

8b. Reimbursable Expense Procedures

Updated 8/20/26

USSEC has mandatory procedures in place to assure that all reimbursement claims are compliant with USSEC's written policy. The procedures must be followed to speed the processing time of each voucher/invoice to ensure that payments are made in a timely manner. While the procedures do not cover every possible situation, they establish parameters to make appropriate judgments about expenditures incurred on behalf of USSEC.

USSEC FUNDING PARTNERS

Soybean Checkoff

- United Soybean Board (USB) - National Level
 - Helps create new opportunities for increased demand.
- Quality State Soybean Board (QSSB) – State Level
 - Helps strengthen the soybean industry's position in the marketplace.

United States Department of Agriculture/Foreign Agricultural Service (USDA/FAS)

- Foreign Market Development Program (FMD)
 - Helps create, expand, and maintain long-term export markets.
- Market Access Program (MAP)
 - Helps build commercial export markets.
- Emerging Markets Program (EMP)
 - Helps promote exports to countries that have – or are developing – market-oriented economies and that have potential to be viable commercial markets.
- Quality Samples Program (QSP)
 - Helps develop new market or the promotion of a new use for Soybeans. Costs of procuring and transportation of the product. The cost of technical assistance is not reimbursable.
- Agricultural Trade Promotion Program (ATP)
 - Helps develop new markets and mitigate the adverse effects of other countries' tariff and non-tariff barriers.
- Regional Agricultural Promotion Program (RAPP)
 - Helps to conduct market promotion activities, including activities to address existing or potential non-non-tariff barriers in specific foreign markets.

GENERAL INFORMATION

All claims and requests for reimbursement must include supporting documentation. Expense claims must be complete, accurate, and comply with our funding sources' policies and regulations to enable reimbursement. If the supporting documentation is not in English, the documentation must include English language summaries of the documentation.

Examples

- Meal Translation – Entrée, Vegetable, Dessert, Wine Coffee
- Presentation translation – Summary of the presentation such as the purpose of the presentation, the translation of Titles and Subtitles and the target audience.
- Advertisements- Summary of the advertisement and the target audience that USSEC intends to reach.

Invoices must be submitted monthly no later than the last day of the following month that the expense was incurred. (I.e.: expenses incurred in April must be submitted by May 31st. Expense claims may be submitted electronically via:

- Concur, an online expense reporting software (preferred for travel-related expenses)
 - <https://www.concursolutions.com/home.asp>
- Emailing expense vouchers to USSEC's Accounts Payable Department
 - ap@ussec.org

Expense vouchers and/or invoices **MUST...**

- Clearly identify the business purpose and date of work
- Identify the project number, activity number, expense code, allocation ID, and type of expense.
- Identify the contract number if applicable.
- Be translated into English.

Vendor information must be on file at USSEC

- Individual Name or Company Name
- Address
- Banking information for electronic payments
- W-9 or W-8 when appropriate

Accounts Payable will then route for approval per the Delegation of Authority DOA).

Good judgement must be exercised when spending. Reimbursement will only be made for reasonable and compliant expenses.

TRAVEL RELATED EXPENSES

Invoices must meet the requirements set forth by USSEC's funding partners to be eligible for reimbursement.

Requirements for Travel

- Trip Approval – A travel authorization must be approved in accordance with the USSEC DOA.
 - An annual blanket travel authorization is in place for **one-day travel** within a 50-mile radius of the contractor's home or employee's office location for all program-related travel.
 - An informal acknowledgement from the Project Director or Project Manager may be requested during a compliance audit. If requested, the Project Director or the Project Manager would need to acknowledge that the travel was program related.
 - A travel authorization must be completed for travel over a 50-mile radius of the contractor's home or employee's office location for all program-related travel. Contact Program Manager for a template if necessary.
- Distribution of Post Notification when traveling to another country except for travel to the U.S. A Post Notification is a travel notification sent to the visiting country's attaché, FAS/Washington, and USSEC staff.

