



# OUTBOUND TRADE MISSION REQUIREMENTS FOR REIMBURSEMENT



TRADE MISSION: \_\_\_\_\_

DATES: \_\_\_\_\_

Participating company must attend all events tied to this trade mission to receive airfare or hotel 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/](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 two (2) days prior to start of mission and return the day after the mission ends. (Please see graphic below)



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