

Business Travel Component Guidelines 2019-2020

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Funding Limits

1. The total program funding limit per FACTOR fiscal year across all components of the Support for Eligible Music Companies program is:
 - \$7,500 for companies rated 2, and
 - \$20,000 for companies rated 3, 4

There are no further requirements as to how much can be spent in the Business Travel or Business Development components.

Eligible Activities

2. Business travel can be undertaken on behalf of the company's whole business, or be specific to one artist or release. However: release-specific and artist-specific expenses of the kind that are normally eligible to be supported under another FACTOR program or component (including Marketing, Sound Recording, Tour Support, Showcase, Video, and Radio Marketing) are not eligible for the Business Travel component.
3. The travel must relate to the business of the Canadian artist(s) on the roster.
4. Only company owners, employees and contractors of the Applicant company are eligible for travel costs, to a maximum of two people per trip. Proof of full-time employment or contract may be requested by FACTOR staff. If an applicant's contract employee is also engaged to attend the same event by another company, FACTOR will allow only one application per contractor per trip.
5. Business Travel applications must be submitted one calendar day in advance of departure. Generally, intended travel dates should take place no more than six months from the date of application. An exception may be allowed with permission from FACTOR.
6. You may make multiple Business Travel component applications throughout the year, subject to the program funding limits less any funding you have been offered in the Business Development component.

Eligible Costs – Business Travel

7. The costs set out here are specific to this component. Please see the Program Guidelines under [Eligible Costs](#) for general rules of eligible costs. Applicants are strongly advised to read and understand these sections, and to contact FACTOR prior to submitting an application to ensure eligibility of the proposed costs.

8. Travel funding in this component is intended to cover the costs of domestic and international business activities undertaken at trade shows, conferences, industry events, or business travel supporting company development activities. It may also be used to pay for some of the costs of production of promotional materials and activities associated with attendance.
9. Except for costs which are captured by the administration fee set out below, Business Travel funding may not be used toward company overhead and occupancy costs.
10. Eligible costs in this component are subject to the spirit and intent of the federal government [Travel Directive](#). Please see the [Eligible Costs](#) section of the Program Guidelines for additional rules and limits on travel costs.
11. Eligible costs for Business Travel include
 - a. Travel fares (air, train, bus, etc.);
 - b. Transportation using a privately-owned vehicle. The eligible cost will be tallied at an all-in gas and mileage rate of \$0.58/km. Applicants will be required to submit odometer readings taken before and after the travel. If the all-in private vehicle rate is claimed, then gas receipts will not be eligible. Please use FACTOR's [Vehicle Log](#);
 - c. Local ground transportation (such as taxis and public transit costs) and parking costs to a maximum of \$300 per trip;
 - d. Hotel and other public rental accommodations;
 - e. Long distance mobile phone charges incurred during the business trip;
 - f. Travel insurance for the trip;
 - g. Registration fees for eligible travelers to attend domestic and international music industry conferences or trade fairs if approved by FACTOR in the original application;
 - h. Company 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) if they are not specific to any one artist;
 - i. Per diems to a maximum of \$100 per person, per day, for no more than nine days;
12. For conferences and events taking place in an Applicant's home city, only the following costs will be eligible: Registration Fee, local ground transportation to a maximum of \$100, and promotional materials. "Applicant's home city" means a 100-km radius around the head office or primary business address of the Applicant.
13. For each event or trip, FACTOR will recognize a maximum of seven days attendance, plus two days of travel; and a maximum of eight night's hotel accommodations.
14. Corporate overhead and occupancy costs such as: staffing and personnel costs, rent, heat, lights, phone/fax, office equipment rental and office supplies (including stationery and business cards), ISP costs, ongoing website maintenance, general personnel costs, professional memberships, streaming music subscriptions and all other day-to-day costs will be covered by the 15% administration fee. These costs do not have to be set out in detail in the application and completion budgets.
15. Travel fares, registration and accommodation expenses that are booked and paid reasonably prior to the application being submitted may be recognized, provided that those costs must be clearly connected to the purpose of the travel.
16. Ineligible costs for the Business Travel component include

- a. Any in-house or related party costs. All costs claimed must be out-of-pocket costs paid to bona fide third parties;
- b. 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;
- c. Rental costs for vehicles privately owned by someone other than the Applicant;
- d. Monetary value 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;
- e. Event tickets not included in the cost of registration;
- f. Annual membership fees;
- g. 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 FACTOR. Interoffice travel is generally ineligible;
- h. 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;
- i. Release-specific and artist-specific expenses of the kind that are normally eligible to be supported under another FACTOR program or component are not eligible; and
- j. Company overhead costs exceeding the 15% administration fee.

Component Completion

Please review the [Completion Guide](#) for detailed instructions.

17. For every component of the project, applicants must compile and organize all invoices, receipts and proofs of payment; then enter the amounts being claimed into the FACTOR Cost Report, which can be downloaded from the Budget page of the completion. Applicants must upload the Cost Report and all related expense documentation, then complete and submit all other sections of the completion (including Budget, Results, Component Information, Public Funding).
18. Once submitted to FACTOR, the completion will be deemed by FACTOR to be the recipient's true, accurate, and final accounting, and may not be unsubmitted, amended or deleted.
19. **Logo and Acknowledgment Requirements:** all recipients of funding from this component must acknowledge FACTOR on all physical and digital materials, and on all press releases and promotional material, funded by this component, and on the company's website. See [FACTOR's Logo and Acknowledgment Guide](#).