



## Speaker Travel Expense Subsidy

PEMAC Asset Management Association of Canada is a nonprofit professional association with a history of personal sacrifices and contributions that have brought the Association to where it is today.

We continue to be committed to ensuring the most cost-effective use of member’s dues therefore every effort should be made to combine PEMAC travel with PEMAC employer sponsored travel where reasonable and practical. Limited funding has been budgeted to subsidize speaker travel, as necessary.

### Criteria

1. You are a PEMAC member or work for a [company](#) who is a corporate member
2. You have submitted an abstract for MainTrain 2024
3. Your abstract has been selected for MainTrain 2024
4. Your company\* is unable to subsidize costs associated with you presenting at MainTrain 2024

\*Your request for your company to cover the costs associated with attending MainTrain 2024 was denied. Proof of request and denial may be requested.

### Subsidy Amounts

If you meet the criteria above and your request is approved, PEMAC will commit to pay up to 50% of:

- Airfare (economy class) to and from the conference
- Milage and gas if traveling by personal car
  - [Revenue Canada Automobile Allowance](#) will be used for calculations
- Hotel accommodations at the [conference hotel](#) for up to three nights
  - other arrangements can be made if hotel is sold out
- Food costs for meals not included at the conference
  - See [Expense Form](#) for details on limits
  - No alcoholic beverages will be covered

Total subsidy from PEMAC shall not exceed \$1,500 Canadian Dollars per speaker. Speaker is responsible for all travel and accommodation arrangements.

### Procedure:

1. Ensure you meet all of the criteria above
2. Email the “Email the Request for Travel Assistance Form to [events@pemac.org](mailto:events@pemac.org) as soon as possible in advance of the intended travel. Deadline July 31<sup>st</sup>, 2024
3. Requests must be approved by the MainTrain 2024 Planning Committee before expense claims will be paid. An expense claim form will be supplied when a request is approved (if not, please request one).

**Rates:** Reasonable hotel, meals, and airfare expenses will be reimbursed at cost. Personal vehicle mileage rates will be indexed to the [Revenue Canada Automobile Allowance rates](#). For 2024 the rates are: 70¢ per kilometre for the first 5,000 kilometre driven; and 64¢ per kilometre driven after that.

4. You will be notified by the PEMAC Events Coordinator if you have been approved or not. You will also be provided a copy of the expense form.
5. After travel is complete, fill out and send expense form and pictures of receipts to [events@pemac.org](mailto:events@pemac.org). Deadline October 15<sup>th</sup>, 2024.
6. You will be sent reimbursement via cheque by December 1<sup>st</sup>, 2024

## Request for Travel Assistance Form

Name	
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# MAINTRAIN

# 2024

**SEPTEMBER 23-25 SEPTEMBRE**  
 Maintenance, Reliability and Asset Management Conference  
 Conférence sur la maintenance, la fiabilité et la gestion des actifs



Company		
Title at Company		
Title of Approved Abstract		
Date of Submission		
Total Expected Airfare or Car Cost		
Total Expected Hotel Cost		
Total Expected Food Cost		
Employer Funded Amount		
Personally Funded Amount		
Amount requested from PEMAC travel budget:		
Please indicate whether you have pursued other funding avenues:		
	Employer has been approached and refused or has only provided partial funding (or doesn't fit employers requirements)	
	Self-employed and can't afford or justify for personal business reasons, and can't combine with other business	
	Other (specify)	
Name of reviewer:	Approved date:	Declined date:
Reviewer comments		