

# AMHA Travelers in the USLGE Program

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The American Miniature Horse Association (AMHA) is a member of the United States Livestock Genetic Export (USLGE), a non-profit organization, recognized by the United States Department of Agriculture (USDA) – Foreign Marketing Service (FAS). Through this membership, the AMHA is able to obtain *reimbursement* funds for the marketing and promotion of the American Miniature Horse.

For the AMHA to obtain these funds from the USLGE, the AMHA must prepare an annual budget request that fits the guidelines of the USDA-FAS. One of the more valuable programs for the AMHA is support through approved horse shows outside of the United States. The support is in the form of providing travel related expenses for AMHA licensed judges to travel to a foreign destination to judge an approved AMHA show.

This document is prepared to assist the show managers of these foreign based shows to prepare the judge for this travel experience.

## 1. Ambassador

The judge is not only an ambassador of good will from the USA, but the judge is the ambassador for the AMHA. As an ambassador, the judge is expected to conduct themselves in a professional manner when representing the breed and the AMHA. This starts with the advance preparation for the travel and carries forward to the actual event itself, followed by the necessary reporting and support at the conclusion of the travel.

The travel is a business trip, the business of American Miniature Horses, and is not to be considered an all expenses paid holiday to a foreign destination. The judge is working for the show management team as a professional. Taking side trips to holiday and vacation cannot be considered.

## 2. Business Arrangement

Whether judging in the USA or overseas, the terms and conditions should be spelled out in a *written* agreement between the show management and the judge. There should be no surprises on the part of either party.

Date(s), time and location of the event needs to be clearly understood. The purchase of a airplane ticket, rental car, hotel, meals, etc need to be defined in the responsibilities and the method of reimbursement. Perhaps more importantly, how and when the judge will be paid.

Besides judging the show, the judge will have responsibility to provide the show

management team with documents including a trip report, paid receipts and other documentation.

The agreement is between the show manager and the judge. AMHA is not the contractor, as the show operates independent of AMHA's supervision.

### **3. Required Responsibility**

Trip Report - Unlike other judging assignments, the judge is **required** to provide documentation with regard to their travels in the form of a trip report. It is the responsibility of the judge to complete a trip report at the conclusion of their trip, when they return home, documenting their travels and activities during their travel period. A copy of a blank trip report can be found at the end of this document.

Photographs - In addition to the trip report, the judge is requested to provide photographs of the event, not photographs of themselves presenting awards, in conjunction with the trip report. The photographs should tell a story about the scope of the event and its activities. If award presentations are given by a celebrity, a dignitary, their inclusion in the photographs is important. Coordinating this with the show manager and/or show photographer would be one of the methods to accomplish this task.

If for some reason the judge is not able or unwilling to accomplish these two responsibilities, they should decline acceptance of the show.

### **4. Travel – Air**

Air travel can be handled in two different manners:

- a. Ticket purchased by the show management
- b. Ticket purchased by the judge and reimbursed by show management

If the plane ticket is purchased by the show management, the judge will need to convey personal information including passport identification and departing airport

If the plane ticket is purchased by the judge, the judge needs to establish when they need re-imburement and how, wire-transfer to bank, PayPal, etc.

Acquisition of airplane ticket considerations.

- a. The air carrier departing and returning to the USA **MUST BE** a USA flagged provider, American, Delta or United Airlines.
- b. Flights on non-US flagged carriers **WILL NOT** be reimbursed.
- c. Flights can only be reserved for economy fare, no upgraded seating. The equivalent of economy fare can be defined differently by each airline, such as Main Cabin.
- d. Flight purchase receipt must have the following written documented for reimbursement:
  - i. Class of Service (Economy)
  - ii. Traveler's Name

- iii. Total Cost of Air Travel
- iv. Flight details, carrier, time, date, class of service
- v. Payment with no balance due
- vi. Method of payment
- vii. Flight insurance NOT PERMITTED for reimbursement. This would be at the traveler's expense.
- viii. Upgraded seating is NOT PERMITTED.
- ix. US flagged carrier departing and returning to the USA. Ex: You fly from Chicago to London on United. In London you fly on British Airways to Brussels. The return would be the opposite.
- x. Travel to and from Canada is NOT PERMITTED. All travel must originate in the United States.

If flights are interrupted due to mechanical, weather or some other occurrence, be sure to document the expenses with receipts. Please note these unknown expenses are generally the liability of the airline and not the horse show management.

#### **5. Travel – Ground – Rental Car**

The reservation for a rental car should be made by the judge once flight information is finalized. Be sure to include flight information on the rental of a car.

- a. Premium cars are not permitted for reimbursement.
- b. DO accept the insurance options.
- c. Full fuel or refill options are available.
- d. At the end of the rental period, a receipt from the rental agency will establish the final cost of the rental vehicle.
- e. DO NOT submit a rental car reservation as the 'paid receipt'. Often the rental reservation is different from the actual rental receipt.
- f. Rental receipts are only available at the end of the rental period.
- g. DO NOT use third party websites to rent a vehicle. Use only the direct websites. EX: Hertz, Avis, Budget, National, Enterprise, etc.
- h. Some foreign autos are not automatic transmissions

Remember, driving to the left is standard for some countries. If you are not comfortable driving on the left, seek alternative means of travel.

#### **5. Travel – Ground – Taxi/Uber**

If ground transportation is necessary, work with the show management to determine whether a taxi or uber is the best choice for travel. Taxi reservations can be accommodated by show management on behalf of the judge, and paid in advance by the show management. Uber can be scheduled at the time and date of travel.

#### **6. Travel - Hotel**

Hotel accommodations should be made in advance of the show by the show management team. The full name of the judge must be on the paid receipt. A variety of different methods of payment can be applied.

DO NOT use third party websites to reserve hotel rooms. The reservations should be made directly with the hotel or the hotel's website.

Some hotels in Europe include breakfast with the overnight stay. In the final submission of the receipt make sure the cost of the breakfast is known as it must be deducted from the hotel lodging costs.

## **7. Other**

a. Mobile Phone – Make sure you have checked with your phone provider BEFORE departing the US to make sure your telephone will function outside of the US. Check the usage plan to give you the most economic rate.

b. Health Insurance – Check with your health insurance provider to make sure you are covered in a foreign country. Consider accepting optional insurance at the time of the purchase of the airplane ticket. Health insurance is NOT reimbursable.

c. Passport/Visa – A passport is required for entry into a foreign country. In some cases, Australia, New Zealand, China, etc. require an advance filing for a Visa. If a Visa is required, be sure to apply and purchase a Visa from a government website, NOT a private business representing Visa services. If your passport is about to expire, usually within six months of travel, most foreign countries will not allow you to enter at their border. Uncomplicated renewals online are taking about two weeks.

d. Medications – Be sure to maintain your required medications with your personal travel possessions and not in luggage.

e. Electric Converters – To charge your mobile phone and computer make sure you have the proper adapter and/or electric converter for the country to which you are traveling.

f. Currency – Credit cards are the general method of payment, however, having a small amount of cash for your travels is very helpful. The exchange at the foreign airport is usually the best choice for the transaction.

g. Translation – Seek assistance at traveler aid/advice desks at airport. Use a language converter/translator on your mobile phone to communicate with local persons.

h. Food – DO NOT travel with food (snacks) whether processed or not. In some countries (Australia and New Zealand) with high levels of biosecurity, all foods will be removed from your luggage by Custom Border Inspectors

SEE NEXT PAGES for **REQUIRED** TRIP REPORT



## TRAVELER TRIP REPORT\*

(Required for ALL persons traveling on AMHA-USLGE trips)

To be completed and signed by the traveler as a *requirement* for the reimbursement of travel related USLGE funds for the AMHA affiliate.

