



XXX State Department of Agriculture

Division of Agriculture
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MEMORANDUM

TO: Trista Etzig; Project Manager, Specialty Crop Block Grant Program
FROM: Tom Jones; Manager, Marketing and Development Branch
DATE: October 20, 2014
RE: Request for Foreign Travel for AMS Agreement 12-25-B-ABCD 

The XXX State Department of Agriculture (the Department) would like to amend the project entitled *Trade Mission to South America for Specialty Crop Producers* in AMS Agreement 12-25-B-ABCD. Please see the detail below that describes the reason and extent of the changes to the project:

JUSTIFICATION:

The overall scope and budget amount of the project will remain the same; however, the project staff plans send two marketing specialists to Foreign Country ABC to build awareness of the state's specialty crop industry for **\$9,720**. These additional foreign travel funds will be diverted from the contractual cost category because we decided to update an existing informational packet on the state's specialty crop industry rather than contract to create a new packet. This additional trip to Foreign Country ABC will help project staff build upon the previous successes of this project's trips to the country, which will enhance the outcomes of the project. 

DESCRIPTION:

The two marketing  specialists will fly a U.S. carrier to Port City, Foreign Country ABC on December 6, 2014 and return on December 16, 2014 (10 days). All travel will comply with the state's foreign travel policy and are broken down below:

The flights will be purchased through U.S. Carrier at \$2,250 per person (**\$4,500**). 

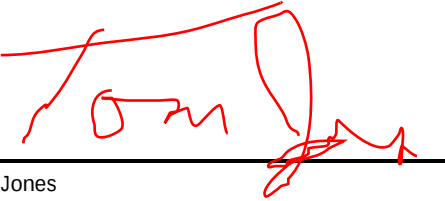
The lodging rate for Port City is \$180 per night for 9 nights per person ($\$1,620 \times 2 =$ **\$3,240**). 

The Meals and Incidental Expense rate is \$89 per day for 10 days per person ($\$890 \times 2 =$ **\$1,780**). 

The marketing specialists will use taxis while in Port City to get to and from the airport (~\$100 each way for **\$200**). 

If you have any questions concerning this requested amendment, please feel free to contact me. If necessary, I will be more than happy to discuss and ratify this request to ensure that it meets the requirements of the Specialty Crop Block Grant Program.

Sincerely,

X  

Tom Jones
Manager