



A Company Application must be Submitted prior to departure.

Funded in part through a grant with the U.S. Small Business Administration.

STEP ND Grant

Activity 1: Trade Trip Application

Company Name: _____ **Contact Name:** _____

Trip Information (Complete all that apply):

Show / Trip Name:	Show / Trip Website:
Location:	Industry:
Itinerary (include dates and locations):	
What is the target country?	Number of Appointments Set:
Number of Exhibitors:	Number of Buyers:
Name/ Title of Person(s) Traveling (No 3 rd Party Representation, Max 2 travelers):	

Which activity are you applying for?
<input type="checkbox"/> Foreign Trade Mission
<input type="checkbox"/> Foreign Trade Show
<input type="checkbox"/> Foreign Market Sales Trip
<input type="checkbox"/> Reverse Trade Mission
<input type="checkbox"/> Services of U.S.C.S.
<input type="checkbox"/> Domestic Trade Show w/ 25% International Presence

How did you hear about this show / trip?	
Have you exhibited/ traveled here before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you exhibited at other international trade shows before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what, when and where was the last show?	
Are you using and U.S. Commercial Service market access programs in conjunction with this show / trip?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe:	

Goals for the Trade Trip (Must be measurable):

Goal 1 - Sales estimate (in USD) through September 2025 as a result of this trip:
Goal 2:
Goal 3:

Please see reverse side to complete worksheet

Export Plan (If you already have an Export Plan in place you can attach relevant pages in lieu of answering these questions):

Why do you want to enter into the export country or expand your current export country?

Describe your short-term goals:

Products:

What product(s) / service(s) will you promote?

How do you intend to fill orders for increased sales resulting from your export activities?

Will any of your product(s) / service(s) need to be adapted for export (i.e. labeling requirements)? Why or why not?

Target Counties and Customers:

What kind of contact(s) are you seeking?

- Buyers for Immediate Sales
 Market Research / New Business Contacts
 Finding Agent / Distributor / Rep(s) for Market(s)
 Meet with Current Distributors
 Other: _____

Will this activity support:

- New products in a new country
 New products in an existing country
 Existing products in a new country
 Existing products in an existing country

Specify the new product or country (if applicable) _____

Specify # of years exporting to an the existing targeted country (if applicable): _____

Budget

List estimated expenses below: (Mark N/A for services/items that do not apply)

Estimated Expense	Estimated Company Funds (Min. 25%)	Estimated STEP ND Funds (Max. 75%)	Estimated Total Per Expense
Airfare			
Trade Show / Booth			
Hotel Lodging Rates (State Department Rate - https://aoprals.state.gov/web920/per_diem.asp)			
Per Diem (State Department Rate - see link above)			
U.S. Commercial Service Subscription			
Other (Describe):			
Other (Describe):			
Other (Describe):			
<i>Total Estimated Amount of Funds</i>			

Signature (required)

Name (printed)

Title

Date

FLY AMERICA ACT WAIVER CHECKLIST

Please provide documentation for all checked items

To assist in determining the qualification for a waiver of the restrictions of the Fly America Act under 41 CFR Part 301-10, check the applicable statement(s) below.

Foreign air travel on a non-U.S. air carrier is financed by US Government, or will be claimed as costs under an award.
(If you do not check this block, the restrictions of the Fly America Act do not apply. Check at least one of the statements below to qualify for a waiver of the restrictions of the Fly America Act.)

Use of foreign air carrier is a matter of necessity because of. (Must check one below)

- US flag air carrier cannot provide the air transportation needed, e.g.
- Use of foreign air carrier is necessary for medical reasons.
- Use of foreign air carrier is required to avoid unreasonable risk to traveler's safety.
(See 41 CFR 301-10.138(b)(2) for supporting evidence needed.)
- Seat on US air carrier in authorized class of service is unavailable, a seat on foreign air carrier in authorized class of service is available.
- Other (Provide detailed explanation.)
- Use of US flag air carrier will not accomplish the Department's mission. (Provide detailed justification)
- Bilateral or multilateral air transportation agreement. US is a party and Dept. of Transportation determines agreement meets requirements of Fly America Act.
- No US flag air carrier provides service on a particular leg of your route (Travelers can only use foreign air carrier to or from the nearest interchange point to connect with a U.S.carrier).
- A US flag air carrier involuntarily reroutes traveler on a foreign air carrier.
- Service on a foreign air carrier is three hours or less, and use of US flag air carrier doubles en route travel time.
- Air travel is between the US and another country and use of a US carrier on a nonstop flight extends travel time by 24 hours or more.
- Any other air travel. (You must check at least one of the following statements to qualify for a waiver of the FlyAmerica Act restrictions in this section).
 - Use of a US carrier increases the number of aircraft changes outside the US by two or more.
 - Use of a US carrier extends travel time by six hours or more.
 - Use of a US carrier requires a connecting time of four hours or more at an overseas interchange point.

Remember, you must use a US flag air carrier on every portion of the route where it provides service unless you qualify for a waiver.

