

Complete one Travel Expense Worksheet per traveler and submit (with supporting documentation) in your Expense Claim.

50% CostShare Company Name:	
Traveler Name & Title:	
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

9 ARRIVAL DATE 	10 ARRIVAL DATE 	11 TRADE SHOW	12 TRADE SHOW	13 TRADE SHOW	14 DEPARTURE DATE 
or					

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

Name of U.S. or EU Member Carrier: Make certain European carrier's country is part of European Union; not all European countries are members of the E.U.	
Cost of International Airfare (maximum = full fare economy class)	\$
Supporting Documentation: Itinerary; passenger receipt or E-ticket receipt; boarding passes (do not submit boarding passes alone); 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

(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)	\$
Supporting Documentation: 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.	

Add the airfare, lodging and M&IE totals

Section 1: Total Airfare	\$
Section 2: Total Lodging	\$
Section 3: Total M&IE	\$
*Total	\$

Enter this *Total as a line item in the Expense Claim Summary Sheet

Don't forget the other items required for your travel expense claim:

- ✓ ATO Notification (either sent email or sent fax)
- ✓ Trip Report with list of contacts made at event
- ✓ Trade Show: Photo of booth at trade show and trade show catalogue showing your company listed as an exhibitor
- ✓ Trade Mission: Photo of company at trade mission and itinerary or agenda of trade mission