



## Media Member TMAC Conference Travel Grant *Policies & Procedures*

The TMAC Conference Committee is delighted to announce the Media Member TMAC 2016 Conference Travel Grant for active media members that will help offset travel costs in order to make conference attendance even easier.

Grants of a **minimum of \$100 (or actual expenditures if under \$100)** will be granted to media members in good standing who have registered and paid for their conference attendance before the early-bird deadline of February 12, 2016. Applications received after February 12, 2016 will not be considered.

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 12, 2016, you are **not** eligible for the travel grant.

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.

### **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.

The travel grant is only for travel to/from the conference destination. This grant is not to offset accommodation or food and beverage charges.

Example: If you booked your flight on points and the fees total \$250 and your accommodation is an additional \$400 and your travel grant allotment is \$350; your travel grant cheque will be \$250.

To receive your travel grant cheque, 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 travel grant to cover
- Travel costs incurred were not less than the amount of the travel grant you are receiving.

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

1. providing a hard copy at the conference in June (for onsite cheque pick up)
2. 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 you wish to collect your cheque onsite, cheques will only be available **AFTER** the media marketplace appointments have concluded on Friday, June 24 and may be collected up until noon on Saturday, June 25.

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

If you have any questions, please refer to the FAQs, or contact any member of the conference planning committee.