

# CHECKLIST FOR LODGING TAX REIMBURSEMENTS

**A completed checklist must be submitted with each Lodging Tax reimbursement request. It is your responsibility to (1) review the 2023 Reimbursement Guidelines to ensure the expense is an allowable use of lodging taxes and (2) review the Project Scope submitted with your contract to ensure the products / services are listed as eligible uses. Late submissions will not be accepted, and repeated errors will jeopardize funding.**

**ITEMIZED RECEIPTS AND COPIES OF INVOICES PAID:** You must submit copies of itemized receipts / copies of invoices paid with every request. It is your responsibility to ensure the use of funds is allowable under the 2023 Reimbursement Guidelines and approved as per the Project Scope you submitted with your contract.

**COPIES OF CANCELED CHECKS:** You must submit copies of both sides of your canceled checks for every reimbursement request. (In lieu of a canceled check, you may submit a copy of your bank statement with the charge clearly identified.) It is your responsibility to redact / black out any confidential information, such as Social Security numbers, bank account numbers, etc.

**ACCURATE TOTALS:** The total amount of the vendor's receipt / invoice must be listed under the "Invoice amount \$" column. The portion devoted to the eligible uses (personnel / benefits, marketing, operations or contract services) must be listed under the appropriate "DESCRIBE ACTIVITY/USE OF FUNDS" column, and the total amount being requested for reimbursement must be listed under the "Amount requested for reimb." column.

**SAMPLE PROGRAMS OR MARKETING MATERIALS:** If you are requesting reimbursement for flyers, brochures, ads, etc., you must include a copy of the materials. (As a reminder, you are required to acknowledge Lewis County as a sponsor in all marketing materials - print and otherwise. If you need a copy of the county logo, reach out to BOCC staff.)

**SIGNATURES FROM TWO AUTHORIZED SIGNERS:** Each reimbursement must include signatures from two authorized signers (and their printed names). As a reminder, the individuals signing these reimbursement requests are certifying under penalty of perjury that the materials have been furnished and the services have been rendered. Those signing also are indicating that the reimbursement request includes all of the required documentation listed on this checklist.

**PAYROLL REIMBURSEMENTS:** You must submit reports that include the employee's name, job title, dates worked, hours worked, hourly rate, taxes and benefits. Taxes and benefits are only eligible for reimbursement once you've submitted those payments to the state. (It is your responsibility to redact / black out sensitive information such as Social Security numbers.)

**SUBMITTED BY DEADLINE:** Reimbursement requests are due quarterly (though you may submit them monthly if you so choose). The first-quarter deadline is April 14, 2023; the second-quarter deadline is July 14, 2023; the third-quarter deadline is Oct. 13, 2023; and the fourth-quarter (and final) deadline for reimbursements is Jan. 14, 2024. We encourage you to submit your final reimbursements in two installments (one in early to mid-December and the other by Jan. 14). Late submissions will not be accepted (though special accommodations will be made for payroll).

Note: You must contact BOCC staff in writing regarding personnel changes involving your approved signers or the individuals preparing your reimbursement forms.