

# Livres Canada Books

## Foreign Rights Marketing Assistance Program (FRMAP)

### 2024-2025 CLAIM FORM AND ACTIVITY REPORT

Claims and Activity Reports must be submitted no later than thirty (30) calendar days following the activity to which they apply. Refer to the FRMAP Guidelines for details.

#### General Information *Please type or print in block letters*

Company name

Contact telephone number

Contact person

Contact email

#### Claim *All costs must be indicated in Canadian dollars*

Event name

Date(s) of event/trip (dd/mm/yyyy)

 - 

Event/trip country (required)

International Trade Event (ITE)

Export Sales Trip (EST)

DELEGATE 1: Name

DELEGATE 2: Name

Departure from

Departure from

Travel  x  =

Travel  x  =

Allowance  x  days =

Allowance  x  days =

Subtotal  **D1**

Subtotal

Subtotal X 75% =  **D2**

**TOTAL (D1 + D2)**

Were your accommodations shared?  Yes  No

*Travel: Enter return economy fare including taxes (excluding the GST, PST, HST and VAT) and service charges on transportation. Travel allowance: You may enter a travel allowance of \$50 or \$225 for each day of attendance at an international trade event (ITE) or each day spent on an export sales trip (EST), up to a maximum of four (4) days. You may enter a travel allowance of \$250 for the Frankfurt Book Fair, the London Book Fair and the Festival du livre de Paris only, and up to a maximum of five (5) days for the Frankfurt Book Fair only. A travel allowance is not allocated for travel days. Refer to the FRMAP Guidelines for details.*

#### OFFICE USE ONLY

Event type  ITE  EST

Event eligibility  Yes  No

Proof of stay  Yes  No

Original travel receipt  Yes  No

Activity Report  Yes  No

Approved  Yes  No

Entered in database

Travel 1  x  =

Allowance  days @  =

Delegate 1 Total =

Travel 2  x  =

Allowance 2  days @  =

Delegate 2 Subtotal =  x 75% =

TOTAL Contribution =

Comments

## Activity Report Please type or print in block letters

Company name

Event name

Your response to this questionnaire will enable Livres Canada Books to compile a report on Canadian publishers' export related events providing a general overview of publishers' activities. Your input is essential to enable us to continue providing support for your international marketing activities. Please reply to all questions on this form.

	Total
Number of days for this activity	
Number of delegates	
Number of international business meetings	
Total related expenses for this activity (C\$)	

Was your company an exhibitor at this event?

Yes  No

Indicate the number of international meetings held by country/territory

Country/Territory	Meetings
Africa	
Asia	
Australia/New Zealand	
Eastern/Central Europe	
French-speaking Europe	
Mexico, Central and South America	
United States	
Western Europe	
TOTAL	

Comments/Successes

## Warranties and Agreements

I affirm that the information in this application and the attached documents are accurate and complete to the best of my knowledge. I agree to provide any additional information requested by Livres Canada Books within thirty (30) days.

Name (please print)

Title (please print)

Date (dd/mm/yyyy)

Signature

Return completed claim form and activity report to:

Livres Canada Books  
1 Nicholas Street, Suite 504  
Ottawa, Ontario K1N 7B7  
[programs@livrescanadabooks.com](mailto:programs@livrescanadabooks.com)

For assistance with your FRMAP claim contact:

Mariana Bianchini, Programs and Events Officer  
Email: [programs@livrescanadabooks.com](mailto:programs@livrescanadabooks.com)