

## ALLOWABLE COSTS

Airfare (consistent with Fly America Act guidelines) up to six months in advance of the approved travel

\*Note: Economy/Coach airfare only – If premium economy/business/first class is preferred then the company must provide documentation to show what the economy ticket for that same flight costs and that amount will be used for reimbursement

- Baggage fees
- Ground transportation fees
- Lodging (based on GSA/Department of State per diem rates with the lesser amount-receipt amount/per diem amount to be the allowable reimbursable amount)
- Registration fees, standard booth space, standard build out for trade shows up to one year in advance of the approved trade show
- Trade mission fees
- Currency exchange fees
- Meeting space audio/visual for reverse trade missions
- Other associated and allowable travel expenses
- Fees for shipping sample products (capped at \$4,000 of reimbursement\*) per Eligible Small Business Concern (ESBC) per award year. \*The cap includes marketing material expenses (No Printing costs)
- Cost of compliance testing an existing product for entry into an export market
- Export research tool subscription used to assist STEP Clients with market research (capped at \$2,000 of reimbursement) per ESBC per award year
- Website development (translation into foreign language\*, search engine optimization, digital advertising, localization services). \*Translation expenses may be pertinent for print documentation and media too, not only online
- Design of marketing media commensurate with STEP's statutory objectives.
- Language interpretation service expenses (capped at \$1,000 of reimbursement) per ESBC per award year

## UNALLOWABLE COSTS

- Expenses related to an unapproved traveler or destination
- Premium Economy/Business/First class airfare
- Meals
- Alcoholic beverages
- Passport or visa fees
- Immunizations
- Expenses related to entertaining current or prospective clients or government officials
- New product development or alteration of existing products
- Printing fees
- Cellphones and cellphone charges
- Computer equipment
- Gifts/giveaways
- Laundry expenses
- Outside consulting fees
- Personal entertainment (tours, etc.)



U.S. Small Business  
Administration