



HOW TO SUBMIT AN EVENTS RECEIPT FOR REIMBURSEMENT

1) Free events: Please register and attend these events as much as you would like. Be sure to check with your professor if any of the events occur during working hours.

2) Ticketed events

Step 1) Check eligibility by using the [Events Form](#)

Step 2) Submit a receipt for reimbursement: Register and purchase a ticket on your own. Simply submit your receipt using the Events Form (select **option 2**): [Events Form](#)

- Each intern has a Can\$200 stipend towards events. Mitacs will not reimburse or purchase tickets for you once you have reached this limit.
- Other associated costs such as flights, hotels and food are not eligible for reimbursement.
- If a tickets costs over the Can \$200, Mitacs will only reimburse you up to Cad \$200.
- Please note the currency you are purchasing your ticket in. Reimbursements will be in **Canadian dollars** only.

***A note on receipts: Please ensure you save all receipts when purchasing tickets.**

Receipts must:

- Clearly show your full name
- Indicate the name of the event
- Indicate the total cost of the event
- Receipts can include screenshots of emailed confirmations/receipts or screenshots of confirmation pages

Any missing information may result in delays and/or rejection of reimbursements. **Under no circumstances will reimbursements be granted without proof of purchase.**

- **Other costs such as flights, hotels, accommodation and/or food are not eligible for reimbursement.**

If you have any questions, please write to Mitacs' GRI team at helpdesk@mitacs.ca