SBA U.S. SMALL BUSINESS ADMINISTRATION
Funded in part through Cooperative Agreement with the U.S. Small Business Administration. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA.

Ohio International Market Access Grant for Exporters (IMAGE) supported by the Small Business Administration (SBA) through the State Trade Expansion Program (STEP)

Requirements for Reimbursement of Grant Expenses

Purpose

To ensure that costs charged to the grants are allowable, the Ohio Development Services Agency (ODSA) requires that proper documentation of expenses and proof of payment must be submitted with requests for reimbursement.

Considerations

- All documents that are in a foreign language must be translated into U.S. English.
- All documents that are in a foreign currency must be converted to U.S. dollars based upon the conversion rate on the date the costs are paid, not on the date of the invoice. The exchange rates at www.oanda.com should be used unless documents showing the exchange rate used at the time of the transaction is submitted. Documentation of the exchange rate and calculation should be submitted.
- Sensitive information on documents that do not relate to the grant or reimbursement of costs should be redacted.
- Original documents must be maintained by the grantee. Submission of photocopies or PDF files to the grant is acceptable.
- All documents can be submitted via email to IMAGE@development.ohio.gov or mail to:

  Thien Bui
  77 South High Street, 28th Floor
  Columbus, OH - 43215

Documentation of Costs

A summary sheet on the grantee's letterhead should be submitted detailing the following information: vendor name, activity, type of payment, total cost prior to reimbursement and the amount requested for reimbursement. An example is below.

Vendor & Activity	Date of Activity	Payment Type	Total Cost	50% Reimbursable
Trade Show Organizers – expo booth space rental/setup for Chinese Medical Expo	11/1/2017 – 11/5/2017	Wire transfer on 9/16/2016	$20,000.00 US	$10,000.00 US

All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA

Documentation of the total cost of each item and documentation of the activity related to the costs must be submitted. The documentation should correspond to the types of activities described below.

International Trade Shows

- Invoice for registration fees, booth space and set-up
- Invoice for freight costs to ship booth materials and supplies
- Invoice for printing costs of marketing materials
- Pictures of the booth at the trade show or advertising of the grantee's participation at the event

Approved Trade Missions

- Invoice for participation fees
- Invoice for market research and appointment setting fees
- Boarding passes and luggage claim tickets for economy class airfare in accordance with the Fly America Act
- Receipt for baggage fees
- Hotel bills/folios for lodging set by the U.S. Department of State
- Invoice for printing costs of marketing materials

Individual international market visits supported by the State of Ohio, U.S. Commercial Service Gold Key Service or another approved partner

- Boarding passes and luggage claim tickets for economy class airfare in accordance with the Fly America Act
- Receipt for baggage fees
- Hotel bills/folios for lodging set by the U.S. Department of State
- Invoice for printing costs of marketing materials

International Advertising

- Invoice for costs of production and placement of advertisements in magazines, newspapers, posters, billboards, trade journals, direct mail, on television and international websites
- Examples of the advertising in venues noted above

Website Development

- Invoice from vendor that provided translation services for website, search engine optimization and localization services
- Screenshots of translated website

All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA

Translation Services

- Invoice from vendor that provided translation services for marketing materials, labeling, packaging materials and technical manuals
- Copies of marketing materials, labeling, packaging materials and technical manual translations

Training

- Invoice from the program

Proof of Payment

Acceptable documentation for payment of costs is described below. If a vendor offsets revenue from sales of goods or services against invoices, those expenses are not allowable for reimbursement from grant funds.

- Check: Copy of both sides of the cancelled check or a copy of the front of the check with the bank statement showing the check was processed/cleared. If the check was for an amount larger than the invoice amount, a listing of the other invoices paid with the check should be included.
- Credit card: The credit card statement showing the posted charge.
- Wire transfer: Confirmation from the bank of the wire transfer showing the posted transaction or bank statement with the wire transfer posted. If the wire transfer was for an amount larger than the invoice amount, a listing of the other invoices paid with the wire transfer should be included.
- **Cash receipts are no longer accepted.**

Economic Impact Evaluation

Please complete the IMAGE Economic Impact Evaluation which will be provided by ODSA. Your feedback is critical in assisting us to improve future grant programs and to track our return on investment. Information provided in the evaluation 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 the closeout process.

If you have questions concerning the company's specific reimbursement requirements, please contact the Ohio Development Services Agency.

All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA