



MAY 27 2003

United States
Department of
Agriculture

MAP 03-004

Farm and Foreign
Agricultural
Services

TO: Market Access Program Participants

Foreign
Agricultural
Service

SUBJECT: Reimbursement of Travel Costs for Eligible Trade Missions

1400 Independence
Ave, SW
Stop 1042
Washington, DC
20250-1042

Market Access Program (MAP) participants with approved branded programs may seek reimbursement for travel and per diem expenses incurred in association with an approved, eligible foreign trade mission activity. Such reimbursement is limited to company participation in foreign trade missions which meet the following conditions:

- Trade mission travel must be identified as a separate approved activity in the MAP participant's UES;
2. The trade mission must include representatives from a minimum of five different companies and no more than two representatives from each participating company. Employees and board members of private companies and employees or members of cooperatives are considered representatives. Trade mission travel by brokers, sales agents, importers, or employees of marketing or public relations agencies is not reimbursable under the MAP;
3. Supporting documentation such as photographs, registration materials, participation invoices and promotional materials related to the mission must be made available for compliance review;
4. The appropriate FAS overseas office must support the trade mission by dedicating meaningful funding or other resources (such as facilities or staff time) to the activity; and,
5. The MAP participant must produce an itinerary or agenda which demonstrates that company representatives will be engaged for a minimum of six hours per day (except for the first and last days of the mission) in approved trade mission activities which must include, at a minimum, each of the following:
 - a. A product showcase where the FAS overseas office has approved an invitation list of qualified buyers;
 - b. Pre-arranged one-on-one business meetings; and
 - c. Evaluation and feedback sessions with FAS staff and trade mission sponsors.

All travel and other program activities must comply with the MAP regulations (7 CFR 1485), including the requirements to notify the appropriate FAS overseas office(s) in writing in advance of any proposed travel and compliance with the provisions of the "Fly

America Act” (49 U.S.C. 40118). Reimbursement for eligible air travel will not exceed the full fare economy rate. Reimbursement for per diem expenses is limited to the rate allowed under the U.S. Federal Travel Regulations (41 C.F.R. 300 – 304).

A handwritten signature in black ink, appearing to read 'Franklin D. Lee', with a large, stylized flourish at the end.

FRANKLIN D. LEE

Deputy Administrator

Commodity and Marketing Programs