

CMC Financial Assistance: Travel

Eligibility Criteria:

To be eligible for Financial Assistance from CMC you must:

- Have a valid account with CMC Microsystems. Not registered [Sign up](#) for an Account.
- Be a full-time student or faculty member at a Canadian Academic Institution
- Have the pre-requisites for course attendance (if applicable)
- Have a Designer or Prototyping Subscription.

About CMC Financial Assistance:

Assistance will be awarded based on proximity to the training course venue as follows:

- Attendees who are traveling between 50-250 km (based on one-way travel to venue) are eligible for up to \$400
- Attendees who are traveling over 250 km (based on one-way travel to venue) are eligible for up to \$750
- CMC will compensate attendees for all reasonable and approved expenses associated with travel, accommodations and meals; **original receipts are required.**

For an overview of approved expenses and related guidelines, please reference the [CMC travel procedures](#)

- Course fees will not be covered by CMC Microsystems. Each participant will be expected to pay their registration prior to attending the event.
- CMC will not provide a subsidy for travel within 50 km of the conference venue
- Personal automobile use will be reimbursed at 0.48/cents per km up to a maximum of 600km

Travel/Accommodation Arrangements:

Attendees are responsible for booking their own travel and accommodations.

Payment of Financial Assistance:

- Will be processed after the completion of the training course
- All claims must be submitted to CMC Microsystems within fifteen (15) calendar days of the end of the course.
- All documentation and **original receipts** (credit card receipts, credit card statements, Interac receipts, cancelled cheques and photocopies of receipts will not acceptable) should be submitted to Keri McDonald at:

CMC Microsystems
945 Princess St, B50
Innovation Park at Queen's University
Kingston, ON K7L 3N6

Should you have any questions regarding travel subsidies, please contact Keri McDonald at 613.530.4699 or mcdonald@cmc.ca.