 4 travel from Toronto to Quebec City via car, and the eligible grant amount for Ontario is \$200, the driver may claim \$200; not \$800 (4 travellers x \$200 each).

**When will I find out the amount of my travel grant?**

The conference committee and national board executive committee will review the applications and compare it to the funds estimated from industry attendance and determine grant amounts for announcement by early March 2017.

**Why don't you just give the same amount to all media members?**

The TMAC national board considered that option but felt that we should choose an option that is scalable to reflect actual travel costs for our members. We recognize that some of our media members will incur much higher costs than others and felt a one-size-fits-all policy was not the way to go.

**How do I claim my travel grant?**

You will have to submit a receipt and/or travel itinerary indicating proof of travel for the annual conference in Quebec City. Receipts and itineraries must demonstrate that your incurred travel costs were not less than the amount of the travel grant. If your expenses are less than the provided grant amount, you will only receive funds for the cost you have incurred.

Receipts may be submitted in one of three manners:

1. providing a hard copy at the conference (May 26 or May 27)
2. emailing a copy of your receipts to: [albert.orellana@travelmedia.ca](mailto:albert.orellana@travelmedia.ca)
3. sending a hard copy by mail to:  
Albert Orellana  
Travel Media Association of Canada  
21 St. Clair Avenue East, Suite 802  
Toronto, Ontario M4T 1L9

The deadline for submitting your travel grant details is **Friday, June 30, 2017**.