





COMPANY REIMBURSEMENT GUIDELINES

COMPANY REIMBURSEMENT

- Approved small businesses can request reimbursement for eligible expenses and are eligible for 75% reimbursement, up to the maximum amount designated for the export activity.
- Companies that represent Small Business Communities are eligible for 75% reimbursement, up to the maximum amount designated for the export activity.

REIMBURSEMENT PACKAGE CONTENTS

- Company Reimbursement form
- · Sample invoice
- Evaluation form
- Reimbursement Guidelines
- Example of Company Reimbursement form
- Example of typical receipt
- Example of company invoice

WHAT ACTIVITIES ARE ELIGIBLE FOR REIMBURSEMENT

- Design and translation of international marketing materials
- UGA Small Business Development Center ExportGA training course
- International trade show booth costs
- International travel costs for trade shows, trade missions and foreign buyer trips including airfare and lodging*
- Participation in U.S. Commercial Service programs and services
- Website globalization/localization costs and other fees associated with growing online business opportunities
- · Export consultancy services for international market intelligence and partner searches
- Export credit insurance premiums

VENDOR MANAGEMENT FORM (VMF) AND IRS W-9 FORM

- Applicant must be an authorized vendor with Georgia's State Accounting Office (SAO). A completed and approved W-9 and VMF is required to be an authorized vendor.
- Applicant is required to provide the most updated W9 form and VMF for prompt reimbursement. Failure to send the most recent forms may delay reimbursement.
- Digital signatures are required for both forms. Signature stamps are not accepted and will delay the reimbursement process. Georgia SAO requires a digital signature for security reasons.
- Instructions for the VMF are provided to assist with completing the document.
- In lieu of a digital signature, an applicant can sign the forms in blue ink, scan, and return to global@georgia.org.

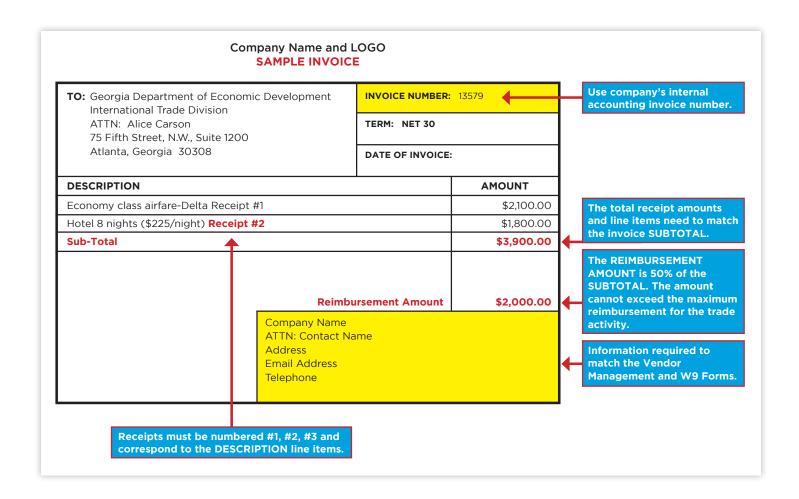






COMPANY INVOICE

• Applicant is required to send an invoice on company letterhead, with supporting documentation (payment receipts, invoices, etc.) to GDEcD as part of the reimbursement package.



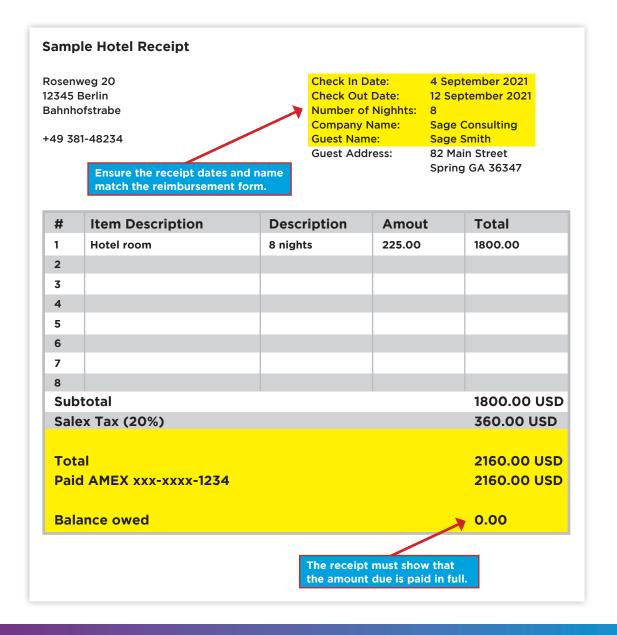






TRAVEL RECEIPTS

- Receipts must be numbered in sequential order and scanned into one (1) PDF document.
- Ensure all receipts have the date of payment, total paid, and proof of payment.
- · Proof of payment must be on receipt, either zero due or paid in full with payment method indicated.
- Tape individual receipts to a sheet of paper and scan all pages with receipt(s) into one electronic PDF document.
- · Make sure to print and include any electronic receipts with this document.
- Only economy class airfare is reimbursable. Provide a screenshot of the economy seat cost on the same dates of travel **IF** a more expensive ticket is purchased such as comfort, business or first-class.



