



## 2016-17 Trade Development Program Claim Form

This form is to be filled out to claim funds for a **previously approved** trade development project.

Publisher: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Name of Participant(s): \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of book fair or other trade development activity:

\_\_\_\_\_

Dates: \_\_\_\_\_

Please provide an itemized listing of each expense claimed. Provide original receipts and supporting documentation for each item.

| Type of Expense<br>(Accommodation,<br>Registration,<br>Travel) | Description of Item | CAD before<br>GST<br>(converted<br>if<br>necessary) | GST<br>(not<br>subsidized) |
|--|---------------------|---|----------------------------|
|  |                     |   |                            |
|  |                     |   |                            |
|  |                     |   |                            |
|  |                     |   |                            |
|  |                     |   |                            |
|  |                     |   |                            |
|  |                     |   |                            |
|  |                     |   |                            |
|  |                     |   |                            |
| <b>Total:</b>  |                     |   | XXXXXXXXXX                 |
| <b>50% Subsidy:</b>  |                     |   | XXXXXXXXXX                 |

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please send your claim form and supporting documentation to the BPAA at **10523 100 Ave NW Edmonton AB T5J 0A8**. Payment will be made by cheque to your mailing address once both the claim is approved and the final report form has been filled out and returned to us.



## **BPAA Trade Development Program Final Report**

Publisher: \_\_\_\_\_

Book fair or other trade development activity:

\_\_\_\_\_

Dates: \_\_\_\_\_

Number of Delegates: \_\_\_\_\_

Total Related Expenses: \_\_\_\_\_

Did You Exhibit on This Trip:

Yes  No

Number of Meetings Held on This Trip: \_\_\_\_\_

Number of Foreign Rights Agreements Signed: \_\_\_\_\_

Number of New Distribution Channels Opened: \_\_\_\_\_

Did you find this trip productive? Why or why not?

Yes  No

Was the subsidy offered by the BPAA a factor in your deciding to attend the development opportunity?

A lot  Somewhat  Not at all

Are there other opportunities you would like to attend if a subsidy were available?

Further Comments: