

Guidelines for Re-imbursement of Airfare to Participants in Foreign Events - Only for EEPC India member

(Subject to receiving of Govt. approval for such re-imbursement of Airfare)

[Extract from: Market Access Support under Export Promotion Mission – Niryat Disha]

6.2 Specific Norms for Support for Buyer-Seller Meets (BSMs), Trade Fairs and Exhibitions Participation

g. Airfare Support: Airfare support shall be governed by the following conditions:

- i. Support is available only for the Director / Partner / Proprietor or a full-time senior managerial officer of the entity and shall be extended to Indian nationals only.
- ii. Airfare support is capped at up to 35% of total delegates in an event.
- iii. Support is available only for economy class travel.
- iv. Claim form must be submitted within 15 days of return to India.
- v. No retroactive claims shall be admissible.
- vi. Eligibility shall be limited to entities with Zero Export Turnover in the preceding year for Reimbursement of 50% of economy-class airfare, subject to the following ceilings:
 - for Africa & American continents and Oceania – Rs. 80,000 or 50% of the airfare, whichever is lower.
 - for other overseas markets – Rs. 45,000 or 50% of the airfare, whichever is lower.
- vii. Eligibility shall also be extended to entities with Export Turnover up to Rs 75 Lakhs in the preceding year for Reimbursement of 80% of economy-class airfare, subject to the following ceilings:
 - for Africa, Americas and Oceania continents – Rs. 1,25,000 or 75% of the airfare, whichever is lower.
 - for other overseas markets – Rs. 75,000 or 75% of the airfare, whichever is lower.

6.4 Specific Norms for Support for Expenditure under Trade delegations

g. Airfare Support: Airfare support shall be governed by the following conditions:

- viii Support is available only for the Director / Partner / Proprietor or a full-time senior managerial officer of the entity and shall be extended to Indian nationals only.
- ix Airfare support is capped at up to 40% of total delegates in an event.
- x Support is available only for economy class travel.
- xi Claim forms must be submitted within 15 days of return to India.
- xii No retroactive claims shall be admissible.
- xiii Eligibility shall be limited to entities with Zero Export Turnover in the preceding year for Reimbursement of 50% of economy-class airfare, subject to the following ceilings:
 - for Africa & American continents – Rs. 80,000 or 50% of airfare, whichever is lower.
 - for other overseas markets – Rs. 45,000 or 50% of airfare, whichever is lower
- xiv Eligibility shall also be extended to entities with Export Turnover up to Rs. 75 Lakhs in the preceding year of Reimbursement of 80% of economy-class airfare, subject to the following ceilings:
 - for Africa & American continents – Rs. 1,25,000 or 80% of the airfare, whichever is lower.
 - for other overseas markets – Rs. 75,000 or 80% of the airfare, whichever is lower

Note:

- A. The above rules and guidelines are in terms of the provisions of the Market Access Support under Export Promotion Mission.
- B. Reimbursement of Airfare to EEPC member participant will only be done if the guidelines as stated above and the amendments made from time to time are all abided by. Non-compliance of any of the above conditions may lead to rejection of the claim in full.
- C. Payment will be made only after receiving of the specified fund from the Ministry.

Documents required:

- 1. Claim Form
- 2. CA Certificate for F.O.B. value of exports in preceding financial year
- 3. Application form
- 4. Passport with Immigration Pages (stamped)
- 5. Tour report
- 6. RCMC copy
- 7. CA Certificate for F.O.B. value of Export for the last 3 years
- 8. Original Boarding Passes
- 9. Ticket
- 10. Bill of Supply for participation charges paid to EEPC India
- 11. ECA clearance & DEL status
- 12. Copy of IEC certificate
- 13. Cancelled Cheque for Payment
- 14. Details of contact person – Name, Designation, Mob. no., e-mail

Guidelines for Support for Market Access under the Export Promotion Mission: [Click on the link](#)