Ohio | Development Services Agency

U.S. Small Business Administration
SBA
Your Small Business Resource

OHIO INTERNATIONAL MARKET ACCESS GRANT FOR EXPORTERS (IMAGE) 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.
- If the payment is made in a foreign currency, we will convert it 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.

Grantees must submit the following materials electronically to IMAGE@development.ohio.gov or via fax to (614) 463-1540 within 30 days of the qualifying activity:

1. Invoice

Document ON COMPANY LETTERHEAD stating each charge with reimbursable amount.

For example:

Activity	Total Cost	50% Reimbursement Amount
Total Reimbursable Amount Per Grant Agreement:		

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.

3. Proof of Activity

Proof of activity is dependent upon the 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:** In most cases, expenses related to exhibiting at an international tradeshow only require a photo of your booth or your listing in the tradeshow guide.
- **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.
- **Package and Label Modifications:** For all charges related to package and label modifications (translation, design, production, printing, etc.), we require copies of the original packages and/or labels and the modified versions.
- **Trade Missions:** You must submit a copy of the participant agreement or a mission itinerary that includes a meeting schedule.
- **Travel**
  - **Airline Itinerary:** We must have a detailed itinerary/invoice from either a travel agent or airline. We are specifically looking for flight information. Note: Online ordering confirmations are not the same as passenger receipts. It must list the ticket number.
  - **Passenger Receipts:** This document comes from the airline and indicates your ticket number(s) as well as price. While paper tickets are becoming less utilized, it is still possible to obtain a receipt upon request when checking in at the airport (including automated check-in kiosk) or it can be printed when ordering online. Boarding passes are not eligible passenger receipts.
  - **Itemized Hotel Bill:** We must receive a hotel document that shows you check-in/out dates as well as the nightly room rate. If you were charged by a travel agency or similar service provider, we ask that you still obtain documentation from the hotel itself that verifies your check-in/out dates.
- **Advertising:** An English translation or transcript must be submitted with all foreign language advertising.
  - **Print Ads:** Original publication or page 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, 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. 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 Evaluation

Please complete the IMAGE Economic Impact Evaluation (also available at www.IMAGE.development.ohio.gov).

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

(614) 466-4551 IMAGE@development.ohio.gov www.IMAGE.development.ohio.gov

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