
MI-STEP/MI-PEP Reimbursement Process Instructions

To get started log into the MEDC Project Portal by clicking this [link](https://medchome.force.com/ProjectPortal). 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.**
 - 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. A proof of payment MUST accompany all receipts/invoices.
- **Flight receipts MUST show flight class flown.**
 - Only BASIC ECONOMY is eligible for reimbursement.
 - UPGRADES i.e., economy plus, Delta Comfort, Delta Comfort Plus, Business Class, First Class ARE NOT ELIGIBLE FOR REIMBURSEMENT
 - If you do not provide a basic economy cost comparison one will be done for you with similar flight dates to determine an eligible reimbursement amount.
- **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.**

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

- 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.

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.

The screenshot displays the 'Upcoming Reports' section of the MEDC Project Portal. It features three report cards. The first card is for an 'Export Progress Report' (M-0000118013) for FERDA Hockey, reporting on a period from April 01, 2020, to June 30, 2020, which is 2 months past due. The second card, highlighted with a red box and a red arrow, is for an 'Export Reimbursement Milestone' (MI-STEP-2020 M-0000117996) for INC-00074841, due in 13 days. The third card is another 'Export Progress Report' (M-0000118012) for FERDA Hockey, reporting on a period from July 01, 2020, to September 30, 2020, due in a month. Each card has a 'Submit Report' button. The page header includes the MEDC Project Portal logo, the Michigan Economic Development Corporation logo, and the user name 'Wayne Poppers'.

STEP 3

- Fill in the required information (see screenshot on next page) – **DO NOT HIT SUBMIT UNTIL YOU HAVE UPLOADED YOUR RECEIPT/INVOICE/PROOF OF PAYMENT PACKET AND REIMBURSEMENT SUMMARY WORKSHEET!!**

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. **Once files are uploaded click the green submit button.**

MEDC Project Portal MICHIGAN ECONOMIC DEVELOPMENT CORPORATION Wayne Poppers

Export Reimbursement Milestone M-0000117996
 FERDA Hockey - FY20 MI-STEP Gus & Brew Showcase

Not Started DUE
30
Sep 2020

* Export Activity Name
 Gus-m-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

STEP 5

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

Your Export Reimbursement Milestone was successfully submitted.

Request Disbursement Payment

* Requested Amount: ↖

Date of Request:

I certify that the following has been completed:

- 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](#)
- I certify to the best of my knowledge that information submitted is true and correct.

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.

↘

STEP 6

- Read and check the certification boxes and then click the Request Payment button.

This completes the MI-STEP reimbursement request process. Remember you are certifying that your submission has been completed and meets the submission requirements. If it does not meet submission requirements, it will be processed “as is” which could greatly reduce the amount of reimbursement you may be eligible for.

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 Director, Natalie Sandborn at sandbornn@michigan.org.