

# **Business Travel Component**

## **Guidelines**

### **2019-2020**

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#### **Business Travel Component Overview**

1. The Business Travel component of the Music Nova Scotia Investment Program supports Eligible Music Companies by contributing to the costs of participating in domestic and international music industry conferences, trade fairs and business trips.
2. Music Nova Scotia may provide an investment of 50% of the Total Eligible Budget to a maximum of \$5,000 per Applicant, per Music Nova Scotia fiscal year, subject to possible proration based on the available budget.
3. Review of applications takes two (2) weeks from the time of Completion.

#### **Application Deadline**

4. Rolling deadline. Applications must be submitted prior to the departure date, and no earlier than six months in advance of travel. Applicants may submit multiple Applications up to the investment maximum (\$5,000).

#### **Who Can Apply?**

5. Export-Ready Businesses.

#### **How This Component Works**

6. The investment provided under the Business Travel component is intended to subsidize the costs of domestic and international business activities undertaken at trade shows, conferences, industry events, and/or business travel. It may also be used to pay for some of the costs of production of promotional materials and activities associated with attendance.
7. Applicants to the Business Travel component may travel on “artist-specific” trips in a Business Travel application. Artist managers may use the funding to attend tour dates of their artists, except that any costs directly and exclusively related to the production and performance of the tour may not be charged to Business Travel. Likewise, clients may not use Business Travel investment to pay for items that can be covered in another application (e.g. the artist’s marketing component).
8. Applicants may apply for multiple events and trips. Generally, repeat trips to the same city within three months are ineligible, but may be considered

and allowed on a case-by-case basis only if discussed in advance with the Program Manager.

9. Generally, intended travel dates should take place no more than six (6) months from the date of Application.

10. Only full-time employees and contractors of the Applicant company are eligible for travel. Proof of full-time employment or contract may be requested by Music Nova Scotia staff. If an applicant's contract employee is also engaged to attend the same event by another company, Music Nova Scotia will allow only one application per contractor per trip.

11. Investment is limited to a maximum of two eligible travelers per trip.

12. Once the Application is approved, changes to the proposed activities having a budget impact of 25% or less of Eligible Costs may be made without Music Nova Scotia pre-approval, subject to the cap. All other changes must be approved by Music Nova Scotia.

## **How to Apply**

13. All Applicants should read Music Nova Scotia's Glossary of Standard Terms and Business Policies before starting an application.

14. Required for application (online submissions only)

a) Step #1 – Complete the Applicant Profile webform at least one (1) week prior to submitting an application by following this link:

[Applicant Profile](#)

**If you have already completed an Applicant Profile under the previous suite of Music Nova Scotia investment programs you MUST NOT create a new Applicant Profile. However, it is required that you update your pre-existing Applicant Profile at least one (1) week prior to submitting an application. If for any reason you no longer have access to your pre-existing Applicant Profile or if you are unsure if you have created an applicant profile before please contact the Program Manager for renewed access.**

b) Step #2 – Complete online application webform by following this link:

[Business Travel Application](#)

c) Step #3 – Required attachments to web form:

- A current Business Travel Plan, which sets out all the intended business travel activities to be undertaken

15. It is strongly recommended that you contact Music Nova Scotia to discuss your proposed project and the application requirements before you prepare and submit an application.

16. An incomplete application will be deemed ineligible and will not be considered for investment.

### **Eligible Costs**

17. The Eligible Costs in this section are specific to the Business Travel component. Applicants are strongly advised to contact Music Nova Scotia prior to submitting an Application to ensure eligibility of the proposed costs. Eligible costs for this component include, but are not limited to:

a) Registration fees for eligible travelers to attend domestic and international music industry conferences or trade fairs if approved by Music Nova Scotia in the original application.

b) Promotional materials such as printed material (to a maximum of \$400), CDs and other music media (to a maximum of \$400), and t-shirts/soft goods (to a maximum of \$400) as long as they are not specific to any one Artist.

