

GLOBAL MARKET ACCESS PROGRAM REIMBURSEMENT PROCESS

Missouri's Global Market Access Program (GMAP) is a cost-share program that allows eligible Missouri companies to participate in specific events designed to create export sales. The application period is open year round.

If you submitted a GMAP application and received an approval letter from the Missouri Department of Economic Development, then you are eligible to receive reimbursement under the program. All eligible expenses must be pre-approved prior to the execution of the trade event/activity.

A reimbursement request must be submitted to the Department of Economic Development and must include: an invoice on company letterhead; itemized paid receipts pertaining to approved activities; a tax clearance letter from the Missouri Department of Revenue; a completed Client Impact Statement; and proof of DED Logo/Display as further detailed below. Reimbursement requests should be submitted within 90 days of the execution of events. Failure to comply with submission of required documents may result in delay or cancellation of the approved reimbursement.

Required Documentation:

INVOICE

An invoice must be prepared on your company letterhead and submitted for payment. Please itemize all expenditures as per the requirements of your GMAP application and include the event/activity and the total amount you are requesting for reimbursement.

RECEIPTS

Enclose copies of itemized paid receipts for all expenses for which you are seeking reimbursement, i.e.: trade show booth fees, lodging and airfare, interpreter fees, and marketing media costs.

TAX CLEARANCE LETTER

A [Tax Clearance Letter](#) from the Missouri Department of Revenue indicating that the applicant/company has no outstanding taxes due to the state of Missouri must accompany the request for reimbursement. Obtaining this letter may cause delays in your reimbursement and therefore should be done in a timely manner.

CLIENT IMPACT STATEMENT

A [Client Impact Statement](#) that provides the outcomes of participation in the trade show event or other approved GMAP activity must be included. The Statements will be aggregated by DED (without company identification) in order to determine the return on investment of the program as a whole.

PROOF OF DED LOGO DISPLAY

All activities/materials that are funded with GMAP must display the Missouri Department of Economic Development logo and tagline that was provided with approval letters. Include a photo of where and how the logo was displayed and a copy of any printed material funded through GMAP that included the logo.

Submit reimbursement documents to melanie.bax@ded.mo.gov or mail to the attention of Ms. Melanie Bax, Missouri Department of Economic Development, Harry S Truman Building, Room 720, 301 W. High Street, Jefferson City, Missouri 65101; telephone: 573-751-4855.

Information on eligible expenses for reimbursement and further information on the program can be found by visiting the guidelines for GMAP.