

EXPORT MARKET DEVELOPMENT GRANTS

GUIDE TO RECORD KEEPING

This publication provides applicants with details of the information they may be required to provide Austrade to substantiate the expenses they claim.

Expense category	Example of details required	Examples of supporting documents
Schedule 1A: Overseas Representation	<ul style="list-style-type: none"> Up-to-date representative's details (including phone, fax, email address and mobile) Details of activities carried out 	<ul style="list-style-type: none"> Agreement or Letter of Appointment, showing the relationship, role, duties, function and reporting requirements of the Representative. Evidence of activities carried out (eg correspondence, email, reports). Details of remuneration of the representative (eg telegraphic transfers, bank transfer)
Schedule 1B: Marketing Consultants	<ul style="list-style-type: none"> Up-to-date consultant's details (including phone, fax, email and mobile) Nature of project or consultancy assignment Relevant country 	<ul style="list-style-type: none"> Agreement or Letter of Appointment, showing the relationship, role, duties, function and reporting requirements of the consultant. Evidence of activities carried out (eg correspondence, email, reports) Details of remuneration of the consultant (eg telegraphic transfers, bank transfer).
Schedule 2: Marketing Visits	<ul style="list-style-type: none"> Name of person Purpose of travel Departure and arrival dates Number of days of marketing activities. 	<ul style="list-style-type: none"> Travel agent's invoices/tickets Expense reports Travel diary/visit report for each trip Boarding passes/passport extracts Bank statement evidencing payment.



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Schedule 4: Free samples	<ul style="list-style-type: none"> Type of sample Recipient of the sample Country of recipient of the sample. 	<ul style="list-style-type: none"> No-charge invoice/correspondence Costing records Freight documents Bank statement evidencing payment.
Schedule 5: Trade fairs and promotional events	<ul style="list-style-type: none"> Type of activity Relevant country Supplier details. 	<ul style="list-style-type: none"> Details of trade fair/seminar etc. Invoices Bank statement evidencing payment.
Schedule 6: Promotional literature and advertising	<ul style="list-style-type: none"> Type of activity Relevant country Supplier details 	<ul style="list-style-type: none"> Examples of brochures, advertisements, websites etc. Evidence of use in overseas market/s Invoices Bank statement evidencing payment.
Schedule 7: Overseas buyers	<ul style="list-style-type: none"> Buyer's name and organisation Purpose of visit to Australia. 	<ul style="list-style-type: none"> Evidence of the relationship between the buyer and the applicant Evidence of activities carried out during Australian visit Invoices Bank statement evidencing payment
Schedule 8: IP registration and related insurance	<ul style="list-style-type: none"> Description of the IP expenses (patent registration or insurance etc.) Relevant country Supplier details 	<ul style="list-style-type: none"> Ownership or assignment details Supplier invoices Bank statement evidencing payments Evidence of promotion of the IP.