
MI-STEP 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>

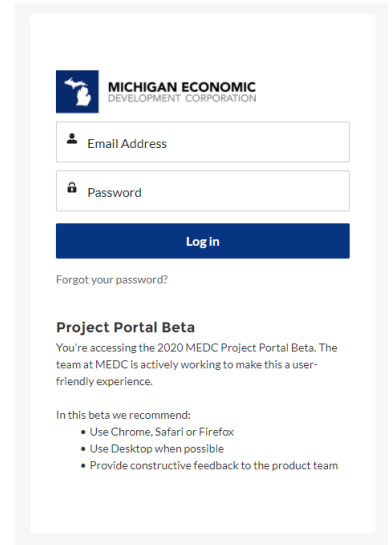
Reimbursement Guidelines:

- Reimbursements are always based on funding availability and processed on a first-come, first-served basis. An approved application does not guarantee reimbursement.
- 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.**
 - A maximum of five (5) pdf or excel files can be uploaded to the portal.
 - 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 or invoices **AND** a proof of payment are required for reimbursements, a credit card statement alone does not meet submission requirements.
- **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.
 - **Flight credits are not eligible for reimbursement.**
- **Hotel receipts must be detailed/itemized.** Only lodging fees should be submitted in the lodging budget category.
 - Ineligible expenses should be removed from the total lodging amount, i.e. food, beverage, parking, laundry, misc.
- **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.



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 currency receipts:**
 - **The converted USD amount 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. 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 does not reimburse for meals, alcohol, or entertainment expenses; these itemized costs must be REMOVED from any submitted receipts.
- MI-STEP does not reimburse for any ground transportation including but not limited to taxis, ubers, trains, parking, rental cars.

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.

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 below in the red square). Only pdf and excel files will be accepted. Receipts, invoices, and proofs of payment should be scanned into one (1) pdf file if possible rather than multiple individual files. **Once files are uploaded click the green submit button.**

The screenshot shows the 'MEDC Project Portal' interface. At the top, there is a home icon, 'MEDC Project Portal', the 'MICHIGAN ECONOMIC DEVELOPMENT CORPORATION' logo, and the user name 'Wayne Poppers'. The main content area is titled 'Export Reimbursement Milestone M-0000117996 FERDA Hockey - FY20 MI-STEP Gus & Brew Showcase'. A yellow circular badge indicates a deadline: 'DUE 30 Sep 2020'. The form includes several sections:

- Hot Started:** A small icon indicating the status.
- *Export Activity Name:** A text input field containing 'Gus-m Brew Showcase'.
- *Did you receive assistance from the US Commercial Service for this activity?:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- *Briefly describe the highlights of the activity, how participation impacted or will impact company sales or performance, and any additional feedback:** A text area with the label 'Brief description'.
- *Please list the number of meetings/matchmaking activities completed during your export activity:** A text input field containing '100'.
- *Please list the companies you met with, their industries, and details regarding the meeting:** A text area with the label 'List companies met with'.
- *Number of international leads (export brokers, distributors, foreign buyers) contacted during your export activity:** A text input field containing '25'.
- Survey Contacts:**
 - *Survey Contact First Name:** Text input field containing 'Wayne'.
 - *Survey Contact Last Name:** Text input field containing 'Poppers'.
 - *Survey Contact Email:** Text input field containing 'wayne@letterkenny.com'.
 - A checkbox labeled 'I certify the information is true and correct to the best of my knowledge.' which is checked.
- Attachments:** A section highlighted with a red square. It contains the text 'Only PDF and Excel files are allowed.' and 'Click or drag files to this area'. Below this are two buttons: 'Upload Files' and 'Or drop files'.
- Buttons:** At the bottom right, there are two buttons: a blue 'Save' button and a green 'Submit' button. A red arrow points to the 'Submit' button.

STEP 5

- Request your reimbursement. The amount requested should equal 50% of actual expenses, not to exceed 50% 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
 - Make sure the required reimbursement summary worksheet is included in your upload of files to the portal.
 - If you have never received a reimbursement from the State of Michigan, make sure you are registered to receive electronic funds transfers (EFTs) in SIGMA. **Your reimbursement WILL NOT be processed until you are registered as required.**
 - 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.