

Relevant Extracts of the MAI Guidelines

Criteria for availing reimbursement of air-fare:

- Reimbursement of airfare is eligible to the exporting company having the export turnover **below Rs.50 crores** (FOB value) in the preceding financial year. However, member-exporters with zero export in the last Financial year will not be eligible.
- Members to have completed 12 months of Membership and is regularly filing Export returns with the Council.
- Permissible only to the regular Director / Partner/ Proprietor or a regular officer of the company on Senior Managerial Position (not admissible to a foreign national)
- Claim forms duly filled in and complete in all respects must be submitted to the Council within 30 days of completion of event. Need to submit all travel documents like tickets copy with cost, boarding passes etc.
- Initial Application form for claiming re-imburement of air-fare should reach to Council 16 days prior to your departure date.