Traveler's Name \_\_\_\_\_

Traveler's Email Address \_\_\_\_\_ @ \_\_\_\_\_

Traveler's Telephone Number (\_\_\_\_\_) \_\_\_\_\_

Name of the Activity/Event/Competition \_\_\_\_\_

Date(s) of Activity \_\_\_\_\_ Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Date(s) of Activity \_\_\_\_\_ Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Date(s) of Activity \_\_\_\_\_ Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Name of the Manager/Contact Person \_\_\_\_\_

Email for the Manager/Contact Person \_\_\_\_\_

Country of Destination of Travel \_\_\_\_\_

City of Activity \_\_\_\_\_

Date Travel Started \_\_\_\_\_ Date Travel Ended \_\_\_\_\_

Complete the attached page for details of travel.

**Please summarize the importance and/or value of your participation in this AMHA approved activity.**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

**Please provide your recommendations for future AMHA activities and breed market development in this country.**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

Number of horses participating in competition \_\_\_\_\_

Number of exhibitors participating in the competition \_\_\_\_\_

**Rate the overall quality of horses and exhibitors compared to your experiences in the United States judging AMHA shows:**

	Below Average	Average	Above Average
In-Hand Breed Classes	_____	_____	_____
Showmanship Classes	_____	_____	_____
Pleasure Driving Classes	_____	_____	_____
Hunter/Jumper Classes	_____	_____	_____
Obstacle In-Hand Classes	_____	_____	_____
Obstacle Driving Classes	_____	_____	_____
General Image of Exhibitors	_____	_____	_____
Ringcraft of Exhibitors	_____	_____	_____

**Suggestions for Improvement:**

\_\_\_\_\_  
\_\_\_\_\_

**Names and Email Contact Information of persons met on this trip within the scope of professional contacts.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Please submit at least 3-5 photographs of your activity. Attach as a JPEG or PDF to this document or send separately to Wayne G Hipsley at HipsleyandAssocs@aol.com**

**If you have anyother comments and suggestions associated with this activity, please feel free to attach those to this document.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

The traveler should complete and forward this document to:  
Wayne G Hipsley at HipsleyandAssocs@aol.com  
Questions: Contact Wayne @ 859-621-6995

**INCOMPLETE FORMS WILL NOT BE ACCEPTED FOR REIMBURSEMENT**

**SAMPLE**

**AMHA Traveler Trip Report - Itinerary and Activities**

Name of Traveler \_\_\_\_\_ Phil Dirt \_\_\_\_\_ Name of Activity \_\_SAMPLE HORSE SHOW \_\_\_\_\_

Date	Country	City	Lodging	Daily Activity
3-Aug-23	United States	Denver		Departed for Amsterdam on United Airlines
4-Aug-23	Netherlands	Amsterdam		Arrived at AMS 8:30am
	Netherlands	Amsterdam		Rental Car drive to Acorn
	Netherlands	Acorn	Roundtree Inn	Register at hotel
	Netherlands	Acorn		Meeting with Show Manager - Pete Moss
5-Aug-23	Netherlands	Acorn	Roundtree Inn	8am Start of Horse Show
	Netherlands	Acorn		4:35pm End of Horse Show; Return to Hotel
6-Aug-23	Netherlands	Acorn	Roundtree Inn	8am Start of Horse Show
	Netherlands	Acorn		4pm End of Horse Show; Meeting with Exhibitors
				Return to Hotel
7-Aug-23	Netherlands	Acorn		Departed for Amsterdam on United Airlines
	Netherlands	Amsterdam		9:45am check-in for flight back to US
				11am depart Amsterdam on United Airlines
	United States	Denver		Arrived at 5:30pm; Drive to home

Paid Receipts must be provided for reimbursement. Hotel invoice must have the name of the traveler. If traveling with another person, separate receipts for each traveler is required, such as with meals.

