

GUIDE TO SCHEDULE 2

EXPORT EXPENSES – MARKETING VISITS

UPDATED 22 MAY 2019

GUIDE TO WHAT YOU CAN CLAIM

A marketing visit is a trip you take to seek out potential export markets or to promote your product to increase export sales.

Where a marketing visit is undertaken by your or your agent (such as employees, partners and associates) you may claim:

1. The cost of air travel during the marketing visit, including:
 - a. airfares (only 65% of the cost of first-class airfares is allowed) to outside of Australia
 - b. other air ticket costs (other services provided to a passenger by the airline,

such as baggage costs, airline food and drinks, seat allocations, line jumping or upgrades, the use of inflight entertainment green credits and ticket cancellation or baggage insurance); and

- c. Departure tax (noting this is usually charged in the air ticket).

The travel must have been paid for and undertaken during the grant year (or for first-time applicants, the grant year and the previous year).

Domestic airfares within Australia are eligible when attending a trade event in Australia where overseas buyers are present, or for domestic connecting flights within Australia as part of an international marketing visit.

2. A\$350 per day 'overseas visit allowance' for each day (including Saturdays, Sundays and public holidays) for which you spent the majority of the day marketing or promoting your product. The allowance is designed to assist with the cost of accommodation, entertainment, meals and ground transport costs. However:
 - a. The allowance is only claimable for marketing visits that **begin in Australia for travel outside of Australia**, taken during the grant year (or for first-time applicants, the grant year and the previous year).
 - b. A maximum of 21 days per trip is claimable. Only those days spent on eligible promotional activities can be claimed.
 - c. **Austrade regards a trip to be from the time of original departure from Australia until you return, inclusive.**



Australian Government
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Australia
UNLIMITED

Additional destinations visited while outside of Australia are not regarded as separate trips.

You cannot claim the cost of:

- trips that are for promotion of exports to the Democratic People's Republic of Korea (North Korea) or New Zealand, and those for promotion of exports to Iran up to and including 17 January 2016
- any part of the trip that was not to promote your product e.g. sightseeing, attending foreign language training or conference
- Travel costs of a relative who travels with you or meets you during the marketing visit (unless that relative has been employed by your business on a full-time basis for at least one year prior to the visit being taken).

GUIDE TO WHAT YOU NEED TO PROVIDE ON THIS SCHEDULE

Information you need to provide includes the following:

Trip Number

Please list each trip separately. For example:

- Trip 1
- Trip 2

When you have more than one person travelling at the same time, each will require a separate

trip number and the details of their individual flights, eligible days and percentage claimed must be provided.

Purpose of Trip

State the reason for each trip. For example:

- Attend trade fair and meet potential clients.

Destination/s

State the country/countries you have visited.

Name & Position of each traveller

Give the name of each traveller plus their position in the business (for example: John Smith, Marketing Officer). This will allow for the correct calculation of the overseas visit allowance (you will need to enter the name and position of each traveller as a separate trip to claim the overseas visit allowance for each traveller).

Travel Departure/Return date

Give the date of departure and return for each trip.

For trips within Australia, please change the "eligible working days" field to 0.

Describe the expense

Choose an expense from the drop-down list for expenses claimed for each trip, such as:

- airfares
- air ticket costs - other
- OVA only.

Number of eligible working days claimed

In the MS Excel Template for schedule 2:

- State the number of working days on your trip for which you want to claim the overseas visit allowance.

Inputting information directly on the schedule in the online application:

- Once you have input the travel departure date and the travel return date this field will automatically input the days claimed (you can change the days to a lesser amount of days, but not a greater amount of days).

Supporting evidence

Detail the evidence you have to substantiate the expense claimed, such as airline tickets, trip report, or client meeting itinerary.

Payment date / method

The date of payment for expenses must be during the grant year (or for first-time applicants, the grant year and the previous year).

- Date of payment: give the date on which the expenses were acquitted. For payment by cheque, payment order or credit card, give the

date your bank or financial institution or credit card was debited

- Payment method: state how the expense was acquitted by the applicant (for example: cheque, bank transfer).

Please note: the descriptions below are the only ones you can use on the online application form:

- Amex
- BPay
- Cash
- Cheque
- Contra
- Diners Club
- Direct Debit
- EFT (electronic funds transfer)
- Journal
- MasterCard
- Offset
- PayPal
- T/T (telegraphic transfer)
- Visa
- Other

Travel expense (whole Australian dollars)

State the amount to be claimed for each expense. Where the expense is not 100% (see below) related to promotional or eligible activities, the ineligible proportion must be deducted. You must be able to demonstrate the basis of the apportionment.

