



U.S. Small Business  
Administration

## STEP Tennessee Request for Reimbursement Form

Please submit this Request for Reimbursement within 30 days of completion of an approved project. The following documents must be submitted along with the Request for Reimbursement:

- A request for reimbursement on your company's formal letterhead, including your company name and address, date, a short description of scope of work, and an itemized list of expenses, in US dollars
- Form W-9 (Taxpayer Identification Number and Certification)
- Copies of all invoices for all eligible expenses
- Proof of payment in full, in US dollars, for all eligible expenses (a proof of payment can be a bank statement, credit card statement or wire transfer confirmation, with charges highlighted)
- Proof of project completion (e.g., a picture of your booth in the case of a trade show or copies of your marketing materials in the case of marketing media design).

### Company Information

**Business Name \***

**Please check the type(s) of project that you have completed: \***

- Export promotion services through the U.S. Department of Commerce, U.S. Commercial Services
- International Website Optimization
- Marketing Media Design
- Trade Show Exhibition
- Other

**Authorized Representative Telephone \***

**Project Completion Date \***

Month Day Year

**Project Details**

**Please describe the completed project including the products and/or services involved in this project \***

**Please estimate the amount of FORECASTED export sales (in dollars) you hope to achieve as a result of this project within the next 12-18 months. \***

**Did this project result in any serious business leads? \***

Yes

No

**Project Expenses**

**Please Explain: \***

**Please indicate the amount of ACTUAL export sales (in dollars) that were realized as a result of this project. \***

**Authorized Representative \***

First Name

Last Name

**Please indicate the number of jobs your company hopes to retain due to increased exports from this project in the next 1-2 years. \***

**Please indicate the number of jobs your company hopes to add due to increased exports from this project in the next 1-2 years. \***

**Total project cost (\$)**

**Total reimbursement request (75% of project cost \$)**

**Please check to make sure the following documents are uploaded with your Request for Reimbursement \***

- REQUIRED: A request for reimbursement on your company's formal letterhead, including your company name and address, date, a short description of scope of work, and an itemized list of expenses, in US dollars.
- REQUIRED: W-9 Form (Request for Taxpayer Identification Number and Certification) Note: Reimbursement cannot be processed without this form.
- REQUIRED: Copy of final invoices to your company (with proof of payment) for all expenses claimed as eligible under STEP.
- REQUIRED: Proof of payment, in full, by your company for all expenses claimed as eligible under STEP. If not U.S. dollars, please convert and provide proof of any calculations.
- REQUIRED: Proof of project completion (e.g., report from service provider, link to website that was optimized for international commerce, copy of marketing materials produced, photo of exhibit booth, etc.)

**Authorized Representative Title \***

**Date \***

Month Day Year

**Note:**

After review of the expenses, reimbursement will typically take 2-4 weeks to process. A company may also receive a 1099 tax form in connection to this grant.

Also, as agreed upon in your original application, you will be expected to provide export sales and job data related to your STEP funding every six months for up to two years. This data will allow us to track the return on investment (ROI) for our office and for the Small Business Administration.

For more information or assistance, please contact:

Jeffret Overby, Director, Tennessee Export Initiative, TEI@belmont.edu

Submit







