



CANADA COMEBACK CHALLENGE

Participant Expense Reimbursement Guide

This guide will provide you with information and guidance on eligible expenses, expense submission, and expense reimbursement.

Eligible Expenses:

Eligible expenses include the following:

- Office supplies: consumables such as paper, ink cartridges, pens, pencils, etc.
- Software licenses, software subscriptions
- Postage and courier
- Cellphone: air and data charges
- Internet: connection and data charges
- IP Fees and licenses: costs to access intellectual property
- Prototype equipment & materials: equipment and materials related to solution
- Learning resources: books, e-books, conferences, webinars, registration
- Daycare: daycare charges as a result of COVID financial challenges

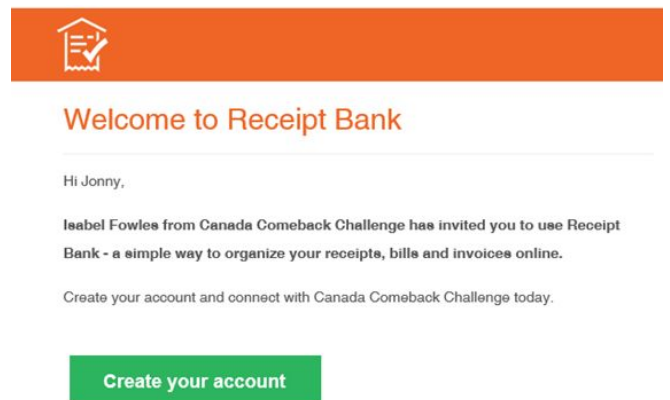
The expense reimbursement limit for each participant is \$250 including tax.

Expense Submission:

[Getting started with ReceiptBank:](#)

1. Upon registration, you will receive an email welcoming you to ReceiptBank, the service that will be used to capture expense receipts for reimbursement.
2. Select the 'Create your account' button and follow the instructions to create your account. Your email will automatically populate, and you will be asked to create a password which must:
 - Contain lower case letters
 - Be at least eight characters long
 - Contain two capital letters, numbers, or symbols

[Adding expenses to ReceiptBank:](#)



Receipts can be added to ReceiptBank in any of three of ways:

1. Upload from computer into ReceiptBank
 - From the Costs workspace, select the green **+Add Documents** button, and select files or drag & drop to upload
2. Send receipts through email
 - Send digital documents to your dedicated ReceiptBank email address: samplename@receiptbank.me
3. Take a picture of your documents with your phone using the ReceiptBank app
 - Download and install the ReceiptBank App from the App Store or Google Play. Log into the ReceiptBank App with your user ID (email address) and password
 - Open the ReceiptBank App and select the green **Add Item** button
 - Take a picture of your receipt, type in an explanatory description of the expense, and press **Submit** in the upper right-hand corner

Expense Reimbursement:

Expense reimbursement will be made directly to your bank account via *Interac e-Transfer*.

It is essential that you have *Interac e-Transfer Autodeposit* enabled on your bank account. This way, fraudsters who could gain access to your email account cannot intercept the email step of an e-transfer.

Questions?

Please email any questions you may have regarding the expense reimbursement process to ifowles@otusgroup.com.