



## **TRACEABILITY KNOWLEDGE TRANSFER PROGRAM**

### ***Application for Reimbursement Funding***

The Traceability Knowledge Transfer (TKT) program, funded under *Canadian Agricultural Partnership*, is available to agrifood and seafood industry organizations to educate their membership about traceability systems, practices, infrastructure and technologies through events such as workshops, seminars, presentations or demonstrations. Livestock sector events must include a discussion of the BC Premises Identification program (BCPID). The BCPID program registration form and factsheet are to be distributed to attending livestock producers that have not yet registered their premises.

Reimbursement funding is available to support traceability speakers at key industry events for BC agrifood and seafood organizations focusing on one or more of the following traceability components:

- General traceability
- Premises identification
- Movement reporting
- Product identification

The funding supports up to 100% of costs associated with the traceability speaker expenses, to a maximum of \$3,500 per event, or \$10,000 per sector. The reimbursement for eligible expenses requires completing a reimbursement package that includes:

- a reimbursement form;
- a program evaluation; and
- a proof of expenditure documentation.

The TKT Program, administered by the BC Ministry of Agriculture, has limited funding. Funding for train-the-trainer session may be available. Contact the program for more information. Funding is available on a first-come, first-served basis and may be altered or discontinued without notice. Program funding must be acknowledged using the appropriate *Canadian Agricultural Partnership* standards, which will be provided to successful applicants. For confirmation and evaluation purposes, Ministry of Agriculture staff must be allowed access to the event.

Forward the completed, signed application and supporting documentation to:

**Tiffany Guan**  
BC Ministry of Agriculture  
1767 Angus Campbell Road  
Abbotsford, B.C. V3G 2M3  
Ph: 604.556.3086 Fax: 604.556.3030  
Email: [Tiffany.Guan@gov.bc.ca](mailto:Tiffany.Guan@gov.bc.ca)



<b>Applicant Information:</b>		<b>Date:</b>
Industry Group / Association Name:		
Contact Person:	Email:	
Mailing Address:		
Telephone:	Fax:	
<b>Organization Background:</b> <i>Please provide a brief background outlining your group's objectives, history, size, commodity, geographical area, and/or other information that will help provide background.</i>		

<b>Event Information:</b>	
Speaker name ( <i>if more than one eligible speaker, add extras page(s)</i> ):	
Speaker biography ( <i>the background that makes this speaker qualified to present the topic</i> ):	
Speaker fee ( <i>provide details of associated costs on Page 4</i> ):	
<b>Speaker Contact Information</b>	
Phone number:	Email:
Date of event:	Venue and location:
Number of BC agrifood or seafood businesses expected to attend this event:	

**Topic: Check the appropriate box below and provide additional details about the traceability presentation**

- General Traceability
- Premises Identification
- Movement Reporting
- Product Identification

Large empty rectangular box for providing additional details about the traceability presentation.

## Estimated Budget for the Knowledge Transfer Event:

Please provide a partial budget outlining:

- **Speaker Expenses:** speaker fee, transportation / travel costs, lodging, etc.
- **Other Expenses:** facility / equipment rental, etc.

<b>Speaker and Event Costs Eligible for Reimbursement</b>	
<b>Eligible Expense</b>	<b>\$</b>
Speaker Fee	
Speaker Travel (airfare, parking etc.)	
Speaker Lodging	
Facility and Equipment Rental	
Advertising and Communications (handouts)	
Recipient Administration Costs	
<b>Total</b>	

## **ELIGIBLE COSTS FOR BC TRACEABILITY KNOWLEDGE TRANSFER EVENT**

1. **Speaker Fee** – the fee that an expert on traceability will charge your organization to speak at your event. In order to be eligible for reimbursement through this program, the organization must provide to the Province a paid invoice from the speaker as supporting documentation.
2. **Speaker Travel Costs** – the costs associated with the speaker's travel to and from the event. These costs must be supported by receipts and/or travel claim documentation such as vehicle mileage records if applicable. Note: the maximum mileage rate that may be reimbursed by the Province is \$0.54/km. If a mileage rate is chosen as the reimbursement method, fuel costs are ineligible as the mileage rate includes this cost.
3. **Speaker Lodging** – the costs associated with the speaker's lodging/ accommodation while participating in the event. Note: it is expected that organizations will ensure that speakers select the most cost effective accommodations that meet business requirements, considering the basic room cost and any supplementary costs (e.g. internet access, parking, etc.). In order to be eligible for reimbursement, these costs must be supported by receipts.
4. **Facility and Equipment Rental** – the costs associated with a facility and the equipment necessary to deliver the knowledge transfer event. Note: if the event includes other activities and/or speakers that are not supported through this program, these costs should be appropriately pro-rated. In order to be eligible for reimbursement, these costs must be supported by receipts or paid invoices.
5. **Advertising and Communications (including handout materials)** – the costs associated with promoting the event and providing event participants with materials related to the speaker(s) and topic. Note: if the event includes other activities and/or speakers that are not supported through this program, these costs should be appropriately pro-rated. In order to be eligible for reimbursement, these costs must be supported by receipts.
6. **Recipient Administration Costs** – the costs that your organization incurs in order to facilitate the knowledge transfer event. Costs may include project management costs, bookkeeping costs, and/or employee wages. Note: if the event includes other activities and/or speakers that are not supported through this program, these costs should be appropriately pro-rated. In order to be eligible for reimbursement, these costs must be supported by receipts, paid invoices and/or payroll records. These costs must not exceed 8% of the total budget/expenditure.

## **EXAMPLES OF INELIGIBLE COSTS**

- Costs associated with fundraising activities
- Canada Revenue Agency or payroll penalties
- Parking tickets
- Fines or penalties
- Entertainment costs including food and beverage for event participants
- Depreciation on fixed assets
- Board membership fees
- Purchase of motor vehicles
- Purchase of any illegal substances
- Staff mentor and/or coaching costs

- Purchase of alcoholic beverages
- Unreasonable gifts or unreasonable payments for recognition
- Legal fees and court awards for inappropriate dismissal or other inappropriate/illegal activity
- Membership fees for private clubs, etc. (golf clubs, gyms, etc.) unless part of existing (non-monetary) employment benefits package
- Capital costs for the construction of a building (other than minor repairs or renovations) or the purchase of land or buildings

#### **EXAMPLES OF PROOF OF PAYMENT**

- Copy of the cancelled cheque
- Invoice showing a 'zero' balance owing
- Receipt
- Copy of the general ledger showing payment
- Copy of a money order or bank draft
- Copy of the cheque written and a print out of your bank statement showing it has been processed
- Copy of the credit card transaction (either the actual slip or a printout of the credit card statement)

FOR PROGRAM USE ONLY:



STATUS OF APPLICATION

Approved

Not Approved

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

FILE NUMBER: \_\_\_\_\_