Please note that lower cost and personal convenience are not acceptable criteria for justifying the non-availability of a US –flag air carrier. *This checklist is meant as a helpful guide and not as a final determination on applicability or scope of Fly America. Please refer to 41 CFR Part 310-10 for official guidance on Fly America and its exemptions.*

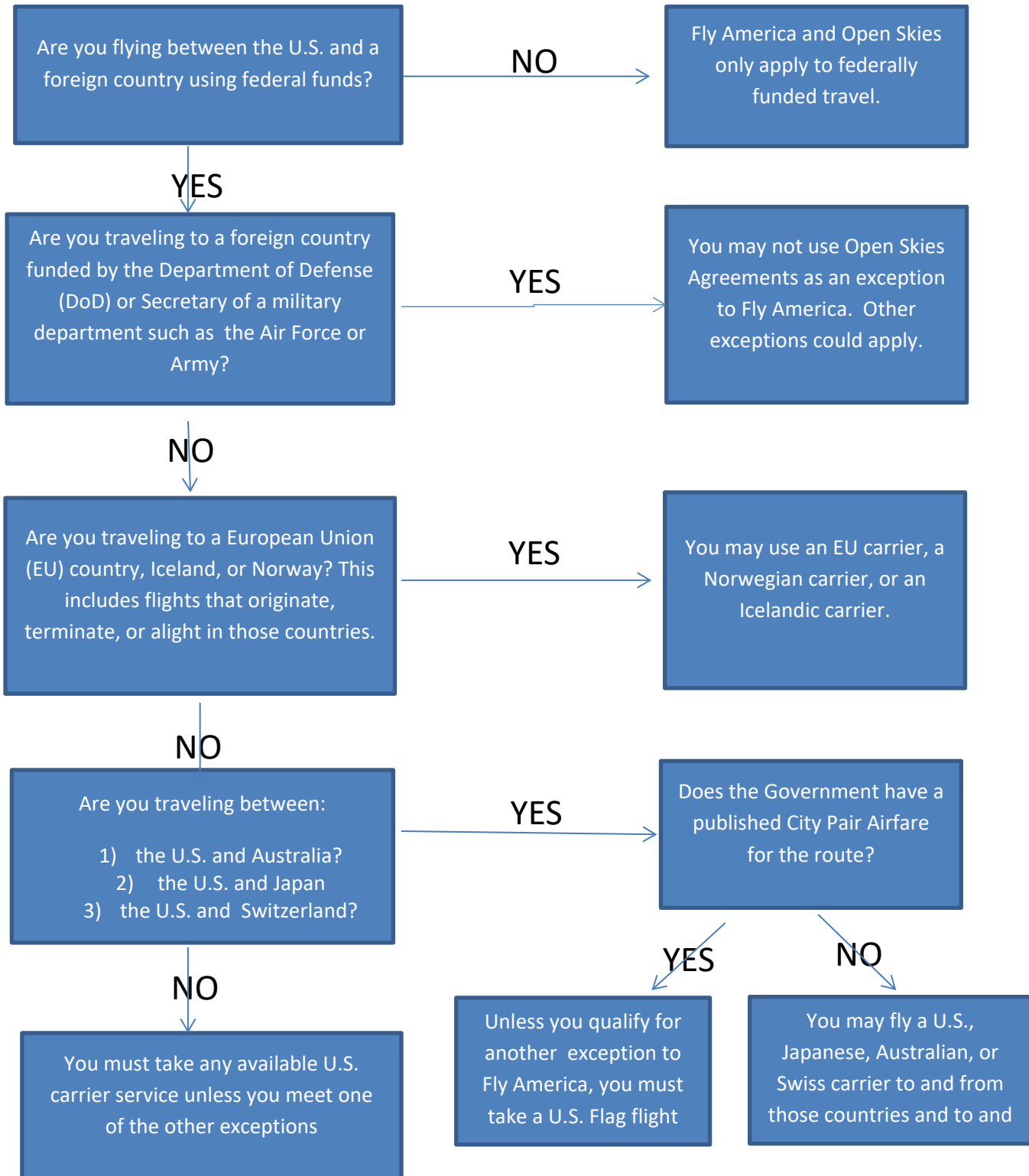
Remember, you **must use a US flag air carrier on every portion of the route where it provides service** unless you qualify for a waiver item above. If a travel expense is disallowed, the company accepts liability of charges.

NAME OF TRAVELER: _____ DATE: _____

SIGNATURE: _____

*for full guidance on FLY America as it relates to your travel see: <https://www.gsa.gov/policy-regulations/policy/travel-management-policy-overview/fly-america-act>

Fly America and Open Skies Agreements



Still Unsure:

NDTO is happy to review and assess the compliance of flights prior to your trip to ensure they are compliant with the Fly America Standards and they are able to be covered by the grant.

Fly America Act: <https://www.gsa.gov/policy-regulations/policy/travel-management-policy-overview/fly-america-act>