TRAVEL EXPENSE SUMMARY
2023 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).

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*

A. Nightly hotel room rate, including taxes, in U.S. dollars: *(Actual rate paid.)*	**$**	
B. Per Diem lodging rate based on hotel location for the month of the show: *(Rates can be found here: https://aoprals.state.gov/web920/per_diem.asp)*	**$**	
C. Eligible hotel rate: *(Of the rates listed for **A** and **B**, use the **lower** amount per night.)*	**$**	
D. Eligible number of nights: *(For more information, please see the FundMatch Program Guide)*		
LODGING TOTAL (C x D)	**$**	

MEALS & INCIDENTAL EXPENSES (M&IE) - *Per diem based on hotel location and dates. Do not include receipts.*

E. 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)*	**$**	
F. Number of days eligible for full M&IE = Number of travel days minus 2: *(First and last travel days are eligible for 75% reimbursement.)*		
G. Amount of full M&IE allowance = E x F	**$**	
H. Number of days eligible for 75% M&IE allowance	**2**	
I. 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.*		