

2027

SAMPLE Reimbursement
Cultural Event



MONROE COUNTY TOURIST DEVELOPMENT COUNCIL

Old Island Restoration
Foundation, Inc.

Amount: \$

ID:

REIMBURSEMENT REQUEST COVER SHEET

Completed Cultural Event reimbursement requests should be emailed to the following address:

TDCReimbursement@MonroeCounty-fl.gov

All reimbursement packets should be submitted electronically as one pdf file with the reimbursement page or letter of request as the front pages.

It is the responsibility of the event coordinator to confirm receipt of reimbursement request prior to agreement expiration date

Name of Organization:

Name of Event:

Contract ID: _____ **Agreement Expiration Date:** _____

Line Item Number: 115_75011

Check # or Name of Credit Card Used	Check or Credit Card Date	Payee	Reason	Amount Paid
<p style="color: blue; font-size: small;">(Extra expenditure listing sheets are available for your use at the back of this packet – please insert behind page 1 if needed.)</p>			Total of Above Submissions:	
			Total of Prior Payments:	
			Total Requested and Paid (this request plus all previous payments)	
			Total Contract Award:	
			Balance of Contract (Total Contract Award minus Total Requested and Paid):	

I certify that the goods/services on the attached original invoices, submitted to the Monroe County Tourist Development Council for direct payment, have been received

I certify that the above checks, submitted for reimbursement, have been submitted to the vendors as noted and that the expenses are accurate and in agreement with the records of this organization. Furthermore, these expenses are in compliance with this organization's contract with the Monroe County Tourist Development Council and the Monroe County Board of County Commissioners and will not be submitted for reimbursement to any other funding source.

Cancelled checks, when required, must include a copy of the bank statement showing that the check has cleared and a copy of the actual check from statement back-up. All other personal information may be blacked out for privacy.

 Date _____
 President of Organization

 Please Print Name

 Federal I.D.

Subscribed and sworn to before me, by means of physical presence or online notarization, on _____ (date) by _____ (name of affiant). He/She is personally known to me or has produced _____ (type of identification) as identification.

NOTARY PUBLIC

My Commission Expires: _____

ATTACHMENTS AND CHECK LIST

(Complete and Submit with Reimbursement Request)

PLEASE contact the TDC office ahead of reimbursement at TDCReimbursement@Monroecounty-fl.gov, if you have any questions.

- I am the President or Board Officer of the Organization listed within the signed Contract (If this has changed at any time during the term of the contract, please contact the TDC office immediately (TDCReimbursement@Monroecounty-fl.gov)).
- I have reviewed and followed Exhibit A of the Contract: Acceptable Event Marketing Expenses for Cultural Event.
- I have received and followed Exhibit B of the Contract: Logo / Acknowledgement Usage Guidelines for Cultural Events.
- I understand that I will only be reimbursed for costs directly related to items listed in Exhibit A. The TDC does not pay for telephone charges; mailing or postage costs; travel expenses such as airline tickets, gas, rental cars, etc. I will contact the TDC office ahead of reimbursement at (305) 296-1552, if I have any questions regarding my submission.
- I have enclosed invoices, supporting documentation in context, and proof of payment to that entity in the form of a copy of the check with bank statement showing check has cleared; or credit card statement showing payment made – credit card used must be in the name of the organization that the agreement is entered into.
- I have included all completed vendor's W-9 forms with Monroe County Tourist Development Council direct payment vendor requests. (Blank W9 Attached)
- I have included labeled photographs of the event that illustrate the contractor's scope of services.
- I have completed the Reimbursement Request Cover Sheet and have electronically attached all of the above mentioned documentation.
- The notarized verification statement shown below my request for reimbursement, or direct payment to vendors, has been signed and notarized.
- I am submitting my request for reimbursement as one pdf document per vendor or reimbursement to contracted party.
- Packet is organized in order of Reimbursement Cover Sheet, current W-9, invoice, back-up documentation, and proof of payment. If the packet is not ordered in this way it can delay processing of the request.

Further Clarification on Required Submissions for Reimbursement

An original invoice is required for a direct payment to vendors; if the event contractor has paid the invoice and is seeking reimbursement, a photocopy of the invoice and back up material is acceptable.

PLEASE contact the TDC office ahead of reimbursement at TDCReimbursement@Monroecounty-fl.gov, if you have any questions regarding your submission.

Newspaper or Magazine Advertisements: Submit “tear sheet” including the full page that the advertisement appears on along with full publication or title page and date as proof of placement, together with the invoice from publication. The entire magazine/newspaper does not need to be submitted.

Television Advertisements: Submission of one invoice outlining all dates and times of airing must be submitted on Vendor stationary. Also, a link, thumb drive or other visual of the advertisements are required.

Radio Advertisements: Submission of one invoice outlining all dates and times of airing must be submitted on Vendor stationary along with a copy of the written **notarized** radio announcement.

Digital Advertising URL links on websites, pre-roll video, banners, mobile banners and e-mail blasts: A photocopy or screen shot of the banner from the website/mobile site showing the TDC logo. A Quicktime (.mov) file, Dropbox link or DVD of the pre-roll video showing the TDC logo with a performance report from the vendor also showing the advertising dates or run dates. A photocopy of the E-blast showing the TDC logo. A screen shot identifying the website on which the button, banner and/or website link is shown. Any videos submitted should also contain a clickable link.

Posters and Banners: If the size of the piece precludes inclusion as backup (i.e. banner and/or poster), photos of the piece, clearly showing all lettering and the correct TDC logo, as outlined in the contract, will be accepted. Posters must be poster sized (larger than letter sized – 8 1/2”X11”) and be produced on heavyweight/poster stock. Please ensure to send a photo of the banner/poster after it was printed/delivered. Posters/banners should also refer in some way to the name of the event.

T-Shirts, Drawstring Bags/Reusable Totes, and Hats: A photo of the front and/or back of these promotional items showing the correct TDC logo, as outlined in the contract, after it was printed/delivered and one or more of the following – name of the event, date (i.e. year) and location (i.e. Key West, Key Largo) -- shall be attached to the invoice when requesting payment or reimbursement. (NOTE: YOU NEED NOT SUBMIT ACTUAL ITEMS)

Direct Mail Promotions: An original of the brochure (cover page showing dates of brochure and article page ONLY – not entire brochure), postcard or pamphlet, showing the correct TDC logo, as outlined in the contract, and postage/ mailing receipts and mailing list shall be attached to the invoice as backup.

Event applications, registration forms, and/or flyers are not a TDC acceptable expense. **Programs:** For physical programs an original of the program shall be attached to the invoice as backup (just the cover page and TDC ad). For digital programs a screen shot of the digital program shall be attached to the invoice as backup. Please keep in mind that programs are only 50% reimbursable. **Photo Program**

Processing: In the case of the agency of record approving a photo program for promotion of your event, the receipt or invoice shall be attached to a contact sheet.

Reimbursement requests received after the contract expiration date will not be accepted.