Purpose of Post notifications

- Allows for visiting country attaché, counselor, or other embassy personnel to attend the event.
- Allows the attaché, counselor, or other embassy personnel to coordinate or inform other cooperators of same-time visits.
- Informs the U.S. Embassy of travelers visiting the country in case safety risks arise.

Distribution List for Post Notifications & Trip Reports

Post Notifications should be sent to the following people/mailboxes at least 14 days prior to travel.

- Attaché/Counselor in destination country (Link to Overseas Directory of names)
 - [USDA - Foreign Agricultural Service - Overseas Office Directory](#)
- FAS/Washington
 - Joseph Natividad, Marketing Specialist: joseph.natividad@usda.gov
- USSEC
 - Regional Director where travel will take place.
 - General Post Notice Box: postnotice@ussec.org
 - Download a copy of the post notification to the following location on SharePoint. [Post Notifications](#)
- Travelers
 - All Travelers who will submit expense vouchers.

Trip Report/Mission Reports must be included with all travel-related expense vouchers that are directly paid to the traveler. Trip reports would not be required for third-party vendor invoices such as travel agencies and hotel invoices. (Project-specific templates are available for all USSEC projects. Contact Project Manager for template if necessary).

- If there are multiple people traveling with the same purpose, one trip report is acceptable with the names of all travelers.
- Regions submit these trip reports directly to the posts and FAS per the distribution list below.
 - FAS - Attaché/Counselor in country being visited – link to email directory.
 - http://apps.fas.usda.gov/overseas_post_directory/
 - **FAS/Washington**
 - Joseph Natividad, Marketing Specialist
 - joseph.natividad@usda.gov
 - **USSEC**
 - Download a copy of the completed Trip Report/Mission Report to the following location on SharePoint. [Trip Reports](#)

Expense Documentation

- **Expense Reports** must be submitted no later than the last day of the following month that the expense was incurred (i.e.: expenses incurred in April must be submitted by May 31st).
- **Electronic receipts** are acceptable with the submission of the expense voucher.

USB/QSSB Specific

- Receipts for all telephone/internet/fax costs are required.
- All other expenses only require receipts for expenses greater than \$24.99.
- Expenses less than \$25 do not require copies of the receipts.

FAS Specific

- Require detailed Receipts for ALL Meal and Incidental expenses regardless of the amount. A credit card receipt is not sufficient.

- Incidental Expenses include fees and tips given to porters, baggage carriers, hotel staff, laundry, and any “personal” transportation expenses not related to the program.
- FAS will accept a receipt from a receipt book, or the “tip” template created by USSEC. There must be a paper trail relationship between the incidental expense and the dates of travel/lodging. Each incidental expense must be reasonable and customary in the area where the incidental expense was incurred – see example on next page.

TIP RECEIPT

RECEIPT'S NAME		
DATE OF TRIP		

DATE	TYPE OF TIP	UNIT TOTAL
06/22/24	Housekeeping	2.00
06/22/24	Housekeeping	2.00
06/22/24	Porter	2.00
06/22/24	Porter	2.00
Total:		8.00

I verify that the above-listed tips were paid by me on the dates and the amounts stated.

- All telephone/internet/fax expenses require a receipt
- All **taxi** receipts must include the reason for the taxi and the “from & to” addresses.
- **Detailed billing statements** should be provided for cell phone expenses.
- **Alcoholic beverages** are **NEVER** reimbursable under the FAS Programs.
- **Alcoholic beverages** are not reimbursable under QSSB programs.
- **Alcoholic beverages** must be accompanied by a meal to be compliant with USB programs. The cost must be reasonable.
- **Receipts** must include the date, location, and description.
- Any receipt in foreign language **must be translated** into English.
 - **Reimbursement of expenses** require the following:
 - Receipt in USD
 - Vendor receipt for the amounts paid
 - If reimbursement is to be made in a non-USD currency, provide printout of Oanda website foreign exchange rate for date of the transaction or a copy of the credit card statement.
 - Receipt in non-USD currency
 - Vendor receipt for the amounts paid
 - If the reimbursement is to be made in USD, provide printout of Oanda website foreign exchange rate for date of the transaction or a copy of the credit card statement.

