

INTERNATIONAL TRAVEL

Participating in a Global Connect, SRTG, or USDA trade mission



ELIGIBLE EXPENSES	INELIGIBLE EXPENSES
<ul style="list-style-type: none">• Passports• Visa• Inoculations• Airfare for two company representatives may include employees and board members of private companies, employees or members of cooperatives, or any broker, consultant, or marketing representative contracted by the company or cooperative to represent the company or cooperative in sales transactions for a specific event. <i>(Proof of contract and payment will be required at time of claim)</i>• Lodging for two company representatives up to the per diem rate• Meals & Incidentals for two company representatives at the per diem rate, receipts are not required	<ul style="list-style-type: none">• Travel expenses for interpreters and temporary labor• Ground transportation• Travel of applicants for employment interviews• Unused non-refundable airline tickets or associated penalty fees, except where travel was restricted by U.S. Government action or advisory• Travel for any other reason except participating in a WUSATA Outbound Trade Missions or exhibiting at International Trade Shows• Any expense related to a trade show at which you are not exhibiting• Tickets purchased with air-miles, award miles, certificates, etc.• Lodging reservation that is not confirmed by the hotel statement or guest folio• Airline itinerary that is not confirmed by the boarding pass with matching e-ticker number

INTERNATIONAL TRAVEL

Claim Documentation

Required documentation for all international travel expenses on pages 39-41 in FundMatch Guide

- Travel Notification Form** and copy of form sent via email to Agricultural Trade Office (ATO) **BEFORE** travel. **If not sent, travel expenses will be ineligible.**
- Trip Report Form** with an attached list of contacts made at the show (can be copies of their business cards)
- Travel Expense Summary Form** (per traveler)
For non-employees, a copy of the contract/agreement on your company letterhead showing that the representative was engaged to promote the participant's product at the event
 - If the non-employee pays for their own travel expenses, please provide proof they were reimbursed by the participating company (airfare, lodging, meals)

Passport, Visa, and Recommended Inoculations (if needed for an eligible activity)

- Invoice
- Proof of payment
- A photocopy of the first page of the passport showing the name and date of issue;
- A copy of the regulation stating that a visa is required for the specific country market along with a photocopy of the page in the passport showing the visa;
- The vaccination record and computer print screens/screenshots from the U.S. State Department website and/or the Travelers' Health Page of the Centers for Disease Control (CDC) website showing the advisory which recommends the inoculations

Travel Notification: Company representatives traveling to foreign trade show/trade missions are required to notify the ATO (Agricultural Trade Office) located in the destination country. This notification needs to be sent before travel. Failure to provide advance notification of travel will result in disallowance of travel expenses. Confirmation that the travel notification was sent must be submitted with all travel claims. Form sent via email can be used as confirmation.

Trip Report: Mandatory report of travel activities for all overseas travel. Trip Report(s) are required for each international trade show/trade mission claim.

INTERNATIONAL TRAVEL AIRFARE

Claim Documentation



IMPORTANT - Please Read Before Booking Airfare:

- Eligible travel (departure) days are two days before the trade show and a day after the event
- Eligible (departure) days for the trade mission include one day before and a day after activity.
- **If you fly on other days, to other destinations or extend your trip, you must submit a quote of the original itinerary issued on the same day the alternate itinerary is booked.** The claim will be denied if the quote is not submitted. Please see details below.
- Travelers must fly on a U.S. or EU member carrier in and out of the United States. Travel outside of the U.S., within other countries, may be on a foreign carrier.
 - As of January 2021, all British Airlines are ineligible carriers.
 - Please refer to the [Fly America Act](#) for eligible carriers.
- Up to full fare economy ticket. If you fly on other than coach economy, please see details about the quotes below.
- Flight itinerary with E-ticket number that matches proof of payment
- Flight itinerary listing should include each leg of the flight, flight numbers, airports, dates and times, seating category, ticket number, and passenger name. The U.S. or EU member carrier flight numbers are required for flights departing from and arriving in the U.S.
- Scanned version of Boarding Pass is required referencing E-ticket number. To substitute the boarding passes, an airline mileage account transaction history with passenger name is acceptable. This document must confirm that flights were taken/flown as booked. Without boarding passes or mileage account activity, the airfare is not eligible for reimbursement.
- Proof of payment that matches the booking
 - *Airfare paid with miles, awards, certificates, gift cards, e-credit is ineligible.*

INTERNATIONAL TRAVEL AIRFARE

Claim Documentation



A DATED QUOTE IS NEEDED IF YOU HAVE ONE OF THE FOLLOWING SITUATIONS:

Flying (departing) on eligible days but other than coach economy class (upgraded, premium, plus, extra leg, business, first, etc.):

- Get a quote from the same airline
- Screenshot dated quote the day you purchase your actual ticket (make sure to screenshot the date on the computer screen)
 - Pull and save a dated comparable quote showing the cost for your trip in Economy class the same day as actual purchase of ticket, within the reasonable travel window, and without side trips (e.g. flying in and out of the show cities). We will reimburse the lesser of the actual ticket flown or the quote for eligible travel.
- Show the same departure/return dates, cities, and flight numbers as on the actual ticket
- Be up to full fare economy class

If you fly (depart) non-direct (with side trips), extend your stay or fly on the ineligible travel days:

- Get a quote from the same airline stating the cost of the flight as if you fly (depart) on the eligible days (two days before and a day after the trade show; one day before and a day after the trade mission)
- Screenshot dated quote the day you purchase your actual ticket
- Be up to full fare economy class

Fly America Act: Federal travelers are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use U.S. air carrier service for all air travel and cargo transportation services funded by the U.S. government.