



PRE-TRAVEL NOTIFICATION
2023 WUSATA FundMatch Program

Claims seeking international travel reimbursement must include a pre-travel notification.

Only one pre-travel notification is required for each international trade show/mission activity claim. Form should be sent to Agricultural Trade Office (ATO) via email or fax.

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 (Printed fax confirmation and/or sent email).

To find your destination country, please refer to the complete list of overseas Agricultural Trade Offices and U.S. Embassies [here](#).

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