



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:

- 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
- Proof of project completion

## Company Information

**Business Name \***

**Authorized Representative \***

**Authorized Representative Title \***

**Authorized Representative Email \***

example@example.com

**Authorized Representative Telephone \***

**Business Address \***

Street Address

Street Address Line 2

**Business Website Address \***

## Project Details

**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

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

**Project Completion Date \***

Month Day Year

**What specific country(ies) did you target and/or connect with during this project?**

Country Name	Targeted or Connected	Outcomes/Comments
Country		
Country		
Country		

Country

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

Yes

No

**Please Explain: \***

**Please describe your future export marketing plans that will build on this project**

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

**Please indicate the number of jobs your company hopes to retain or add due to increased exports in the next 1-2 years?**

**Number of jobs added \***

**Number of jobs retained \***

# Project Expenses

**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: 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 \***

First Name      Last Name

**Authorized Representative Title \***

**Date \***

Month   Day   Year

For more information or assistance, please contact:  
Jeffret Overby, Director, Tennessee Export Initiative, TEI@belmont.edu