

FREIGHT CHARGES

The cost of shipping samples and promotional materials to international customers is eligible for reimbursement under the Branded Program. Additionally, shipping of the booth, product samples, supplies, and promotional materials to and from a trade show qualifies for reimbursement. Listed below are important requirements and reminders.

- ✓ The destination country where samples/promotional materials are shipped must be listed in the company's Program Agreement or approved Amendment.
- ✓ Brands and Products shipped must be listed in the company's Program Agreement or approved Amendment. Promotional materials must promote the brands listed with WUSATA.
- ✓ A courier, a shipping company, or a freight forwarder must be used. Transportation on company owned trucks or in a rented vehicle is not eligible.
- ✓ To be eligible for reimbursement, samples must be sent separately from normal product shipments.

REQUIRED DOCUMENTATION

Invoice, Proof of Payment, and Proof of Activity are required for all expenses.

Invoice – requirements:

- Date
- Name of sender
- Shipped From:(location) and Shipped To: (destination)
- Description of items shipped

Proof of Payment – one of the following:

- Copies of the front and back of a **cancelled** check.
- Copies of the front of a check and a bank statement listing the check as clearing the account.
- Copy of a bank wire transfer confirmation listing the originator, beneficiary, date, and amount.
- Copy of a credit card statement listing payment to the vendor as a line item.
- Signed receipt from the vendor.
- Copy of the debit note, copy of the check listing the deduction, copies of the product invoices the deduction was taken on, and copies of two other product invoices to show normal pricing.

Proof of Activity

- **Shipments to International Customers** – one of the following:
 - Proof of activity is not required for sample shipments.
 - An example of promotional materials or a photo of large displays for POS shipments.
- **Shipments to Trade Shows** – one of the following:
 - Photo of booth with the products on display.
 - Copy of the cover and inside page of the trade show directory listing the company as an exhibitor.