

GUIDE TO SCHEDULE 7

EXPORT EXPENSES – OVERSEAS BUYERS

UPDATED 22 MAY 2019

GUIDE TO WHAT YOU CAN CLAIM

An overseas buyer or potential overseas buyer is a person or an agent of a person who has the influence to purchase or potentially purchase your products; and who travels to Australia in order to view, evaluate or have demonstrated to them your products. The overseas buyer must not be a resident of Australia.

The visit by the overseas buyer / potential buyer must be pre-contractual, for an eligible purpose (such as for export market development) and in relation to eligible products. The overseas buyer can be an existing or potential overseas buyer. Expenses relating to visits undertaken by overseas

journalists to publicise exporters' products do not qualify under this category.

You may claim all reasonable expenses incurred to bring an overseas buyer to Australia including the cost of:

- airfares (only 65 per cent of the cost of first-class fares is allowed)
- all other transport expenses in respect of any travel reasonable undertaken by the buyer to view your products
- All reasonable expenses for accommodation and meals for the buyer.

This category is capped at A\$45,000 per application. Expenses exceeding a total of A\$7,500 in respect of bringing any one buyer to Australia on any one occasion are not allowable.

You cannot claim the cost of:

- any part of the overseas buyer's visit that was not for the purpose of viewing your products (for example: training of buyers in methods of operating equipment sold to them by the applicant)
- entertaining the buyer
- accommodation or meal expenses of the applicant or the applicant's employees
- Expenses that are claimable under other categories, such as an overseas representative or free samples (including any expenses relating to a buyer who is also an overseas representative).



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GUIDE TO WHAT YOU NEED TO PROVIDE ON THIS SCHEDULE

Present the following information by grouping expenses by overseas buyer and by trip.

Overseas buyer's name and company

Provide the name and company of the overseas buyer.

Overseas buyer's Country of origin

State the country of origin of the overseas buyer.

Purpose of visit by overseas buyer

State the reason for the visit by the overseas buyer and where they visited (for example: Purpose – to view or have demonstrated to them your product / service).

Date of visit

Give the date for each incoming visit by an overseas buyer / potential buyer.

Travel expenses incurred

State the expenses to be claimed for each overseas buyer, such as:

- return economy airfares
- other transport fares

- Accommodation and meals.

Supporting evidence

Detail the evidence you have to substantiate that the visit by the overseas buyer / potential buyer actually took place, such as invoices for airline tickets or other advice of the debt and/or tickets and itinerary (if available), buyer's visit itinerary report on meeting with the buyer, or hotel account.

Austrade will also need you to demonstrate

- existence of correspondence relevant to the visit, such as facsimiles, emails regarding the buyers interest in your product / service, or a letter of invitation to the overseas buyer to visit your company to view your product / service
- Evidence that the overseas buyer carried out the stated activities whilst visiting Australia, such as written reports, photographs, or business correspondence (faxes, email, letters) from the overseas buyer both before and after the visit.

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 or 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.

Overseas buyer's travel amount (whole Australian dollars)

State the amount to be claimed for each expense.