

STATE TRADE & EXPORT PROMOTION (STEP) Voucher Program



UP TO \$5,000 FOR YOUR EXPORTING NEEDS

The Washington State Department of Commerce has a new Export Voucher Program, funded in part by the U.S. Small Business Administration's (SBA) State Trade and Export Promotion (STEP) grant. Through the Export Voucher Program, qualified companies that are new to exporting or looking to expand to new export markets can get reimbursed up to \$5,000 for export-related expenses (with a minimum 25% cash match requirement).

For more information, please visit our [Export Voucher](#) page or email danielle.ellingston@commerce.wa.gov.



ARE YOU ELIGIBLE?

Qualifying Washington companies:

- Are registered to do business in Washington State
- Have a Federal Identification Number tied to a Washington address
- Are in good standing with the Washington State Department of Revenue
- Are a small business concern (SBC) as defined by SBA criteria, and meet other program criteria, such as:
 - * have been in business for at least one year
 - * operates profitably
 - * demonstrates export readiness

See the Export Voucher [Program Guidelines](#) for more information.

The following types of programs and expenses are eligible:

- Trade show and trade mission fees, registration, etc
- Travel, airfare (U.S. carrier only)
- Interpreter fees
- Translation services (website, marketing materials, etc)
- Export training programs and services of the U.S. Foreign Commercial Service
- International Certifications
- And more- see the Export Voucher [Program Guidelines](#) for more information

APPLICATION AND REIMBURSEMENT PROCESS

To apply, download the application and guidelines from the [website](#), complete it, and email or fax your signed and completed application. Commerce will review your application and notify you of its decision on whether you are awarded a voucher and the amount of the award. Your company must then execute the proposed activity and incur the relevant expense within the guidelines. Send receipts and a program summary to Commerce within 30 days of the activity, and Commerce will issue you a check assuming all other criteria have been met. Please see Export Voucher [Program Guidelines](#) for more detail.

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