<u>All Funding Sources</u> USDA/FAS Checkoff USB/QSSB
All travelers must obtain a full-fare economy price comparison for the ticket purchased. Comparison must be for the same day, same flight, regardless of the class of the airline ticket that is purchased.
Itemized receipts and itineraries for all airline tickets must be attached when requesting reimbursement. Proof of payment must be provided.
If the traveler has any personal travel that changes the dates for travel, a cost comparison must be provided for the dates without the personal deviation and included with the expense voucher. The lower of the two costs will be reimbursed. All legs of the trip must be compliant.
Domestic air travel (within the traveler's own country) and intra-regional travel (includes any travel inside your assigned region) • Airline tickets should be purchased at least 14 days in advance of travel. ○ The Budget Analyst or Director of Budget and Compliance can approve exceptions to the 14-day advance purchase if necessary. • Airline costs will be reimbursed at the "coach" fare. ○ The most economical coach fare available should be used, with consideration of any special needs of the traveler.
International air travel (between two different countries outside your assigned region) • Airline tickets should be purchased at least 30 days in advance of travel. ○ Budget Analyst or Director of Budget and Compliance can approve exceptions for airline tickets purchased between 15 and 30 days if necessary. • Airline costs will be reimbursed at the "coach" fare unless otherwise noted under the funding source specific portion of these procedures. ○ The funding sources take into consideration any special needs of the traveler.

<u>FAS Specific</u> FMD MAP ATP/RAPP FAS-EMP	<u>Checkoff Specific</u> USB/QSSB
Must follow the Fly America Act. • U.S. flagship carriers or European Union flagship carriers are required when they are available to the destination of the traveler. ○ If neither the origin nor the destination of the flight is in the U.S., the following exceptions apply to the Fly America Act: ▪ When a U.S. carrier does not offer a nonstop or direct flight between origin and destination, and using a U.S. carrier: • Increases the number of aircraft changes outside the United States by two or more; • Extends travel time by six hours or more; or • Requires a connecting time of four hours or more at an overseas interchange point. ▪ When the flight time from origin to destination is less than three hours and using a U.S. flag carrier doubles the flight time NOTE – Code Share In some cases, airlines agree to a “Codeshare” for specific flights. An Operating Carrier will sell their seats to a Marketing Carrier. The Marketing Carrier will sell the seats to their passengers under their (Marketing Carrier) name. The airplane will have the Operating Carrier’s logo on it, but the airline ticket will have the Marketing Carrier’s flight number on it. If the Marketing Carrier is a U.S. flagship or European flagship carrier, the expense is compliant if all other requirements are met. The airline ticket that is compliant will have a U.S. carrier flight number or European carrier flight number such as UA1696 (United Airlines).	Fly America Act • U.S. flagship carriers or European Union flagship carriers are Preferred, but they are not required. NOTE - Code Share Not Required
• Change fees are only reimbursable if the cost of the used airline ticket and the cost of the change fees are equal or less than full-fare economy. • Cancellation fees are not reimbursable. • Unused tickets are never reimbursable.	Reasonable Costs will be reimbursed with a justification.

