## TRAVEL EXPENSE SUMMARY

**2020 WUSATA® FundMatch Program**



**Travel claims must include the Travel Expense Summary. A separate Travel Expense Summary is required for each traveler seeking reimbursement (maximum of two company representatives travel may be claimed for each trade show/trade mission).**

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| **TRIP SUMMARY - *Complete one form for each traveler per show/trade mission*** | | | |
| **Traveler Name and Title** |  | | |
| **FundMatch Program Company** |  | | |
| **International Trade Show/Mission** |  | | |
| **Activity Location** (City and Country) |  | | |
| **Dates of the Activity** (Dates that exhibits were open) |  | | |
| **FLIGHT INFORMATION - *Attach e-ticket/passenger receipt, flight itinerary, boarding passes and proof of payment*** | | | |
| Name of U.S. or European Union (EU) Carrier: | | | |
| **AIRFARE** | | | **$** |
| **LODGING EXPENSES - *Attach itemized hotel bill and proof of payment*** | | | |
| 1. Nightly hotel room rate, including taxes, in U.S. dollars: *(Actual rate paid.)* | | **$** |  |
| 1. Per Diem lodging rate based on hotel location for the month of the show:   *(Rates can be found here:* [*https://aoprals.state.gov/web920/per\_diem.asp*](https://aoprals.state.gov/web920/per_diem.asp)) | | **$** |
| 1. Eligible hotel rate: *(Of the rates listed for* ***A*** *and* ***B****, use the* ***lower*** *amount per night.)* | | **$** |
| 1. Eligible number of nights: *(For more information, please see the* [*FundMatch Program Guide*](https://www.wusata.org/programs/fundmatchprogram/guide/)*)* | |  |
| **LODGING TOTAL (C x D)** | | | **$** |
| **MEALS & INCIDENTAL EXPENSES (M&IE) -** *Per diem based on hotel location and dates. Do not include receipts.* | | | |
| 1. Per Diem M&IE rate for the trade show/mission city for the month of the show: *(Rates can be found at* [*https://aoprals.state.gov/web920/per\_diem.asp*](https://aoprals.state.gov/web920/per_diem.asp)) | | **$** |  |
| 1. Number of days eligible for full M&IE = Number of travel days minus 2:   *(First and last travel days are eligible for 75% reimbursement.)* | |  |
| 1. Amount of full M&IE allowance = E x F | | **$** |
| 1. Number of days eligible for 75% M&IE allowance | | **2** |
| 1. Amount of 75% M&IE allowance = (E x 2) x 75% | | **$** |
| **M&IE TOTAL (G + I)** | | | **$** |
| **TOTAL TRAVEL EXPENSES** | | | |
| *Airfare + Lodging + M&IE*  **GRAND TOTAL** | | | **$** |
| ***NEXT STEP:*** *Transfer the GRAND TOTAL amount to the CLAIM FORM Expense Summary Sheet.* | | | |