c) Local ground transportation (such as taxis and public transit costs) and parking costs to a maximum of \$100.00 per day, and to a maximum of 9 days.

d) Per Diems are allowable to a maximum of \$100 per person, per day, for no more than nine days.

e) For conferences and events taking place in an Applicant's home city, only the following costs will be eligible: Registration Fee, per diems, local ground transportation to a maximum of \$100, and promotional materials to the maximums noted at (a) above. "Applicant's home city" means a 100-km radius around the head office or primary business address of the Applicant.

f) For each event or trip, Music Nova Scotia will recognize a maximum of seven days attendance, plus two days of travel; and a maximum of eight nights' hotel accommodations.

18. Ineligible costs for Business Travel include, but are not limited to:

a) Any in-house or related party costs.

b) Any costs related to a person who is designated as an Eligible Traveler in a Tour or Showcase application for the same event or trip.

c) Business cards.

d) Client entertainment and hospitality costs (e.g. lunch, drinks, dinner) for persons other than the eligible traveler(s). Meal costs for the eligible travelers are covered under per diems.

- e) Rental costs for privately owned vehicles.
- f) No monetary value is given for tickets purchased with airline points or the purchase of points for tickets or upgrades; however, the airline's ticket fees and surcharges may be eligible.
- g) Event tickets not included in the cost of registration.
- h) Repeat trips within a three-month period to the same city unless one of the repeat trips is to attend a conference, or by special advance permission of Music Nova Scotia.

19. No Administration Fees are available for this component.

### **Funding and Payments**

20. Music Nova Scotia may award the full amount requested in the Application, but reserves the right to award a lesser amount based on its assessment of the Applicant's proposed expenses, or based on the total amount of investment available, or for any other reason.

21. Applicants to every Music Nova Scotia investment component must declare any other Public Funding received or expected to be received toward the same project costs they are claiming to Music Nova Scotia. Music Nova Scotia's contribution plus any other Public Funding cannot exceed 100% of the project's Total Eligible Budget. See Business Policies: Glossary - Public Funding.

22. Music Nova Scotia investment for this component is paid out in full when the Completion Report has been received, reviewed and accepted by Music Nova Scotia.

23. Music Nova Scotia may remove any ineligible costs from the final Completion Budget. This may result in a reduction in the investment offer and payment.

### **Project Completion**

24. Applicants must compile and organize all invoices, receipts and Proofs of Payment, then enter the amounts being claimed into the Music Nova Scotia Cost Report, which can be downloaded from the Music Nova Scotia website.

Invoices and receipts must be in one PDF, in the same order as the cost summary spreadsheet. Each receipt or invoice must be marked with the corresponding row number from the cost summary spreadsheet.

Proofs of payment must either follow each receipt or invoice or be grouped together at the end of the PDF. Each proof of payment must also be marked with the corresponding row number from the cost summary spreadsheet.

Applicants must then upload the Cost Report along with all related payment documentation, then complete and submit all other sections of the online Completion Report.

25. All debit, credit, and eTransfer transactions must be proven with a receipt or invoice and a proof of payment. Acceptable proofs of payment are as follows: debit statements, credit card statements, screenshots of accepted email money transfers.

26. Cash payments are acceptable for all components under the following conditions:

a. Incidental purchases under \$100 (e.g. gas, small goods), supported by a cash register receipt.

b. Personnel costs, fees for personal services and per diems paid in cash to individual persons must be supported by a Music Nova Scotia-provided Receipt for Services form signed by the payee.

27. Receipts in all cases must be sufficiently detailed to show the purchase is connected to the expense claim. Applicants must be able to identify and describe the item(s) or service(s) purchased.

Music Nova Scotia reserves the right to contact the vendor, and to reject any costs it deems, in its sole opinion, insufficiently supported.

28. Applicants should retain all their invoices, receipts and Proofs of Payment for seven years for Music Nova Scotia and Revenue Canada taxation purposes.

29. Completion Reports must be submitted to Music Nova Scotia no later than thirty (30) days after your travel has been completed.