



## STEP Financial Assistance Award Travel Policy 2022-2023

**Beginning July 1, 2022, certain travel expenses, excluding meals and incidentals, 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, ground transportation, and lodging) are eligible for reimbursement only when:

- Travel is associated with 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.
- Eligible days of travel are 2 days before and 1 day after the event.
- Flights:
  - Flying on an eligible airline under the Fly America Act guidelines: <https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>
  - 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 fare tickets are eligible for reimbursement. Travelers who book higher class tickets may provide a quote for economy seat on the same flight for reimbursement. Otherwise higher class tickets will be reimbursed at a flat \$200 rate.
- Lodging:
  - A detailed hotel, Airbnb or similar, bill showing your check in / check out dates as well as nightly rate, must be provided. Only lodging related expenses (room + tax) are eligible for reimbursement.
  - Lodging reimbursements are based on the actual lodging costs up to the maximum per diem allowance. Federal per diem rates are updated monthly: [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)
  - A copy of the published federal per diem rate must be provided.
- Supporting documentation required for reimbursement:
  - You must provide proof of payment for lodging and airfare. Proof of payment is defined as a credit card receipt, cancelled check, wire transfer receipt, or zero-balance invoice from the airline or lodging establishment.
  - 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.
  - **Due to federal and state regulations, expenses which are not properly supported will be disallowed.**