

**Guidelines for Re-imbusement of Airfare to Participants in Foreign Events
- only for EEPC India member:**

1. Member of EEPC India with exports upto F.O.B value of Rs. 30 Crores in preceding financial year. No such ceiling is applicable for participation in Focus LAC region.
2. Member to have completed 12 months of membership and is regularly filing export returns with the EEPC India
3. Permissible only to the regular Director / Partner / Proprietor of the EEPC India member organisations
4. Air ticket must be purchased directly from Airlines (at Booking counters / Office / website of Airlines) or only from three 'Travel agents' authorized by the Ministry of Finance, Government of India:
 - (i). Balmer Lawrie & Company Limited (BLCL)
 - (ii). M/S. Ashok Travels & Tours (ATT)
 - (iii). Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)
5. Amount of Airfare to be reimbursed will be subject to an upper limit of Rs 70,000 (Rs. 1 Lakh for LAC countries)
6. Assistance would be permissible on travel expenses by air, in economy excursion class fair and / or charges of the built up furnished stall. This would, however, be subject to an upper ceiling mentioned below in the table per tour.

Sl. No. (1)	Area / Sector (2)	No. of visits (3)	Maximum Financial ceiling per event (4)
1.	Focus LAC	1	Rs. 1,00,000
2.	Focus AFRICA (including WANA countries)	1	Rs. 70,000
3.	FOCUS CIS	1	Rs. 70,000
4.	FOCUS ASEAN+2	1	Rs. 70,000
5.	General Areas	1	Rs. 70,000
	TOTAL	5	

7. The Organisation shall not be under investigation / charged / prosecuted/debarred/black listed under the Foreign Trade Policy of India or any other law relating to export and import business
8. A maximum of three participations in a particular trade fair / exhibition would be eligible for assistance and exporting companies after availing assistance three times including past cases for a particular fair / exhibition, have to participate in that fair, if any, on self-financing basis.

Note:

- A. Reimbursement of Air fare to EEPC member participant will only be done if the guidelines as stated above are all abided by. Non-compliance of any of the above conditions may lead to rejection of the claim in full.
- B. 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. 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

Note: All documents must be sent to the regional / sub-regional offices of EEPC India within 30 days after completion of the event.