



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 proper documentation of expenses and proof of payment to 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 grantor is acceptable.
- All documents must be submitted via email to IMAGE@development.ohio.gov or mailed 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 and activity, date of activity, payment type, total cost (prior to reimbursement) and the 50% reimbursement amount requested. An example is below.

Vendor & Activity	Date of Activity	Payment Type	Total Cost	Amount Requested
Trade Show Organizer – expo booth space rental/setup for Hannover Messe	April 23 – 27, 2018	Wire transfer on 11/5/2017	\$20,000.00 US	\$10,000.00 US

**IMAGE reimbursement at 50% rate.*

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.

Eligible Domestic Trade Show Exhibitions

- 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
- Invoice for sample shipping costs
- Pictures of the booth at the trade show or advertising of the grantee's participation at the event
- Business cards or a list of the international contacts made at the show

Foreign Trade Show Exhibitions

- 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
- Invoice for freight costs to ship sample products
- Pictures of the booth at the trade show or advertising of the grantee's participation at the event

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 Market Visits Supported by the Ohio Development Services Agency (ODSA), U.S. Department of Commerce, or Another ODSA 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
- Invoice for printing costs of marketing materials
- Invoice for sample shipping costs

Translation of Marketing Materials

- 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
- Invoice for printing costs of translated marketing materials, labeling, packaging materials and technical manual

Website Development

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

Export Training Programs

- Invoice from the program(s)

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: A 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 can be used. 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 the 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 Thien Bui, IMAGE Program Administrator at Thien.Bui@development.ohio.gov or (614) 466-4996.