



U.S. Small Business Administration

EXHIBIT B

EXPENSE REIMBURSEMENT FORM



FUNDED IN PART THROUGH A GRANT WITH THE U.S. SMALL BUSINESS ADMINISTRATION

Agreement #: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

FEDERAL TAX ID: \_\_\_\_\_

**TRAVEL EXPENSES:** Please indicate the dates and locations where you stayed overnight, including the time of initial arrival and final departure. If you need additional space, please attach additional sheet(s). **Please attach copy of hotel receipt(s). Please consult the Reimbursement Eligibility Acknowledgement for a list of eligible expenses.**

Hotel Name	Dates		Location (City and Country)	Number of Nights
	From:	To:		

**TRADE SHOW AND TRADE MISSION EXPENSES:** Please list expenses incurred as a result of participation in the trade event. \*Attach receipts to document **proof of payment** for all expenses claimed. **Please note that for hotel lodging, the invoice as well as the receipt will be needed with dates. For airfare, please include actual receipts and boarding passes.**

Eligible Expenses	Amount (USD)	Receipts (Yes/No)
1. Trade show booth rental		
2. Trade show or trade mission participation fee		
3. Trade show booth construction at show site		
4. Trade show booth equipment and/or furniture rental		
5. Trade show booth utilities		
6. Trade show interpreter / translation fees		
7. Freight costs of equipment and/or exhibit materials to and from trade show		
8. Fees paid to third party to set-up business meeting(s)		
9. Translation of web sites		
10. Hotel for _____ nights per person		
11. Travel ( <b>economy airfare for domestic or international trips</b> , ground transportation):		
12. Other (please describe):		
Sub-Total Eligible Expenses		
Additional Comments:		

*I hereby certify that all the information provided in this document, as well as any accompanying documents, are true and complete.*

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name / Title: \_\_\_\_\_