



STEP Financial Assistance Award Travel Policy 2021-2022

Beginning July 1, 2021, certain travel expenses are eligible for reimbursement under MITC's STEP program. Eligible expenses will now be included in the overall cost of the activity; the total activity cost will be reimbursed at 75% up to \$10,000.

Trade Event Direct Eligible Costs + Eligible Travel = Total Reimbursable
STEP Award = Total Reimbursable * .75, maximum \$10,000
Maximum STEP cap: \$20,000/grant year

International travel expenses (flight, lodging, meals, and incidentals) are eligible for reimbursement only when:

- Travel is associated only when exhibiting at approved, eligible tradeshows or trade missions, or participating in approved business matchmaking services.
- Travel program reimburses for travel of two company representatives per event. Company representatives are full time employees, or an agent hired by the participant company.
- Flying on an eligible airline under the Fly America Act guidelines: <https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>
- Eligible days of travel are 2 days before and 1 day after the event.
- Per Diem expenses for meals and lodging:
 - Per diem rates are published for both lodging and meals and incidentals (M & IE) and are based on the local city and country. Federal per diem rates are updated monthly: https://aoprals.state.gov/web920/per_diem.asp
 - Lodging reimbursements are based on the actual lodging costs up to the maximum per diem allowance.
- M & IE reimbursements are based on the federal per diem daily rate only.
- Airline Itinerary / Invoice:
 - A detailed itinerary and invoice with ticket number, origin of travel, destination of travel, travel dates, fare class, and the total ticket cost must be provided. Only economy class or economy plus fare tickets are eligible for reimbursement.
- Lodging:
 - A detailed hotel, Airbnb or similar, bill showing your check in / check out dates as well as nightly rate, must be provided.
- M & IE:
 - A copy of the published federal per diem rate must be provided.
- Proof of payment:
 - You must provide proof of payment for lodging and airfare. (Receipts are not necessary for M & IE expenses).
- Proof of activity:
 - Please include your schedule and a list of contacts made for trade shows, trade missions, and matchmaking services. For trade shows, please also include a booth photo.