

Town of Friday Harbor

PO Box 219 / Friday Harbor / WA / 98250

(360) 378-2810 / fax (360) 378-2380 / www.fridayharbor.org

Town Lodging Tax Grant Recipient LTAC EXPENSE REIMBURSEMENT DOCUMENTATION

Specific documentation is required to receive reimbursement for your expenses. For guidance on acceptable expenses, please review your contract and application packet. Contact the Town's LTAC Coordinator or Accounts Payable Clerk at (360)378-2810 for additional assistance.

REIMBURSEMENT SCHEDULE - Submit reimbursement requests quarterly when at all possible. Avoid submitting large requests after November 15th to ensure timely reimbursement. Final requests must be received by the Town no later than five days after completion of your contract year.

REIMBURSEMENT DOCUMENTATION - Grantees must invoice the Town for reimbursement of expenses paid. Number your invoice and list each expense to be reimbursed. Proof of these expenses must be documented as follows:

- Provide bona fide vendor receipts or invoices for each expense showing the date, description of purchase, vendor identification, and amount paid. Receipts and invoices typed or handwritten on blank paper with no vendor stamp will not be accepted.
- Receipts and invoices must be itemized to show each individual item or service purchased.
- Invoices require proof of payment (i.e., cancelled checks or credit card statements).
- Acceptability of documentation will be at the discretion of the Town Finance Department. Expenses incurred and/or paid outside of the contract year are generally ineligible for reimbursement.

ADVERTISING DOCUMENTATION - In addition to the above requirements, please provide the following:

- Print Advertising - Tear sheets or copies of the publication for each run date
- E-Mail Advertising - Printout of e-mail campaign newsletter or blast
- Flyers and Posters - Copy of flyer or poster (proofs are acceptable)
- Radio - Copy of advertising script
- Social Media Campaigns
 - *Facebook*: Advertisement payment history (billing section of Facebook's Ads Manager) and the transaction history detail
 - *Google*: Invoices and the detailed campaign activity from your Google transactions page
 - Campaigns on platforms other than Facebook and Google may require different or additional documentation.

OTHER EXPENSES

- Employee wages (available to non-profits operating tourism facilities only): Provide detailed documentation with the employee's private information redacted. Acceptable documentation includes a pay stub or a payroll register from a service (ADP, Paychecks, Wells Fargo Payroll, etc.). Word and Excel documents are not acceptable.