



GEORGIA EXPORT GRANT STEP GRANT REIMBURSEMENT FORM

Company Name _____
Company Address _____
Primary Contact _____
Contact Email _____ Telephone Number _____
Activity *(choose one) _____ Date Submitted _____
Invoice# _____
Event Name _____
Event Location _____
Event Dates _____

Please follow the instructions outlined in the reimbursement guidelines. No reimbursement will be granted until this worksheet and receipts are organized and submitted in one complete packet. Website for currency converter:

<https://www1.oanda.com/currency/converter/>.

Date	Trade Activity*	Description/Notes	Amount in Foreign Currency	Exchange Rate	Amount in USD
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
				Total	

*Must match activity chosen above.

Company Representative Signature _____ Date _____

GEORGIA EXPORT GRANT STEP GRANT REIMBURSEMENT FORM EXAMPLE

Company Name Sage Consulting

Company Address 82 Main Street, Springs GA USA 36347

Primary Contact Sage Smith

Contact Email ssmith@sageconsulting.com Telephone Number 856.279.5496

Activity International Travel Expenses Date Submitted 09.22.2021

Invoice# 13579

Event Name _____

Event Location _____

Event Dates _____

Please follow the instructions outlined in the reimbursement guidelines. No reimbursement will be granted until this worksheet and receipts are organized and submitted in one complete packet. Website for currency converter: <https://www1.oanda.com/currency/converter/>.

Date	Trade Activity*	Description/Notes	Amount in Foreign Currency	Exchange Rate	Amount in USD
09/04/23	airfare	Economy class airfare Delta Receipt #1			\$2,100.00
09/12/23	hotel	Hotel 8 nights (\$225/night) Receipt #2			\$1,800.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
				Total	\$3,900.00

*Must match activity chosen above.

Company Representative Signature _____ Date _____