

# MINED VIDEO TRAVEL EXPENSES – REIMBURSEMENT FORM

The winner of the MINED Video Challenge is entitled to attend the May 2018 MINED Grand Finale live event in Toronto, Ontario. Travel and accommodation expenses will be paid for up to three representatives of the winning production team, who do not reside in Toronto. Hotel accommodations will be booked by the OMA directly. No per diems or other personal expenses will be covered. Travel expenses will be reimbursed to the individual upon submission of the expense form. In the event that the Grand Finale is cancelled, delayed or rescheduled for any reason whatsoever, travel costs, a substitute prize or cash equivalent will not be provided.

**Travel Guidelines:**

- The OMA will reimburse coach flights booked directly with the airlines, purchased in Canadian funds by April 25, 2018.
- An expense form must be submitted with receipts within 30 days of the live event for payment to be issued.
- The OMA will reimburse for the mileage associated with driving to Toronto from the finalist’s home (residence in Ontario) based on the rate of \$0.54/km.

**Name of Recipient (for Cheque)**

**Mailing Address:**

*\*Note: Cheques will be sent within 30 days of receiving the expense form*

**EXPENSES – TRAVEL**

Please ensure that you include all receipts for claimed travel.

Category	Date:	Details of reimbursable expenses	Amount
Travel		<input type="checkbox"/> Flight <input type="checkbox"/> Taxi <input type="checkbox"/> Parking	\$
		<input type="checkbox"/> Flight <input type="checkbox"/> Taxi <input type="checkbox"/> Parking	\$
		<input type="checkbox"/> Flight <input type="checkbox"/> Taxi <input type="checkbox"/> Parking	\$
		<input type="checkbox"/> Flight <input type="checkbox"/> Taxi <input type="checkbox"/> Parking	\$
		<input type="checkbox"/> Flight <input type="checkbox"/> Taxi <input type="checkbox"/> Parking	\$
Own car	Date	Mileage \$0.54/km (please provide details of the trip) _____ km x \$0.54 = \$_____	\$
<b>TOTAL</b>			<b>\$</b>

Signature \_\_\_\_\_

Date \_\_\_\_\_