Ohio | Development Services Agency

ARC APPALACHIAN REGIONAL COMMISSION

Ohio Appalachia Export Grant (AEG)
Documentation Required For Reimbursement

To protect against fraud and other improper actions, the Ohio Development Services Agency requires that proper documentation be submitted for reimbursement.

Important Notes

- All foreign language documentation must be translated into English in order to be processed.
- Payments made in a foreign currency must be converted into U.S. dollars based on the conversion rate on the date the participant paid, not when they were invoiced, per the rates of www.oanda.com unless documentation showing the exchange rate used at the time of the transaction is submitted.
- When sending sensitive financial documents, it is recommended that you redact account numbers and line items irrelevant to the claim. Please do not send originals – only photocopies.

Required Documentation

Grantees must submit the following materials electronically to AEG@development.ohio.gov within 30 days of completing the qualifying activity:

1. Invoice

Document ON COMPANY LETTERHEAD stating each charge with reimbursable amount. For example:

Activity	Proof of Payment Type	Total Cost Before Reimbursement	50% Reimbursable Amount
e.g. Chinese Medicine Expo booth space rental	e.g. Chase credit card statement dated 3 May, 2015	e.g. US$6,000	e.g. US$3,000
Total Reimbursable Amount Per Grant Agreement:			e.g. US$3,000

2. Proof of Payment

Proof of payment is dependent upon the method of payment. Acceptable forms include:

- Payment by Cash: Receipt marked "paid" and/or showing a zero balance.
- Payment by Check: Cancelled version of the check (a copy of the front and back of check) or a copy of the check accompanied by a bank statement showing it was posted.
- Payment by Credit Card: Credit card statement showing the charge. Any irrelevant information, including account numbers, may be redacted.
- Payment by Wire Transfer: Wire transfer confirmation or the bank statement showing the posted transaction. The request alone is not sufficient.

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3. Proof of Activity

Proof of activity varies depending on activity. This document should be an example of the promotional activity that was conducted. For example:

- Marketing and Point-of-Sale Materials: You must submit samples, either originals or copies, of the materials.
- International Trade Shows: Invoice from trade show organizer to company for the costs of the booth.
- Booth Signage and Literature: Photo of any posters or signs in your booth, as well as a sample or copy of all literature distributed at your booth.
- Freight Costs: A freight or airway bill must be submitted and must clearly show the origin and destination addresses of the shipment as well as an indication that promotional samples are being shipped.
- Advertising: An English translation or transcript of advertising related to a trade show must be submitted with all foreign language advertising.
- Print Ads: Original publication or page related to a trade show from the publication clearly showing the date and name of the publication.Additionally, a circulation statement needs to be submitted to show country subscriptions.
- Billboards: A clear photo of the billboard related to a trade show, as well as a list with the billboard locations and the dates of the promotion.
- Radio/TV Ads: A video or audio recording of the commercial related to a trade show. An English transcript must be submitted with all foreign language ads. If the expense is for broadcasting of the ads and not just the production, we must also receive a broadcast schedule showing dates, times, and station(s) on which the spot(s) aired.

4. Economic Impact Evaluations

You will be asked to complete an AEG Economic Impact Evaluations, which will be provided by the Ohio Development Services Agency via email. Your feedback is critical in assisting us to improve future grant programs and track our return on investment. Information provided in these evaluations is for aggregate reporting purposes only. Individual business information is considered proprietary and will remain confidential. Payment of the grantee's final reimbursement is contingent upon the completion of this closeout report.If you have questions concerning your company's specific reimbursement requirements, please contact the Ohio Development Services Agency.

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