

## TRAVEL NOTIFICATION

**2020 WUSATA FundMatch Program**

Claims seeking international travel reimbursement must include a travel notification.

**Only one travel notification is required for each international trade activity claim.**

**IMPORTANT:**

1. Company representatives traveling to foreign trade show/trade missions are required to notify the Foreign Agricultural Service (FAS) office located in the destination country in writing at least 14 business days prior to travel.
2. Failure to provide advance notification of travel may result in disallowance of travel expense.
3. Confirmation that the travel notification was sent must be submitted with all travel claims. Fax confirmation, sent email, or read receipts can be used as confirmation.

**To find your destination country, please refer to the complete list of overseas Agricultural Trade Offices and U.S. Embassies** [**here**](https://apps.fas.usda.gov/overseas_post_directory/).

|  |
| --- |
| **Attention: Agricultural Trade Office (ATO)/ Agricultural Attaché** |
| **Travel Destination Country:**  |
| **FAS Post Fax Number:** | **FAS Post Email Address:** |
| **Traveling Company Name:**  |
| **Traveling Company Phone:** *(if using a cell phone while in country, please include)* |
| **Traveler 1:** *(Name and Title)* | **Traveler 2:** *(Name and Title)* |
| **Name of Trade Show/Mission:** |
| **Dates of Travel:** |
| **Comments or Questions for Overseas Office:** |