

SUSTA Flight Quote Guidelines

To get reimbursed for your flights through Global Events for the Central American Outbound Trade Mission, specific documentation is required. Please see the list below:

☐ Airfare Quotes - Quotes need to follow the subsequent guidelines:

- Quote for eligible dates of trade mission arrival in market on day before mission starts, departure the day after mission ends. Please see the graphic below:

10 ARRIVAL DATE 	11 MISSION	12 MISSION	13 MISSION	14 DEPARTURE DATE 
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- Quote MUST be from your home city to the mission location, and returning to the home city on eligible dates of travel
- Quote must be in Coach/Economy on SAME airline as ticket purchased
 - Please expand selections to ensure SUSTA can see that the ticket itinerary pulled is in Coach/Economy when printing the quote
- Quote must be pulled on SAME DAY as ticket purchase
- **The following quotes are needed:**
 - Departing and Returning from your home city to Guatemala on the eligible dates of the mission in that country as listed above
 - Departing and Returning from your home city to El Salvador on the eligible dates of the mission in that country as listed above
 - SUSTA will cover the lesser or the two quotes together or the purchased ticket

Additional Required Documentation:

☐ Ticket and Proof of Payment

- Flight must be on a US/EU air carrier
- Airfare E-Ticket Confirmation OR Passenger Receipt needed
- Airfare Proof of Payment
 - First page of credit card statement showing card holder information AND page where charge appears

☐ Boarding Passes OR Frequent Flier Statement

☐ Pre-Travel Notification Form

- The Pre-Travel Notification Form can be found here:
<https://www.susta.org/downloads/files/claimforms/Pre-Travel%20Notification%20Form.pdf>

☐ ATO Notification Email OR Fax Confirmation for Pre-Travel Notification Form with Form

- The ATO Posts can be found here: https://apps.fas.usda.gov/overseas_post_directory/