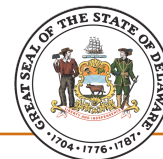


STEP Grant Reimbursement Guidelines



You are only eligible for reimbursement of 50% of ELLIGIBLE trip expenses for one person per company. No reimbursements will be granted until the **Itemized Worksheet (with sales report)**, **invoice** and **scans of all receipts** are organized and submitted correctly. **This must be submitted within two weeks from the date of expenditure. Failure to follow these guidelines is considered a breach of terms and expenses will not be reimbursed.**

To submit your STEP Grant expense reimbursements, you need to complete and submit the following items:

1. **Scans of all receipts**
2. **Itemized Worksheet with sales report (click here to download)**
3. **Invoice**

Follow these steps to submit your reimbursements:

1. **Review allowable reimbursement expenses.**
The Federal guidelines of the STEP grant forbid reimbursement for various expenses. Review the allowable and unallowable expenses on page 2.
2. **Organize all eligible receipts in date order and number them (1, 2, 3, 4, 5 ...).**
You must submit a receipt for every purchase, and have proof of payment (visa, cash or copy of credit card statement). All receipts must be numbered and correspond with the appropriate expense on the Itemized Worksheet.
3. **Scan the receipts.**
Tape the receipts to a sheet of paper and scan them, so you have electronic copies to submit.
4. **Fill out the Itemized Worksheet (Excel Worksheet).**
You are required to report any sales that were achieved as a result of each STEP-funded activity. You will not receive a reimbursement until sales (if any) are reported.

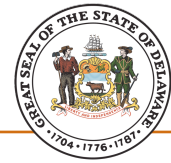
When completed correctly, the worksheet will calculate the total allowable reimbursement for all your expenses. Look up the exchange rate of the foreign currency for the date of purchase. Please use this website and enter the correct date in history and currency:

<https://www.xe.com/currencytables/>

5. **Create an invoice.**
The invoice should reflect the final total on the Itemized Worksheet. Your invoice can only include approved expenses and cannot exceed your total grant award. Make the invoice out to:

Delaware Department of State
Division of Corporate & International Development
820 N. French St., 4th Floor
Wilmington, DE 19801

6. **Submit the Itemized Worksheet, invoice and all receipts.**
By EMAILING to beth.pomper@delaware.gov AND emma.pautler@delaware.gov.



Know Before You Go!

Before you make any purchases for your upcoming business trip, please note these important details and requirements for expense reimbursements. A full list of allowable expenses may be found on our website, export.delaware.gov/step-grant

STEP Grant Allowable Costs:

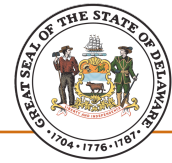
- Airfare (consistent with [Fly America Act](#) guidelines, must be pre-approved)
- Ground transportation fees
- Baggage fees
- Parking fees (at the airport or in country)
- Lodging (based on [federal foreign per diem rates](#))
- Registration fees and booth space for trade shows
- Trade mission fees
- Training Programs (related to export policies, regulations and/or best practices)
- Currency exchange fees
- Other associated and allowable travel expenses
- Fees for shipping sample products
- Cost of compliance testing an existing product for entry into an export market
- Fees for U.S. Department of Commerce Services such as Gold Key Business Matchmaking Service, Single Company Promotions, International Partner Searches
- Website translation into a foreign language, search engine optimization, and localization services
- Design of marketing media

Unallowable Costs to STEP Award:

- Meals
- Passport or visa fees
- Immunizations
- Expenses related to entertaining current or prospective clients or government officials
- New product development or alteration of existing products
- Cellphones and cellphone charges
- Television and radio production
- Costs associated with printing materials; and
- Efforts to create/augment marketing and advertising campaigns to draw international visitors

Proof of Payment:

- You must show proof of payment for all charges for which you are requesting reimbursement.
- You can show this via a bank statement, signed credit card receipt or an invoice that is marked "paid".



Hotel Reimbursement:

- Look up the Federal Foreign Per Diem Rate by country and date in the charts below, or at this website: https://aoprals.state.gov/web920/per_diem.asp.
- If your actual lodging expenses exceed the maximum daily lodging Federal Foreign Per Diem Rate for a particular location, your reimbursement will be limited to 50% of the published per diem. If your actual lodging expenses are greater, enter the Federal Foreign Per Diem Rates on your Itemized Worksheet when calculating your reimbursement. Only 50% of the room and tax charges will be reimbursed.
- No food, room service or other hotel expenses are eligible.

Airfare Reimbursement:

- Only coach flights on US carriers are approved and eligible for reimbursement.
- All plans must comply with the Fly America Act, which you can review here: <http://www.gsa.gov/portal/content/103191>.

Exchange Rates:

- The Itemized Worksheet is set up to calculate the U.S. Dollar amount per the foreign currency, where 1 unit of the foreign currency (i.e. Euro) = XXX units of US dollars.
- Use this website to look up the historical exchange rate: <https://www.xe.com/currencytables/>.
- You must enter the date in history you made the purchase (date on receipt).
- On the Itemized Worksheet, enter the rate of exchange the website calculates (should have the format 1.11).

Processing:

- Please allow 45 business days for processing.