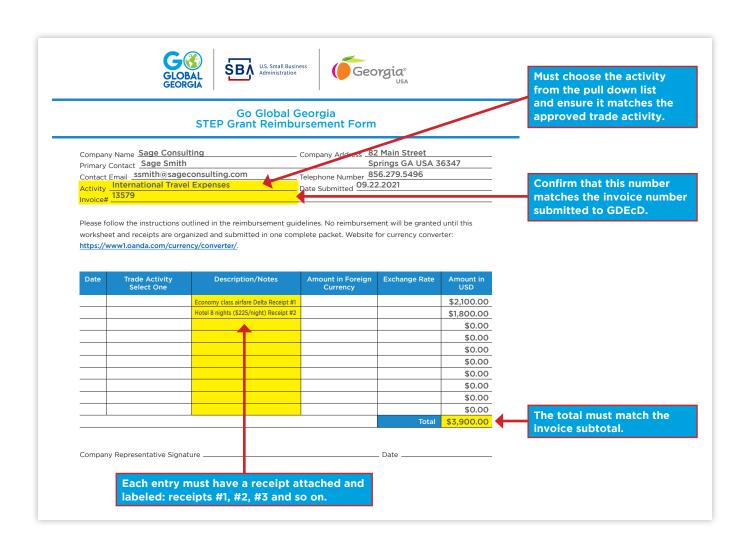






REIMBURSEMENT FORM

- The completed reimbursement form must be submitted along with the matching receipts.
- The following columns are required reimbursement forms with any of the following details missing will be returned.
 - Receipt # (self-labeled 1, 2, 3 ...) and date
 - Trade activity (select one from the drop-down menu)
 - Expense description
 - Amount in foreign currency (as shown on receipt)
 - Exchange rate on the date of transaction (date invoice paid, check-out date from hotel, etc.). Do not round the exchange rate up. Go to https://www1.oanda.com/currency/converter to obtain the exchange rate.
 - Input all receipts into the worksheet and calculate a grand total.



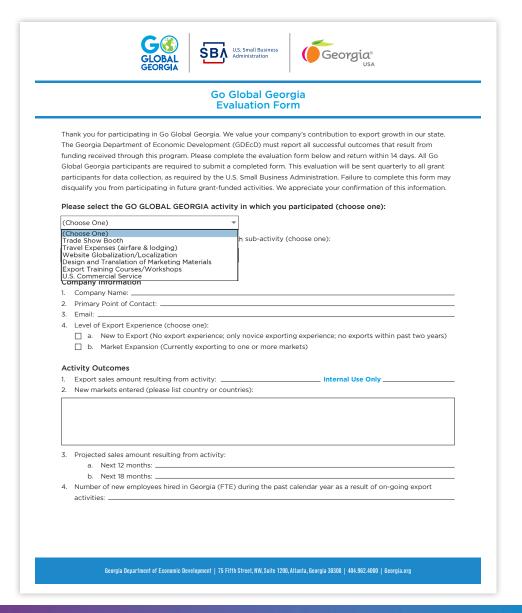






EVALUATION FORM

- This is a required form that must be submitted to GDEcD two times over the course of the grant performance period.
- Please complete the entire Evaluation Form regardless of actual sales status.
- Add \$0.00 in the 'Outcomes Achieved' field if you have no sales transactions or signed distributor
 agreements resulting from the export activity. We understand that depending on the industry and the
 export activity, it may take a year or more to report actual sales. Updates on successful outcomes from
 grant-funded activities are required, even if they occur outside of the grant year. For this reason, we will
 continue to ask for activity outcomes in order to capture sales and/or signed distributor agreements for
 an extended period of time.

















FINAL STEPS

- The reimbursement package must contain:
 - Completed and digitally signed reimbursement form. In lieu of a digital signature, companies can sign the forms in blue ink, scan, and return to GDEcD at global@georgia.org.
 - Single document with scanned copy of all receipts
 - Completed invoice on company letterhead
 - Activity evaluation form
- The reimbursement package must be submitted to GDEcD within 45 days after the event or activity is completed.
- Reimbursement payments will be processed once GDEcD office receives the complete package. Once approved, you will receive reimbursement within 30 45 days.
- All reimbursements are paid to the company listed on the Vendor Management Form.
- Email reimbursement package and direct any questions to: global@georgia.org.