

Submit one Travel Expense Worksheet per traveler. On the second page of the Claim Form, the Expense Summary Sheet, enter the total airfare per traveler, the total lodging per traveler and the total M&IE per traveler.

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| 50% CostShare Company Name: | |
| Traveler Name: | |
| Name of Trade Show/Trade Mission: | |
| City & Country of Trade Show/Trade Mission: | |
| Dates of Trade Show/Trade Mission: | |

Eligible Travel Dates:

Up to 2 days prior to start of event & 1 day after



Foreign Per Diem Rates: [Maximum Lodging and M&IE rates](#) are published annually by the U.S. Department of State. Determine your rate according to the country/city in which the hotel is located. If the city is not listed, choose "Other".

All expenses must be claimed in U.S. Dollars. Convert currency at time of payment using the [Oanda Currency Converter](#).

Section 1: Airfare Expenses

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| Name of U.S. Airline: | |
| Cost of International Airfare (maximum = full fare economy class) | \$ |
| When submitting an expense claim form that includes airfare, attach the itinerary, passenger receipt or E-ticket receipt (only showing a boarding pass is not sufficient), and proof of payment. If extending the trip before or after the eligible travel dates or if flying business or first class, a quote for the economy fare on the eligible travel dates must be obtained on the date the ticket is purchased; the quote cannot be obtained after the trip takes place. | |

Section 2: Lodging Expenses

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| (A) Nightly Hotel Room Rate including taxes: | \$ |
| (B) The published Maximum Lodging Rate in the city where the hotel is located during dates of show: | \$ |
| (C) Eligible Hotel Rate: The lower amount of the rates in (A) & (B) | \$ |
| (D) Number of Nights in Hotel: (Eligible nights can be up to two days prior to the show and the dates of show.) | |
| (E) Total Lodging: Multiply (C) and (D) | \$ |

When submitting an expense claim form that includes lodging, attach the hotel bill that shows the occupant's name, room rate per night, arrival and departure dates, and the proof of payment. If hotel bill is in a foreign language, provide English translation.

Section 3: Meal & Incidental Expenses (M&IE)

Travelers receive 75% of the per diem rate on the first and last day of travel and 100% on the remaining days.

| | |
|--|----|
| (A) Published M&IE Rate for city where hotel is located: | \$ |
| (B) Eligible number of days at 100% of M&IE: | |
| (C) Amount at 100% of M&IE allowance Multiply (A) and (B): | \$ |
| (D) 75% of Published Rate: Multiply (A) and 0.75 | |
| (E) Eligible number of days at 75% of M&IE: | 2 |
| (F) Amount at 75% of M&IE allowance: Multiply (D) and (E) | \$ |
| (G) Total Eligible Meals & Incidentals: Add (C) and (F) | \$ |
| M&IE is reimbursed at no more than 50% of the U.S. government Foreign Per Diem Rate, regardless of actual cost of meals and incidentals. Itemized receipts are not required. | |