

POST-TRAVEL CHECKLIST

FOR INTERNATIONAL TRAVEL TO TRADE SHOWS

Travel to an international trade show for two company representatives is eligible for reimbursement under the Branded Program. Travelers are subject to U.S. Federal Travel Regulations when claiming reimbursement. Listed below are important regulations and reminders.

- ✓ The country where the trade show is held must be listed in the company's Program Agreement or approved Amendment.
- ✓ Brands and Products promoted at the show must be listed in the company's Program Agreement or approved Amendment.
- ✓ Products must be exhibited within the U. S. pavilion if a U.S. pavilion is present at the trade show. See the Branded Manual for a list of trade shows likely to have U.S. pavilions.

REQUIRED DOCUMENTATION

Required documentation for International travel – all of the following:

- ▶ Airfare documentation – see below ▼
- ▶ Hotel documentation – see below ▼
- ▶ Photo of trade show booth
- ▶ Travel forms (completion of 3 forms) – see below ▼

▶ **Airfare Documentation – all of the following:**

- **Flight Itinerary** – Lists each leg of the flight, airports, flight numbers, dates, and times.
- **Passenger Receipt or E-ticket** – The Passenger Receipt is the cardstock ticket listing the travel information for all flights and the cost of airfare. Passenger Receipts can be obtained electronically or at the ticket counter prior to boarding the plane. Airfare will not be reimbursed without a Passenger Receipt or E-ticket Receipt.
- **Proof of payment** for airfare – one of the following:
 - Copy of front and back of **cancelled check** written to the travel agent.
 - Copy of credit card statement listing the ticket number and amount as a line item.
 - Signed receipt from the airline or travel agent listing the ticket number and amount received.

▶ **Hotel Documentation – all of the following:**

- **Hotel statement** – clear copy of hotel statement detailing occupant's name, room rate per night, and arrival/departure dates.

Note: if the room is reserved and prepaid through a travel agent, participants must submit a detailed invoice from the travel agent listing the nightly room rate and documentation from the hotel detailing the occupant's name and arrival/departure dates. The statement listing auxiliary room charges (phone calls, laundry, room service, etc.) is acceptable documentation to show reservation was kept.

- **Proof of payment** for hotel room – one of the following:
 - Copy of front and back of **cancelled check** written to the travel agent.
 - Copy of credit card statement listing payment for room charges as a line item.
 - Signed receipt from the hotel or travel agent.

▶ Photo of Trade Show Booth

▶ Travel Forms –Travel forms are available at www.wusata.org/services/05BrandedForms.html.

- **Travel Expense Summary Form** – Attach documentation for airfare and hotel to the back of this form. List the total amount of travel expenses as a line item on the Expense Summary Sheet, page 2 of Form 202 – Request for Reimbursement.
- **Travel Notification Form** – Enclose a copy of previously completed form.
- **Trip Report Form** – Complete and sign with copies of contacts attached.

Per Diem Allowance – Lodging and Incidental Expenses

- The allowance for Lodging and Meals & Incidentals is set by the *Federal per diem rates*. Per diem rates are updated monthly and available at www.state.gov/m/a/als/prdm.
- Eligible travel days include the dates of the trade show plus two days before the show begins (for set-up) and one day after the show ends (for breakdown). Additional days are at the company's expense.
- Meals & Incidental Expenses (M&IE) allowance is paid based on proof of lodging in the city of the trade show. Travelers receive 75% of the federal rate on the first and last eligible travel days and 100% on remaining days. (Note, if you are traveling from the West Coast of the U.S. to Asia and cross the International Date Line, the first day of M&IE is not eligible for reimbursement.)
- Itemized receipts are not required for M&IE expenses.