

## **Summary/Checklist for Promotional (non-travel) Claims**

Submitted to NCA's Market Access Program

**CLAIM NUMBER:**

Program Year:

Company:

Country where activity took place:

Overseas Agent (if applicable to claim):

Activity Type:

- Advertising
- Foreign Website Development
- Social Media/E-Marketing/Digital Marketing
- Product Demos/Promotions
- Point of Sale Marketing
- Freight for sample shipment
- Promotional Giveaways
- Packaging or Label Modifications
- Tradeshow Booth Space (Name of Tradeshow)
- Tradeshow Related Expense (Description:

Invoice Number:

Invoice Date:

*(if applicable)* Invoice Amount in Foreign Currency:

*(if applicable)* Exchange Rate on Date of Payment:

Amount Paid (if different from invoiced amount):

Invoice Amount in USD:

**Reimbursement Amount Requested (50%):**

Document Checklist:

- Invoice
- Proof of Activity
- Proof of Payment
- Proof of US origin statement (as applicable)