FMD	MAP	ATP/RAPP	FAS-EMP	Checkoff USB/QSSB
Business class is permitted for back-to-back flights more than 14 hours (origin to destination). If air travel includes an overnight stay at a hotel, the calculation of the 14 hours starts over.	Business class is permitted for back-to-back flights more than 14 hours (origin to destination). If air travel includes an overnight stay at a hotel, the calculation of the 14 hours starts over.	Business class is permitted for back-to-back flights more than 14 hours (origin to destination). If air travel includes an overnight stay at a hotel, the calculation of the 14 hours starts over. Note: If the eligible traveler is the target of the market development activity (foreign buyers, foreign importers, or member of the foreign media), the requirement for business class airline ticket is 5 hours.	Business class is not reimbursable	Business class is permitted for back-to-back flights more than 8 hours (origin to destination). If air travel includes an overnight stay at a hotel, the calculation of the 8 hours starts over.
Up to 4 hours of layover period may be included in the calculation	Requires PRIOR Written Approval Up to 4 hours of layover period may be included in the calculation	Requires PRIOR Written Approval Up to 4 hours of layover period may be included in the calculation		Up to 2 hours of layover period may be included in the calculation
Traveler is required to work the day after arrival or sooner.	Traveler is required to work the day after arrival or sooner.	Traveler is required to work the day after arrival or sooner.		

Train Travel

Travelers must use coach-class accommodations for all train travel. This is the basic class of accommodation offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Coach-class includes reserved coach accommodations and slumber-coach accommodations when overnight train travel is involved.

Lodging

Not Located in the U.S.

Lodging expenses are subject to the per diem rate limits published by the U.S. Department of State. The rates **include** taxes and fees which are also reimbursable.

[Office of Allowances](#)

Located in the U.S.

Lodging expenses are subject to the per diem rate limits published by the General Services Administration (GSA). The rates **DO NOT** include taxes and fees.

[U.S Per Diem Rates](#)

Exceeding the Lodging Per Diem Rate

- There may be occasions when the actual lodging expense is greater than the published per diem lodging rate. This can occur for many reasons: the cost increases due to local special events, limited availability, the event is held in the hotel, exchange rate fluctuations, etc. These additional costs may be reimbursed, but the traveler must provide a justification in a memo format requesting approval per the [DOA Matrix](#) prior to travel.
- No-Show lodging expenses are not reimbursable under the FAS Programs. No- Show lodging expenses will be considered under the Checkoff Programs. A strong justification must be submitted to be considered for reimbursement.

Individual Traveler Meals

USB/QSSB – Specific

Under the USB/QSSB Programs meal receipts are required for all meals greater than \$25. Actual food and beverage expenses will be reimbursed up to a maximum of \$160 per day, including tips. If meals are provided at an event and paid for with checkoff funds or FAS funds, a prorated amount per day is available. The respective meal deduction must be taken. The recommended allocation of the daily meal limit is as follows:

- Breakfast - \$30
- Lunch - \$40
- Dinner - \$90.

If USB or FAS provides dinner at an event, \$70 would be available for breakfast and lunch.

FAS (FMD, MAP, EMP, ATP) – Specific

- Under the FAS Programs, **all meal and incidental expenses require a receipt regardless of the cost.**
 - **Incidental Expenses** include fees and tips given to porters, baggage carriers, hotel staff, laundry, and any “personal” transportation expenses not related to the program.
 - FAS will accept a receipt from a receipt book, or the “tip” template created by USSEC. There must be a paper trail relationship between the incidental expense and the dates of travel/lodging. Each incidental expense must be reasonable and customary in the area where the incidental expense was incurred.
- Alcoholic beverages are NOT eligible for reimbursement.
- Meals **while in travel status** are reimbursable when the traveler is away from home or their normal place of business more than 12 hours and more than 50 miles (one way) from their home or normal place of business. The individual must be in “travel status”.
- Actual food and **non-alcoholic** beverage expenses will be reimbursed up to a maximum per day allowed by the U.S. Department of State or the General Services Administration. The destination or actual lodging city determines the meal rate for each travel day. There is one exception - The final day of travel, the meal allowance is based on the final lodging city, not the traveler’s home city. If group meals are **provided** and paid for with checkoff funds or FAS funds, a prorated amount of the maximum amount per day is available. Deduct the applicable allowance for the meal(s) as shown in the meal breakdown links below.

For non-U.S. cities, the meal rates are published monthly by city. On the first and last day of the trip the meal allowance is 75% of the maximum. The rates can be found...

[Office of Allowances](#)

The link below is a breakdown of the Meals & Incidentals

[FAS Meal Allowance Breakdown-Non-U.S.](#)

For U.S. cities, the meal rates are published annually; there are only 5 tiers. On the first and last day of the trip the meal allowance is 75% of the maximum. The rates can be found...

[FAS Meal Allowance Breakdown - U.S.](#)

The five tiers for U.S. Cities are...

Non Travel Days				
Total	Breakfast	Lunch	Dinner	Incidentals
59.00	13.00	15.00	26.00	5.00
64.00	14.00	16.00	29.00	5.00
69.00	16.00	17.00	31.00	5.00
74.00	17.00	18.00	34.00	5.00
79.00	18.00	20.00	36.00	5.00
First and Last Day of Trip				
Total	Breakfast	Lunch	Dinner	Incidentals
44.25	9.75	11.25	19.50	3.75
48.00	10.50	12.00	21.75	3.75
51.75	12.00	12.75	23.25	3.75
55.50	12.75	13.50	25.50	3.75
59.25	13.50	15.00	27.00	3.75

Laundry

USB - Specific

- Reasonable laundry expenses will be reimbursed if the traveler is in uninterrupted travel status for more than five (5) days or is requested to stay over longer than originally intended. An itemized receipt from vendor is required.

FAS (FMD, MAP, EMP, ATP, RAPP) - Specific

- Laundry expenses are included in the “Meals & Incidental” (M&IE) portion of per diem rates established by the Department of State and the General Service Administration. Per Diem rates for the first and last day of travel are 75% of the daily maximum. For example, the maximum daily Meals and Incidental rate for the city you are visiting is \$100. This amount is broken down on the Department of State’s website as...
 - \$15 – Breakfast
 - \$25 – Lunch
 - \$40 – Dinner
 - \$20 – **Incidentals**
- Therefore, if the travel period in this city is a total of 7 days, the total allowed for **all incidentals** would be \$130 (\$20/day for non-travel days and \$15/day for the first and

last day of the trip). The \$130 maximum would include all incidentals - fees and tips given to porters, baggage carriers, hotel staff, laundry, and any transportation expenses not related to the program (personal use). The daily allowances can be aggregated for the total travel period. Receipts are required for all incidental expenses.

Telephone/Internet/Fax

- All telephone/internet/fax expenses require a receipt regardless of cost. Acceptable receipts include hotel bills listing the phone call(s) separately and traveler's cell phone bill highlighting those calls that are related to the expense voucher.
- Receipts must identify which expenses are program related.
- Program-related (business) costs are reimbursable, and there is no limit if the costs are justified and reasonable. Itemized receipts are required.
- During travel status, personal phone calls and internet use are allowable expenses within the allowance limits. Itemized receipts are required.

FAS

- The limit is based on **lodging nights**. For domestic travel, the maximum is \$5/lodging night and for international travel, the maximum is \$15/lodging night. The daily allowances can be aggregated for the total travel period.

USB

- One personal call home daily, if reasonable, is allowed.
- The costs of renting or purchasing cellular phone equipment are not reimbursable with FAS funds.

Meal Hosting

Representational Guideline Limits

The American Embassy in each country determines the guidelines per person allowance for hosted meals. Upon request, the Project Manager or Project Director will provide a copy of the current American Embassy Guidelines.

- *USB/QSSB – Specific*
 - The published representational guidelines can be exceeded provided the cost is reasonable. If there are any concerns on whether an expense is reasonable, please get prior approval per the DOA.
 - If the expense exceeds the guidelines by more than 25%, an approved memo of justification must be included with the expense voucher.
 - Meals events can be within the U.S. or outside the U.S.
 - Foreign decision makers and/or foreign government officials are not required to be in attendance.
 - A group meal form must be completed listing the names of attendees, titles of attendees, organization names, etc.
 - QSSB Program - Alcoholic beverages are not reimbursable.
 - USB Program - Alcoholic beverages are reimbursable if consumed with a meal. The meal and the cost of the alcoholic beverages should be on the same itemized receipt.

- Itemized Receipts are required regardless of the amount.
- *FAS – Specific*
 - The published representational guidelines cannot be exceeded unless FAS approval is obtained prior to the event.
 - Itemized Receipts are required regardless of the amount.
 - Meal hosting must occur in a foreign country unless FAS approval is obtained prior to the U.S. based event.
 - Attendees must include foreign representatives. The number of foreign guests should exceed the U.S. representatives. If the number of foreign guests does not exceed the U.S. representation, a memo of justification must be included with the expense voucher.
 - A group meal form must be completed listing the names of attendees, titles of attendees, organization names, etc.
 - Group Meals that do not include foreign industry representatives are not reimbursable.
 - Representatives from a U.S. company based overseas are not considered foreign industry representatives.
 - *Alcoholic beverages are not reimbursable*

Personally Owned Vehicle (POV)

If a motorized vehicle is needed for travel outside the general area of the traveler's home or place of employment, a rental car is the preferred method of transportation rather than a personally owned vehicle. USSEC **strongly suggests travelers rent cars for all business-related trips. Specific origin and destination addresses are required to be included along with the reimbursement submission.**

POV

- The amount is calculated according to the IRS rate effective during travel.
- Traveler must provide a map of their route through a web mapping service such as [Google Maps](#)
- If electing to travel by car, travel time and reimbursement of car rental expense or mileage, meals, and lodging shall not exceed two (2) days for the length of the trip.
- The reimbursable mileage is the distance traveled for USSEC-related business, less the Normal Business Commute of the traveler.
 - Workdays
 - If the distance traveled begins and ends at the traveler's office (place of business), the distance from office to destination and back to office is allowed.
 - If the distance traveled begins and/or ends at home, the allowed distance must be adjusted to deduct the standard office-commute distance.
 - Non-Workdays
 - Mileage on Saturdays, Sundays, or holidays does not require an adjustment as no Normal Business Commute exists on those days. The allowed reimbursement is the total mileage traveled for USSEC-related business.

Rental Cars

- Traveler should use the least expensive car for their needs.
- The rental car agreement should include automatic unlimited mileage.
- The traveler's name and USSEC's name should be listed on the agreement.
- Use the company address on the agreement.
- Whenever possible, a corporate credit card should be used.
- Request a corporate rate from the agency.

Miscellaneous Expenses – Included but not limited to

- Necessary charges for storage of baggage when such charges are the result of official business.
- Passport and/or visa fees
- Charges for inoculations that are necessary for travel
- Foreign transaction fees charged for credit card transactions.
 - Transaction fees must have documentation to support the cost.

NON-TRAVEL RELATED EXPENSES

Gifts/Donations/Sponsorships

Gift expenses of any kind are not reimbursable under the traditional funding sources even if they are customary in nature.

Donations of any kind are not reimbursable by any outside funding source.

Sponsorships that give specific recognition and benefit the promotion of U.S. Soy are reimbursable.

- A contract must be written for all sponsorships.
 - The contract must provide specific deliverables that recognize and benefit the promotion of U.S. Soy.
 - The sponsorship must:
 - Provide specific U.S. Soybean Industry Deliverables
 - Provide specific performance measurements related to the payment – the amount of the sponsorship should be justified based on the deliverables.
 - Stipulate that the funds will not be used to influence government action or violate the Soybean Promotion Research and Information Act or Order.
 - Funds should not be to fund an endowment (donation)
 - For sponsorships that support an organized event with different levels of sponsorships such as Gold, Silver, and Bronze are reimbursable provided the sponsorship contract outlines the

benefits received by the U.S. Soy Industry for sponsoring the event. Copies of the advertised sponsorship should be included with the expense voucher.

