

REQUIREMENTS FOR REIMBURSEMENT REQUESTS FROM ARTESIA LODGERS' TAX

Copy of invoice - Identify amount eligible for reimbursement, if not the full invoice amount

Proof of payment – preferably copy of canceled check

Proof of advertising and logo placement, for example:

Tear sheet or copy of ad

Radio or other voice ad transcript

Run sheet

Promotional item or proof of item design

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Submitted expenses must have been incurred during the current fiscal year (July 1 – June 30).

Lodgers Tax reserves the right to determine if submitted expenses are qualifying expenses.

Remaining funds at end of fiscal year will not be carried forward to next fiscal year.

Expenses for current grant award must be submitted no later than June 23 of the current fiscal year (July 1 to June 30) for reimbursement.

Eligible expenses include advertising, rental of equipment needed for an event, maintenance of a tourist facility. Purchase of equipment is not allowed. Rental equipment for basic office uses not allowed. At least two-thirds of grant expenses should be used for promotional expenses.