

# PRE-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.

CHECK ALL OF THE BOXES BELOW **BEFORE** TRAVELING

### TRAVEL NOTIFICATION TO FAS

- ❑ **Travel Notification Form** - Company representatives traveling to foreign trade shows are required to notify the Foreign Agricultural Service (FAS) office in the destination country in writing at least 14 business days prior to departure. Travel Notification Forms are available at [www.wusata.org/services/05BrandedForms.htm](http://www.wusata.org/services/05BrandedForms.htm).

### AIR TRAVEL REGULATIONS

- ❑ **Comply with Fly America Act** – In order to be reimbursed for international airfare, a U.S. carrier must be flown to and from the trade show destination. If a U.S. carrier cannot reach the final destination, the portion of the itinerary that departs and re-enters the United States must be on a U.S. carrier.
- ❑ **Fly direct** – The program reimburses for travel directly to and from the trade show destination. If the traveler's itinerary includes other destinations, a written quotation from a travel agent or a travel website for the cost of a direct flight must be submitted. The quotation must include rates for the same U.S. carrier as the actual ticket, for coach/economy seating, and for a roundtrip ticket to and from the trade show location.
- ❑ **Purchase coach/economy class tickets** – The maximum reimbursement for airfare equals 50% of the cost of a full fare economy (coach) class ticket. If traveling business or first class, a written quotation from a travel agent or a travel website must be submitted. The quotation must include rates for the same U.S. carrier as the actual ticket, for coach/economy seating, and for the same dates as the actual flight.

## TWO TRAVELER MAXIMUM

- ❑ **Employees** – Representatives must be employees of the company. For non-employees to qualify for reimbursement, a signed letter from the participant company CEO is required. The letter should state the name of the representative and the fact they are representing the product on behalf of the participating company.
- ❑ **International Travel** – Representatives must be traveling internationally (from U.S. to a foreign country) to be eligible for reimbursement.
- ❑ **Up to two company representatives** per event.

IF **ANY** OF THE BOXES ABOVE CANNOT BE CHECKED,  
CONTACT WUSATA PRIOR TO TRAVELING

### ***Helpful Hints***

- Submit the Travel Notification Form at least two weeks prior to travel.
- Take photos of your booth showing products on display for proof of activity for your travel. Be sure to include a US origin statement in a photo.
- Eligible travel days include two nights before the show for set-up and one night after the show for breakdown. Additional days are at the company's expense.
- Keep your airline Passenger Receipt or E-ticket receipt. Passenger Receipt or E-ticket is the required proof of activity for air travel. The passenger receipt lists your name, travel information, and price of ticket.
- Lodging (hotel) dates must correspond with trade show dates.
- Obtain a hotel receipt that includes occupant's name, room rate per night, and arrival/departure dates.
- Maximum rates for Lodging and Meals & Incidentals are set by the Federal per diem rates. Per diem rates are updated monthly and available at [www.state.gov/m/a/als/prdm](http://www.state.gov/m/a/als/prdm). Lodging expenses over the Federal maximum will be 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 (food, dry cleaning, phone, fax, internet).