**SUMMARY SHEET FOR TRAVEL EXPENSES**

Submitted to NCA’s Market Access Program

Program Year:\_\_\_\_\_\_\_\_\_\_\_\_

Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Traveler:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tradeshow Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Where Show Took Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Tradeshow:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Per Diem Rates for City in Which Show Took Place found here: <https://aoprals.state.gov/web920/per_diem.asp>

|  |  |  |
| --- | --- | --- |
| Date | Meals/Incidentals Allowance$ | Eligible Hotel Rate$ |
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| Totals: |  |  |
|  | Plus Airfare: |  |
|  | Total Eligible Expense: |  |
|  | **Reimbursement Requested (50%):** |  |

**Required Documents Checklist:**

* Proof of Activity (booth photos + exhibitor listing)
* Trip Report + List of Contacts Made at the Show (photocopy of business cards acceptable)
* Copy of emailed pre-travel notification message to FAS overseas office

Airfare:

* Airline purchase confirmation (or travel agency invoice)
* E-ticket Receipt (must document ticket number, itinerary, & class of travel)
* Boarding Passes
* Proof of Payment (credit card statement)
* Comparable economy class roundtrip airfare quote (*if applicable*)

Hotel:

* Itemized Bill from Hotel (showing guest name, check in/out dates, and nightly room rate)
* Online or Travel Agent Hotel Booking Confirmation (if applicable)
* Proof of Payment (credit card statement)