

Step 1: Send this Pre-Travel Notification Form to the in-country FAS Agricultural Trade Office (ATO) at **least 14 days prior to travel**. The [Overseas FAS Office Directory](#) has the fax numbers and email addresses of all FAS overseas posts

Step 2: Submit to SUSTA the verification of sent Pre-Travel Notification when you submit your travel expense claims. Pre-Travel Notification must be verified by either:

- Pre-Travel Notification Form and copy of the fax confirmation
- Or
- Email sent to the ATO that includes all of the information in this form

**Note: SUSTA is unable to reimburse your travel expenses without required documentation verifying that you sent this information 14 days prior to travel.**

Promotional activities must be related to overseas markets as selected in the approved Application or approved Amendment. If any of the below information changes, you must again notify the Agriculture Trade Office at the Foreign Agricultural Post with the changes.

<b>Attention:</b>	
Agricultural Trade Officer/ Agriculture Attaché	
<b>Date:</b>	
<b>CostShare Company Name:</b>	
<b>Name &amp; Title of Traveler(s):</b>	
<b>SUSTA Program Year:</b>	
<b>Name of International Trade Show/Trade Mission:</b>	
<b>City &amp; Country of Trade Show/Trade Mission:</b>	
<b>Dates of International Trade Show/Trade Mission:</b>	
<b>Cost Share Products to be Promoted:</b>	
<b>Comments:</b>	
<b>Special Requests for Assistance:</b>	

ATTN ATOs: This form serves as notice that the CostShare Company listed above plans to visit your market to exhibit at an overseas Trade Show and/or Trade Mission