Percentage Claimed

Where a marketing visit is partly for purposes other than export promotion, such as holidays or sales-related activities, you can only claim the portion of costs that relate to the part of the trip where you undertook eligible export promotional activities.

Marketing visits in Australia may also need to be apportioned to exclude promotion to Australian residents (for example: a trade show in Australia that has domestic and international attendees).

Travel amount claimed

This field will automatically update on the template and online schedule when you complete the Total Expense and the % claimed columns.

Overseas visit Allowance Claimed

MS Excel Template for schedule 2: this column does not appear in the template because when data is uploaded this amount is automatically calculated.

Please note – this is how a Schedule 2 Marketing Visits should be completed:

Trip No.	Ref No.	Purpose of trip	Destination/s	Name and position of traveller	Travel departure date (dd/mm/yyyy)	Travel return date (dd/mm/yyyy)	Describe the expense	Number of eligible working days claimed	Supporting evidence	Payment date (dd/mm/yyyy)	Payment Method	Total expense (A\$)	Percentage claimed (%)	Travel amount claimed (A\$)	Notes
1	1a	SAMPLE PURPOSE	CHONG KONG	SAME NAME AND PC	25/06/2017	10/07/2017	OVA only		SAMPLE SUPPORTING EVIDE	01/07/2017	AMEX		100.00	0	TRIP PAID FOR LAST GY
2	2A	SAMPLE PURPOSE	C JAPAN	TRAVELLER 1	31/07/2017	10/08/2017	Airfare		SAMPLE SUPPORTING EVIDE	15/07/2017	Diners Club	1200	100.00	1200	
2	2A	SAMPLE PURPOSE	C JAPAN	TRAVELLER 1	31/07/2017	10/08/2017	Air ticket costs - other		SAMPLE SUPPORTING EVIDE	15/07/2017	Diners Club	100	100.00	100	SAMPLE NOTES
3	2B	SAMPLE PURPOSE	C JAPAN	TRAVELLER 2	31/07/2017	10/08/2017	Airfare		SAMPLE SUPPORTING EVIDE	15/07/2017	Diners Club	1180	100.00	1180	
4	2C	SAMPLE PURPOSE	C JAPAN	TRAVELLER 3	31/07/2017	10/08/2017	Airfare		SAMPLE SUPPORTING EVIDE	15/07/2017	Diners Club	1222	80.00	978	
5	3	SAMPLE PURPOSE	C CHINA	SAME NAME AND PC	13/10/2017	31/10/2017	Airfare		SAMPLE SUPPORTING EVIDE	29/09/2017	EFT	1800	100.00	1800	
6	4	SAMPLE PURPOSE	C USA, CANADA	SAME NAME AND PC	15/04/2018	05/05/2018	Airfare		SAMPLE SUPPORTING EVIDE	23/03/2018	Visa	2100	70.00	1470	
6	4A	SAMPLE PURPOSE	C USA, CANADA	SAME NAME AND PC	15/04/2018	05/05/2018	Air ticket costs - other		SAMPLE SUPPORTING EVIDE	23/03/2018	Visa	120	70.00	84	SAMPLE NOTES
7	5	SAMPLE PURPOSE	C MALAYSIA, SINGAPO	SAME NAME AND PC	27/06/2018	07/07/2018	Airfare		SAMPLE SUPPORTING EVIDE	12/06/2018	MasterCard	1436	90.00	1292	
8	6A	SAMPLE PURPOSE	C PAPUA NEW GUINEA	TRAVELLER 1	09/11/2018	13/09/2018	Airfare		SAMPLE SUPPORTING EVIDE	02/11/2018	AMEX	560	100.00	560	
9	6B	SAMPLE PURPOSE	C PAPUA NEW GUINEA	TRAVELLER 2	09/11/2018	13/09/2018	Airfare		SAMPLE SUPPORTING EVIDE	02/11/2018	AMEX	560	100.00	560	
10	6C	SAMPLE PURPOSE	C PAPUA NEW GUINEA	TRAVELLER 3	09/11/2018	13/09/2018	Airfare		SAMPLE SUPPORTING EVIDE	02/11/2018	AMEX	560	100.00	560	
11	7	SAMPLE PURPOSE	C PHILIPPINES	SAME NAME AND PC	05/02/2019	28/02/2019	Airfare		SAMPLE SUPPORTING EVIDE	13/01/2019	Diners Club	1200	100.00	1200	
12	8	SAMPLE PURPOSE	C BRUNEI	TRAVELLER 1	20/06/2019	05/07/2019	Airfare		SAMPLE SUPPORTING EVIDE	29/05/2019	Visa	899	100.00	899	
13	8A	SAMPLE PURPOSE	C BRUNEI	TRAVELLER 2	20/06/2019	05/07/2019	Airfare		SAMPLE SUPPORTING EVIDE	29/05/2019	Visa	899	100.00	899	
14	8B	SAMPLE PURPOSE	C BRUNEI	TRAVELLER 3	20/06/2019	05/07/2019	Airfare		SAMPLE SUPPORTING EVIDE	29/05/2019	Visa	899	100.00	899	5 DAYS OVA TO BE CLAIMED

