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# MI-STEP Reimbursement Process Instructions

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To get started log into the MEDC Project Portal by clicking this [link](#). Or you can copy and paste this link to your browser: <https://medchome.force.com/ProjectPortal>

## Reimbursement Guidelines:

- Reimbursement must be submitted via the MEDC Project Portal within 45 days\* of the end date of your MI-STEP or MI-PEP export activity, unless otherwise notified by MSF/MEDC representative.

\*The 45-day window does not apply for export activities approved and taking place on or after August 15th. Applications/activities approved on or after July 15th **MUST BE SUBMITTED** for reimbursement by the second Friday in October. No exceptions.

## Reimbursement Receipt Requirements:

- A single scanned receipt packet is preferred over uploading multiple individual files. New for FY21 only pdf or excel files are acceptable file formats.  
**Receipts that are not legible will be considered ineligible for reimbursement and will not be processed.**
- The excel reimbursement summary worksheet included in your approval email is required. Expenses are to be listed individually and not combined.
- Detailed/itemized receipts and invoices are required for reimbursements, credit card statements alone are not acceptable.
- Hotel receipts must be itemized. Only lodging fees should be submitted in the lodging budget category. Any other fees (e.g. parking, laundry) should be removed and placed in the proper budget category.
- Proof of Payment: invoices and receipts must be accompanied by a proof of payment. Cleared checks, credit card statements, zero balance/paid in full invoices, or wire transfer documents are acceptable proofs of payment. If a receipt has proof of payment with a credit card XXXX number showing on the receipt, this is also acceptable.
- **Foreign currency receipts:**
  - Currency conversions must be clearly documented on each individual receipt. Currency conversions must be done using the date that the expense was incurred, as currency rates fluctuate daily.
  - Foreign currency receipts not converted and clearly documented on the individual receipts **WILL NOT BE PROCESSED AND WILL BE CONSIDERED INELIGIBLE FOR REIMBURSEMENT**.
  - Foreign language receipts must have a description written on the individual receipt if it is not blatantly obvious what the receipt is for (e.g. taxi, train, bus, etc.). If a description is not indicated and the compliance auditor cannot determine what the expense is for, the receipt **WILL NOT BE PROCESSED AND WILL BE CONSIDERED INELIGIBLE FOR REIMBURSEMENT**.
  - If the exchange rate determined by your credit card company is being used, the credit card statement indicating the exchange rate must accompany your expense receipt. If a credit card statement showing exchange rate is not available, please use <http://www.oanda.com/currency/converter/> as the exchange rate calculator to determine U.S. currency for requesting reimbursement.
- MI-STEP/MI-PEP does not reimburse for meals, alcohol, or entertainment expenses; these itemized costs must be **REMOVED** from any submitted receipts.
- MI-STEP/MI-PEP only reimburses gasoline expenses for rental cars. Mileage using the Federal Per Diem rate is used for any ground transportation when driving to an approved export activity. Proof of mileage must accompany the expense request.

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

Email Address

Password

Log in

Forgot your password?

**Project Portal Beta**  
You're accessing the 2020 MEDC Project Portal Beta. The team at MEDC is actively working to make this a user-friendly experience.

In this beta we recommend:

- Use Chrome, Safari or Firefox
- Use Desktop when possible
- Provide constructive feedback to the product team

To submit your reimbursement request is a simple six (6) step process. Please follow the step-by-step directions below to do so, making sure that you complete all six (6) steps of the process. Not doing so can significantly delay the processing of your reimbursement request.

### STEP 1

- Log into the MEDC Project Portal - <https://medchome.force.com/ProjectPortal>

### STEP 2

- Find the Export Reimbursement Milestone in the Upcoming Reports section with the corresponding INC number from your application approval notification email. Click on the Submit Report button.

Upcoming Reports

- Export Progress Report M-0000118013  
A report for FERDA Hockey, Reporting Period Apr 01, 2020 - Jun 30, 2020 is 2 months past due. Overdue: Jul 22, 2020  
Submit Report
- Export Reimbursement Milestone MI-STEP-2020 M-0000117996  
A report for INC-00074841 is due in 13 days. Due Date: Sep 30, 2020  
Submit Report
- Export Progress Report M-0000118012  
A report for FERDA Hockey, Reporting Period Jul 01, 2020 - Sep 30, 2020 is due in a month. Due Date: Oct 22, 2020  
Submit Report

### STEP 3

- Fill in the required information

Export Reimbursement Milestone M-0000117996  
FERDA Hockey - FY20 MI-STEP Gus & Brew Showcase  
Not Started

\* Export Activity Name  
Gus+Brew Showcase

\* Did you receive assistance from the US Commercial Service for this activity?  
 Yes  
 No

\* Briefly describe the highlights of the activity, how participation impacted or will impact company sales or performance, and any additional feedback:  
Brief description

\* Please list the number of meetings/matchmaking activities completed during your export activity:  
100

\* Please list the companies you met with, their industries, and details regarding the meeting:  
List companies met with.

\* Number of international leads (export brokers, distributors, foreign buyers) contacted during your export activity:  
25

Survey Contacts

\* Survey Contact First Name: Wayne  
\* Survey Contact Last Name: Poppers  
\* Survey Contact Email: wayne@letterkenny.com

I certify the information is true and correct to the best of my knowledge.

Attachments  
Only PDF and Excel files are allowed.  
Click or drag files to this area  
Upload Files Or drop files

Save Submit

#### STEP 4

- Upload your receipt packet and reimbursement summary worksheet. Upload or drag and drop your files (see screenshot above). Only pdf and excel files will be accepted. Receipts, invoices, and proofs of payment should be scanned into one pdf file if possible rather than multiple individual files.

#### STEP 5

- Request your reimbursement. The amount requested should equal 75% of actual expenses, not to exceed 75% of the application approved amount.

The screenshot shows a web form titled "Request Disbursement Payment" with a green header message: "Your Export Reimbursement Milestone was successfully submitted." The form contains the following elements:

- Requested Amount:** A text input field containing "7500.00".
- Date of Request:** A date picker showing "Sep 16, 2020".
- Certification Section:** A section titled "I certify that the following has been completed:" with four checked items:
  - The reimbursement process in its entirety as detailed in the client portal instructions.
  - Documented foreign currency conversion on all individual receipts (if applicable).
  - Provided required proof of payment for all eligible expenses.
  - Registered with the State of Michigan vendor within SIGMA. [State of Michigan SIGMA Self-Service](#)
- Disclaimer:** "By certifying the above statements I understand that the submitted reimbursement will be processed 'as is' and that the determined amount of reimbursement will be based on the accuracy of meeting submission requirements."
- Buttons:** "Cancel" and "Request Payment".

#### STEP 6

- Check the certification boxes and then click the Request Payment button.

This completes the MI-STEP reimbursement request process.

Please note that complete processing and payment of your MI-STEP reimbursement request can take 30-45 business days.

For assistance with your MI-STEP reimbursement request submission, please contact the MI-STEP Program Manager, Natalie Sandborn at [sandbornn@michigan.org](mailto:sandbornn@michigan.org).