

STEP PROGRAM REIMBURSEMENT PROCESS

Missouri's STEP Program is a cost-share program that allows eligible Missouri companies to participate in specific events designed to create export sales.

If you submitted a STEP 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; paid receipts pertaining to approved activities; a tax clearance letter from the Missouri Department of Revenue; and a completed Client Impact Statement 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.

All items required for reimbursement should be sent to the attention of Ms. Melanie Bax, Melanie.bax@ded.mo.gov; Missouri Department of Economic Development, Harry S Truman Building, Room 720, 301 W. High Street, Jefferson City, Missouri 65101; telephone: 573-751-4855.

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 STEP application and include the event/activity and the total amount you are requesting for reimbursement.

RECEIPTS

Enclose copies of itemized receipts for all expenses for which you are seeking reimbursement, ie. trade show booth fees; Lodging and Hotels; interpreter fees; marketing media costs; etc.

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 STEP activity must be enclosed. The Statements will be aggregated by DED (without company identification) in order to determine the return on investment of the program as a whole.

Submit reimbursement documents to Exports@ded.mo.gov or to Missouri International Trade Office, Attn. Melanie Bax, Melanie.bax@ded.mo.gov 301 West High Street, Suite 720, Jefferson City, MO 65101.