- If USSEC sponsors an event by cost-sharing with other companies, final vendor receipts for the expenses must be obtained. The benefits received by the U.S. Soy Industry must be outlined.

Professionally Printed Material and Promotional Items

For specific details, contact the USSEC Communications Team for branding guidelines.

USB Reimbursement Rules and Links to FAS Reimbursement Regulations

USB Reimbursable Expenses

- Expenses must be billed at actual costs without the addition of additional fees or overhead costs.
- All costs must be reasonable, necessary for the completion of the approved project and sufficiently documented.

Prohibited Expenses

- Entertainment Expenses are not reimbursable.
- University Principal Investigator Salaries are not reimbursable.
- University overhead/indirect costs are not reimbursable

Expenses Eligible for Reimbursement

- Office rent, staff salaries, staff benefits, utilities, office supplies, bank fees, legal fees, postage, shipping, insurance cost, phone/internet, routine accounting, and legal services.
- The purchase, lease, or repair of, or insurance premiums for, capital goods that have an expected useful life of at least 1 year, such as furniture, equipment, machinery, removable fixtures, draperies, blinds, floor coverings, computer hardware and software, and portable electronic communications devices.
 - Items with an estimated useful life of more than one year and with a cost of \$2,500 or more per item, the expenditures will be recorded as a requires an Asset Request Form and approved per USSEC's DOA.
- Memberships and subscriptions related to the industry
- Production and placement of advertising in print or electronic media or on billboards or posters.
- Production and distribution of banners, recipe cards, table tents, and similar point of sale materials.
- Production demonstrations to the trade and to consumers, and distribution of product.
- Temporary displays and rental of space for temporary displays.
- Expenditures associated with seminars and educational training.

- Expenditures associated with retail, trade and consumer exhibits and shows including participation fees booth construction, transportation or related materials, rental of space and equipment, and duplication of related printed materials.
- Subscriptions that are of technical, economic, or marketing nature and that are relevant to the approved project.
- Demonstrators, interpreters, translators, receptionists, and similar temporary workers who help with the implementation of individual promotional activities, such as trade shows, and trade seminars.
- Translation of written materials as necessary to carry out approved activities.
- Subcontractor fees for professional and consultant services up to the guidelines provided by USB that are in effect at the date of the service and is following the Act & the Order.
 - Fees for travel time are not reimbursable.
 - Invoices for the consultants' time must be submitted as agreed to in the executed contracts.
 - Contracts shall be executed before any services are rendered.

MAP – Reimbursement Rules - [Market Access Reimbursement Rules](#)

FMD – Reimbursement Rules - [Foreign Market Development Program Reimbursement Rules](#)

ATP – Reimbursement Rules - [Agricultural Trade Promotion Program Reimbursement Rules](#)

RAPP – Reimbursement Rules - [Regional Agricultural Promotion Program Reimbursement Rules](#)

EMP – Reimbursement Rules - [Emerging Markets Program Reimbursement Rules](#)

QSP – Program Outline - [Quality Samples Program Outline](#)

QSP Compliant – General Expenses - Limited to:

- The purchase price of **commodity samples** to be used in projects where the samples are subjected to further processing or substantial transformation.
- All **Shipping expenses** for samples to be sent to the domestic port of export.
- All **Bills of Lading** for expenses incurred shipping to the receiving country's port (or point of entry); Cannot include costs of transport after arrival at the point of entry.

Note:

- Projects in which the commodity sample undergoes substantial transformation are limited to \$75,000 in reimbursable expenses.
- Projects in which the commodity sample does not undergo

substantial transformation are limited to \$15,000 in reimbursable expenses.

- All projects must include a technical assistance component but is not a reimbursable expense through the QSP program.