



OUTBOUND TRADE MISSION REQUIREMENTS FOR REIMBURSEMENT



REQUIRED FLIGHT DOCUMENTATION:

- 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/

- Airfare Itinerary
 - Flight must be on a US/EU air carrier
 - Eligible dates of travel are arrival the day before the start of mission and return the day after the mission ends. (Please see graphic below)

9 ARRIVAL DATE 	10 MISSION	11 MISSION	12 MISSION	13 MISSION	14 DEPARTURE DATE
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- Airfare E-Ticket Confirmation OR Passenger Receipt

- Airfare Quote
 - If flying outside of the eligible travel dates OR in a class service other than Economy, a quote MUST be obtained from the same US/EU air carrier for the eligible dates of travel.
 - The quote MUST be pulled on the SAME DAY as the ticket PURCHASE.
 - SUSTA will cover the lesser of the two (either the quote amount or the ticket amount)

- 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

-OR-

REQUIRED HOTEL DOCUMENTATION:

- Detailed Hotel Bill
 - MUST include occupant's name, room number and hotel information

- Hotel Proof of Payment
 - First page of credit card statement showing card holder information AND page where charge appears