

## Media Member TMAC Conference Travel Grant – 2016 Conference & AGM

### Frequently Asked Questions

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

TMAC media members only. Media members in the TMAC chapter which is hosting the annual conference or within driving distance (roughly 500 km) will be assessed separately in order to maximize the funds available for those who have greater distances to travel and therefore higher costs. All members must be in good standing and must be registered (including payment) for the 2016 annual conference in Cape Breton, NS before the early bird deadline of **Friday, February 12, 2016**. Given that we have a limited amount of funds in this, our third year, 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.

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

Conference registration fees for industry members were raised by \$150 for the 2012 conference to create a pool of money for the travel grant program. TMAC recognizes that high media attendance at its annual conference encourages high industry attendance as well, providing a mutually beneficial environment.

#### **How did you determine how much of the total funds collected would be distributed?**

The TMAC national board made a conscious decision to be conservative in this third year of the program to ensure that a pool of money will be available for future growth. We won't know the full available dollars until closer to the conference itself and we can determine exactly how much money we will collect from industry registration. Although we can of course make predictions based on previous years, we deliberately chose a figure that would ensure we are able to cover our costs.

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

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

#### **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. 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/llwnc/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 Cape Breton via car, the driver is eligible for a grant of \$200, the 2016 grant amount; not \$800 (4 travellers x \$200 each).

#### **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). Again, 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.

### **When will I find out what amount I'm receiving?**

The conference committee and national board executive committee will review the applications and compare it to the funds estimated from industry attendance and will make their recommendations for grant amounts within a month after the February 12, 2016 early-bird deadline. If additional funds become available, amounts may be adjusted, but this is not guaranteed. We are taking a cautious approach.

### **What else do I have to do to get the money?**

You will have to sign a document at the annual conference in Cape Breton to attest to the fact that you incurred the travel costs you're receiving the grant to cover and that those costs were not less than the amount you're receiving.

You will also have to provide a receipt showing your actual transportation costs in one of three manners:

- providing a hard copy at the conference (June 24 or June 25)
- emailing a copy of your receipts, plus form to: [tina@travelmedia.ca](mailto:tina@travelmedia.ca)
- sending a hard copy by mail to:

Tina Hutchinson  
Travel Media Association of Canada  
21 St. Clair Avenue East, Suite 802  
Toronto, Ontario M4T 1L9

If submitting by the latter two options, you have one month after the end of the conference to do so. The deadline is **Friday, July 29, 2016**.

### **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 else can I save money?**

TMAC truly believes that cost to attend the national conference for media members represents a tremendous bargain. However, there are some things you can do to reduce your costs, however. You should definitely register in time for the early-bird discount. The deadline is **Friday, February 12, 2016**. Monitor airline, train and other travel websites to compare and search for the best travel deal. Consider using airline or hotel points to reduce your costs. Consider bunking with a friend at the conference. Get creative!