



United States
Department of
Agriculture

Trade and Foreign
Agricultural Affairs

Foreign
Agricultural
Service

1400 Independence
Ave, SW
Washington, DC
20250-1052

October 1, 2019

ATP 19-005

**SUBJECT: Agricultural Trade Promotion (ATP) Program Expense Receipt
Threshold Value**

TO: All ATP Participants

BACKGROUND: The final ATP rule, at 7 CFR 1489.20(d)(2), provides that “An ATP Participant shall maintain its records of expenditures and contributions in a manner that allows it to provide information by activity plan, country, activity number, and cost category. Such records shall include original receipts for any other program-related expenditure in excess of a set amount CCC will determine and announce in writing to all ATP Participants via an ATP notice issues on the FAS website. The CCC may, from time to time, set a different minimum amount. In that case, the CCC will announce the new amount in writing to all ATP Participant via an ATP notice issues on the FAS website.”

GUIDANCE: This program notice sets the minimum expense threshold amount at \$75.00.

At a minimum, Participants must adhere to all requirements set forth in 7 CFR 1489.20 when reporting program related expenses that are reimbursed in any part with CCC resources.

/s/

Mark Slupek
Deputy Administrator
Office of Trade Programs