



# Pre-Travel Notification 2024 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>	