You do not need to enter number of working days claimed as the online application form calculates the days from the travel departure date to the travel return date. If you wish to claim **fewer days** you should input the days claimed in the 'number of eligible working days claimed' column. The calculation of the overseas visit allowance days occurs when the .csv is uploaded to the form – it does not appear on the template.

You can enter information for the trip on the top row of the trip. When the .csv is uploaded to the form, the data in the top row of a trip will be copied into all other rows of the trip.

When you save the template and then 'Save As' to create the .csv file, the result (when viewed in MS Excel) should look like this:

Trip No.	Ref No.	Purpose of	Destinatio	Name and	Travel dep	Travel ret.	Describe tl	Number of	Supporting	Payment d	Payment M	Total expe	Percentagi	Travel amount	Travel amount	Notes
1	1a	SAMPLE PI	HONG KONG	SAME NAME	25/06/2017	10/07/2017	OVA only		SAMPLE SI	01/07/2017	AMEX	100	100.00	0		TRIP PAID FOR LAST GY
2	2A	SAMPLE PI	JAPAN	TRAVELLEI	31/07/2017	10/08/2017	Airfare		SAMPLE SI	15/07/2017	Diners Clu	1200	100	1200		
2	2A	SAMPLE PI	JAPAN	TRAVELLEI	31/07/2017	10/08/2017	Air ticket costs - othe		SAMPLE SI	15/07/2017	Diners Clu	100	100	100		SAMPLE NOTES
3	2B	SAMPLE PI	JAPAN	TRAVELLEI	31/07/2017	10/08/2017	Airfare		SAMPLE SI	15/07/2017	Diners Clu	1180	100	1180		
4	2C	SAMPLE PI	JAPAN	TRAVELLEI	31/07/2017	10/08/2017	Airfare		SAMPLE SI	15/07/2017	Diners Clu	1222	80	978		
5	3	SAMPLE PI	CHINA	SAME NAME	13/10/2017	31/10/2017	Airfare		SAMPLE SI	29/09/2017	EFT	1800	100	1800		
6	4	SAMPLE PI	USA, CANZ	SAME NAME	15/04/2018	05/05/2018	Airfare		SAMPLE SI	23/03/2018	Visa	2100	70	1470		
6	4A	SAMPLE PI	USA, CANZ	SAME NAME	15/04/2018	05/05/2018	Air ticket costs - othe		SAMPLE SI	23/03/2018	Visa	120	70	84		SAMPLE NOTES
7	5	SAMPLE PI	MALAYSIA	SAME NAME	27/06/2018	07/07/2018	Airfare		SAMPLE SI	12/06/2018	MasterCar	1436	90	1292		
8	6A	SAMPLE PI	PAPUA NE	TRAVELLEI	09/11/2018	13/09/2018	Airfare		SAMPLE SI	02/11/2018	AMEX	560	100	560		
9	6B	SAMPLE PI	PAPUA NE	TRAVELLEI	09/11/2018	13/09/2018	Airfare		SAMPLE SI	02/11/2018	AMEX	560	100	560		
10	6C	SAMPLE PI	PAPUA NE	TRAVELLEI	09/11/2018	13/09/2018	Airfare		SAMPLE SI	02/11/2018	AMEX	560	100	560		
11	7	SAMPLE PI	PHILIPPINI	SAME NAME	05/02/2019	28/02/2019	Airfare		SAMPLE SI	13/01/2019	Diners Clu	1200	100	1200		
12	8	SAMPLE PI	BRUNEI	TRAVELLEI	20/06/2019	05/07/2019	Airfare		SAMPLE SI	29/05/2019	Visa	899	100	899		
13	8A	SAMPLE PI	BRUNEI	TRAVELLEI	20/06/2019	05/07/2019	Airfare		SAMPLE SI	29/05/2019	Visa	899	100	899		
14	8B	SAMPLE PI	BRUNEI	TRAVELLEI	20/06/2019	05/07/2019	Airfare		SAMPLE SI	29/05/2019	Visa	899	100	899		5 DAYS OVA TO BE CLAIMED NEXT GY