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## Pre-Travel Notification 2025 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 must notify the Foreign Agricultural Service (FAS) office in the destination country in writing at least 14 business days before 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](#).

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

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