

## SCHEDULE C – ELIGIBLE AND INELIGIBLE EXPENSES

The Campus Alberta Small Business Engagement (CASBE) Program has the following definitions for Eligible Expenses and Ineligible Expenses:

(a) **“Eligible Expense”** means:

- i. labour costs (gross wages or salaries incurred at reasonable market rates) for those individuals who are specifically identified as performing the service which is directly attributable to the Project and thereby quantifiable or measurable, unless the Applicant is being reimbursed for such costs elsewhere. Accordingly, general overhead is not considered an Eligible Expense;
- ii. costs of materials, made at the lower of cost or fair market value, which can be specifically identified and quantified as having been incurred in the performance of the Project activities, and which are so identified and quantified consistently in the cost accounting practices of the Applicant;
- iii. acquisitions of property including capital improvements to facility premises and capital equipment (but excluding land and buildings), made at the lower of cost or fair market value, that are critical to the performance of the Project will be considered on a case-by-case basis upon submission to Alberta Innovates by the Applicant. The contribution will be pro-rated to the Project Period based on asset's expected economic life, if purchased, at industry standard depreciation rates with any residual undepreciated value attributed to the economic life of the asset remaining after the Project Period being an Ineligible Expense;
- iv. acquisitions of software or information databases, made at the lower of cost or fair market value, that are critical to the performance of the Project will be considered. The cost of such technology will be pro-rated over the Project Period;
- v. basic professional services, fees and disbursements, such as ongoing routine accounting, tax and legal business requirements and financing fees, directly related to the Project;
- vi. cost of Sub-Contractors at fair market rates where the work of the Sub-Contractor(s) is directly related to the Project;
- vii. if travel is a necessary part of accomplishing the Project then costs relating to travel including mileage, airfare (only the lowest economy class/excursion or other promotional type of air fare available at the time of booking is eligible) and accommodation and meals at reasonable rates;
- viii. additional direct operating costs (incurred at reasonable market rates), not falling within the categories of labour and materials, but which can be specifically identified and quantified as having been incurred, or to be incurred, in the performance of the Project activities and which are so identified and quantified consistently by the Applicant's cost accounting practices;
- ix. GST, but only where such GST is levied on costs which are themselves Eligible Expenses and solely to the extent such GST is unrecoverable and the Applicant is not otherwise reimbursed for same;
- x. any other cost which Alberta Innovates pre-approves in writing as an Eligible Expense.

(b) **“Ineligible Expense”** means any cost that does not qualify as an Eligible Expense. For avoidance of doubt, "Ineligible Expenses" includes any of the following:

- i. any cost incurred prior to the Project Start Date, except where Alberta Innovates has provided written approval to include the cost as an Eligible Expense;

- ii. transactions between Related Persons;
- iii. allowance for interest on debt;
- iv. losses on investments, bad debts and expenses for collection charges;
- v. losses on other projects or activities not related to the Project;
- vi. fines and penalties;
- vii. unreasonable compensation for Project labour;
- viii. costs for professional training & development;
- ix. Federal and Provincial income taxes, goods and services taxes, excepting only unrecoverable portions of the GST for which the Applicant is not otherwise reimbursed;
- x. costs related to land and buildings (for example, acquisitions, leases and/or leasehold improvements) not directly related to the Project;
- xi. depreciation and amortization charges;
- xii. advertising costs;
- xiii. costs associated with applying for government grants and programs;
- xiv. basic professional services, fees and disbursements, such as ongoing routine accounting, tax and legal business requirements and financing fees unless directly related to the Project;
- xv. routine testing and maintenance;
- xvi. meals, entertainment, hospitality, alcohol and gifts; and
- xvii. any other costs deemed ineligible by Alberta Innovates.