



# BRANDED PROGRAM

50% MORE INTERNATIONAL MARKETING



## ELIGIBLE TRAVEL

To assist you when booking travel we've created a handy guide for eligible travel. Please review this information before booking travel that you intend to submit for reimbursement. We advise you to share your proposed flight itinerary and lodging with us prior to booking to ensure reimbursement.

### LODGING

Travelers are reimbursed 50% for eligible lodging costs. Reimbursements are based on the actual lodging costs up to the maximum per diem allowance. You can determine the applicable per diem rate here: [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp). Dates must correspond with the eligible travel dates: from two nights before the show through one night after the show ends. The per diem rate for the location of lodging, not the location of the tradeshow or trade mission, is utilized to calculate reimbursement.

#### THIRD PARTY BOOKING SITES, E.G. HOTELS.COM



When checking out of the hotel, please obtain a copy of your hotel folio and/or hotel receipt. This receipt should include the following:

- Hotel Name and Address
- Check-In and Check-Out Dates
- Nightly Room Rate
- Taxes, fees, and other expenses

Your reservation email alone does not suffice for reimbursement. If you cannot obtain a hotel folio/receipt, please contact us.

#### APARTMENT SHARING, E.G. AIRBNB



Please obtain a certification from the apartment owner indicating that your stay matches the reservation information. The apartment owner's review of your stay suffices as well.



**Call: (312) 334-9200 or (215) 829-9111**

**E-mail: [info@foodexport.org](mailto:info@foodexport.org) | [www.foodexport.org](http://www.foodexport.org)**

**Make your market.SM**

Food Export–Midwest and Food Export–Northeast administer many services through Market Access Program (MAP) funding from the Foreign Agricultural Service (FAS) of the USDA. Persons with disabilities who require alternate means of communication of program information should contact us. Food Export -Midwest and Food Export-Northeast do not tolerate fraud and are vigilant in preventing fraud in any of our programs. Food Export does not discriminate, and we reserve the sole right to accept or deny companies into our programs. For complete participation policies and our code of ethics, visit: [www.foodexport.org/termsandconditions](http://www.foodexport.org/termsandconditions).

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## **FLIGHTS**

### **ELIGIBILITY REQUIREMENTS**

#### **Carrier**

You must fly on a US carrier. The following exceptions apply:

- Flights on EU carriers are eligible if you are traveling to, traveling from, or stopping in the EU.
- Flights on Japanese, Australian, and Swiss carriers are eligible if you are traveling to or from those markets and there is no City Pair Rate. See the Branded Program Manual for further information on City Pair Rates.
- If you are traveling between two points outside the US and a US carrier is not available, you may fly on any carrier. You need to provide written confirmation that a US carrier was not available, from your travel agent or a screenshot of available carriers from a third party booking site. Please contact us with any questions.

#### **Cabin/Class**

You must fly in economy class. If you fly in any other class, see directions below on providing a quote.

#### **Cities**

You must fly from and return to the same city of origin. You must fly in and out of the tradeshow city. All additional stops in the itinerary must be for eligible, approved tradeshow and/or trade missions. If not, see directions below on providing a quote.

#### **Dates**

You must fly within the eligible travel dates. Eligible travel dates are from two days before the show starts through one day after the show ends. If you fly outside the eligible travel dates, see directions below on providing a quote.

### **COMPARABLE FLIGHT QUOTES**

You must search and save a quote for a comparable flight in the following situations:

- You are flying in a class other than economy. Such classes include first class, business class, Economy Plus, Delta Comfort, and other premium seating options.
- You are not flying roundtrip between your home city and the city in which the tradeshow takes place.
- You are extending your stay beyond the eligible travel dates, from two days before the show through one day after the show.

#### **How to pull a comparable flight quote:**

1. Determine your eligible travel dates. These dates run from two days before the show starts through one day after the show ends.
2. Immediately before or after you purchase your actual flight, conduct a second search using the same vendor from whom you purchased the flight. For example, if you booked directly through United.com, use United.com. If you booked through Expedia, use Expedia again.
3. Search for a roundtrip with the following parameters:
  - a. From your city of origin to the city of the tradeshow and back.
  - b. Arriving in the tradeshow city two days before the show starts and leaving one day after the show ends.
  - c. Flying in economy class (if you are able to search by fare class code, please use fare class code Y).
4. Select outbound and returning flights based on these parameters.
5. Once you've selected the flights, print out the screen showing the flights, pricing, travel dates, origin/destination cities, and economy class status. Save this for your records.
6. After your trip, submit both your actual flight itinerary and printed quote as claim documentation. We will reimburse the lesser of the actual ticket flown or the quote for the eligible travel.