

INTERNATIONAL LODGING/MEALS & INCIDENTALS

Claim Documentation

LODGING

- Detailed copy of the hotel statement showing the occupant's name(s), arrival/departure dates, itemized per night room rate (no average rates), and total charges
- If the hotel statement is in a foreign language, please provide the English translation
- If two company employees share a room, the statement must show each person's name
- If the hotel is reserved and prepaid online or through a travel agent or hotel directly, your reservation email will not be enough to receive reimbursement. Each traveler must obtain a statement from the hotel showing the guest's name(s), arrival/departure dates, and a zero balance to confirm the reservation was kept
- Proof of payment
- If booked through Airbnb, please obtain a certification that your stay matches your reservation from the owner. This can usually be done through the app or website. The owner's review of your stay suffices as well. This document must be dated after your stay.

MEALS & INCIDENTALS (M&IE)

- It is not necessary to submit itemized receipts for meals and ground transportation
- For trade shows you are eligible for up to two days before and one day after the show
- For trade missions you are eligible for up to one day before and one day after the event

Additional travel days are at your company's expense

For lodging and M&IE, your rate is based on the US Office of Allowances' foreign per diem rates
https://aoprals.state.gov/web920/per_diem.asp

For International Trade Shows, WUSATA will reimburse up to two days before the official start of the show, all the days of the show, with departure on the day after the show ends. If you stay longer, you are responsible for the cost of any additional nights of lodging.

Example:

SIAL Paris Trade Show October 18 - 22, 2024
M&IE rate for Paris: \$175.00

Calculate M&IE

October 16 (Arrive in Paris)	\$175.00 x 75% =	\$ 131.25
October 17 Per Diem		\$ 175.00
October 18	•	\$ 175.00
October 19	•	\$ 175.00
October 20	•	\$ 175.00
October 21	•	\$ 175.00
October 22	•	\$ 175.00
October 23 (Depart Paris)	\$175.00 x 75% =	\$ 131.25

Total: \$ 1,312.50
50% Reimbursement: \$ **656.25**