



# Kittitas County Lodging Tax Reimbursements

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THINGS TO KNOW ABOUT  
LODGING TAX REIMBURSEMENTS

# Things to know about Lodging Tax Reimbursements

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Please read your Lodging Tax Services agreement thoroughly to become familiar with all sections of the Lodging Tax Services Agreement

Reimbursement of funds are just that – reimbursements. You are responsible for paying your vendor in full before submitting any reimbursement request to the county

**Services/Expenses that are reimbursed must be dated during the current year (2024) and the final date to submit reimbursement requests is **Friday, January 10, 2025, unless it falls on a holiday then the following business day (Monday) by 5 P.M.** after this date funds lapse.**

# Things to know about Lodging Tax Reimbursements

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## Section 2 Payment

- Please review this section carefully as it outlines important information regarding payments to you as the contractor, eligible and ineligible items, and frequency of reimbursement requests
- Please note that completing this online training course is required before your reimbursement requests will be accepted

# Things to know about Lodging Tax Reimbursements

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An updated W-9 form is required each year that funds are awarded

The most recent W-9 form can be found online at: [IRS W-9 Form](#)

Reimbursements will not be processed until a current W-9 form is on file with the Kittitas County Auditor's office

# Things to know about Lodging Tax Reimbursements

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Please remember to follow the Local Policy on Disallowed Uses (as listed on the request for proposals application)

## **Local Policy on Disallowed Uses:**

The Lodging Tax Advisory Committees have determined that certain types of activities are not eligible for funding awards even if they may be tourism related. These include anything affiliated with the following: prizes for contestants, resale items, food and drink, beautification, fundraising, and membership drives. This list should not be considered comprehensive and all funding recommendation decisions are at the discretion of the committees and subject to change by majority opinion

# What do you need to review before you turn in the reimbursement request?

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## LODGING TAX REIMBURSEMENT REQUEST COVERSHEET

A Kittitas County Lodging Tax reimbursement coversheet needs to be included with each reimbursement request.

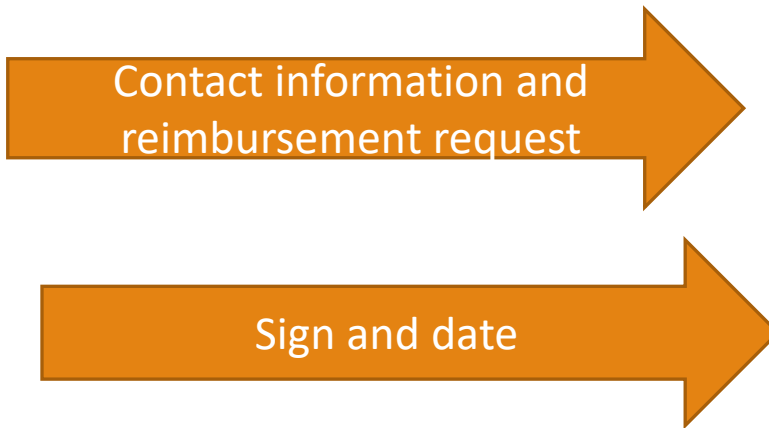
Before turning in your request please be sure to review:

Is the Kittitas County Lodging Tax reimbursement coversheet attached and complete and signed with all contact information including e-mail and phone number

Does the amount requested on the coversheet total the invoices that are included with the reimbursement

# What do you need to review before you turn in the reimbursement request?

Be sure that the certification has been signed and dated



The link to the online form is:

[Hotel Motel Reimbursement Request Form](#)



## Kittitas County – Hotel Motel Fund

When submitting for reimbursement, please complete the following information to accompany your invoices.

Please send requests to:

Kittitas County Auditor  
 Attn: Accounting Department  
 205 West 5<sup>th</sup> – Suite 105  
 Ellensburg WA 98926  
[Auditorsaccounting@co.kittitas.wa.us](mailto:Auditorsaccounting@co.kittitas.wa.us)

Date	
Name & Address of Organization Requesting Reimbursement	
Name of Person Submitting Request	
Contact Number	
Email Address	
Project Name/Event Name	
Amount of Reimbursement	

*I certify under penalty of perjury: the information contained in this request for reimbursement is true and correct; I am authorized to certify and submit this request; and I am requesting reimbursement money I actually spent for the Project or Event described in the Agreement with Kittitas County.*

Signature \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_

Auditor's Office use only	
Total Authorized	\$
Previous amount requested this year	\$
Amount of this request	\$
Adjusted amount of request	\$
Balance Left	\$
Entered into Spreadsheet - initials	
Bill to other Governmental Entity	
Auditing Officer initials	

# What do you need to review before you turn in the reimbursement request?

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## Invoices:

- Are the invoices billed to your organization (the contractor)
- Does the invoice have the service date and event detail to show that the invoice is for the correct Lodging Tax funded event. Only services for the current year are eligible expenses
- Are the charges on the invoice eligible per the signed contract and is the amount eligible per any budget amounts that may be listed on the contract
- Is all backup attached to each invoice submitted for reimbursement including the Exhibit B checklist and backup for advertising invoices. Are all Exhibit B requirements met



# Exhibit B Requirements

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The Exhibit B Guidelines and Requirements for Advertising Expenditures of Lodging Tax are included with your Lodging Tax Services Agreement.

All branding and advertising requirements **MUST** be met for advertising to be eligible for reimbursement. Be sure to read the Exhibit B requirements

**All logos and website information may be obtained by contacting the Kittitas County Chamber of Commerce.**

# Exhibit B Requirements

The link to the Exhibit B guidelines and requirements is [Exhibit B Guidelines and Requirements](#)

## Exhibit "B" Guidelines and Requirements for Expenditure Reimbursements from Lodging Tax

### Section 1. Branding

Contractors who have been approved to utilize grant awards for advertising expenditures must incorporate Kittitas County and the appropriate City of Cle Elum, Ellensburg, or Roslyn tourism information as follows:

A. Websites and Social Media Sites: must include the County's and appropriate City's tourism website logo with an operational link to the site(s). The logo must be displayed on the contractor's home page, it must be sized no smaller than 1/2 inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

B. Print Advertising and Online Display Advertising of all types (including but not limited to newspaper, periodicals, fliers, posters, billboards, direct mail, e-newsletters, third-party websites, streaming displays, etc.) must include the County's and appropriate City's tourism website logo. The logo must be sized no smaller than 1/2 inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

C. Video Advertising of all types (including but not limited to television, online, electronic kiosks, motion billboards, etc.) must include the County's and appropriate City's tourism website logo. The logo must be sized no smaller than 1/2 inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

All logos and website information may be obtained by contacting the Director of Tourism, Kittitas County Chamber of Commerce.

### Section 2. Advertising Reimbursements

Contractors seeking reimbursement from Lodging Tax Funds for advertising expenditures must adhere to the following guidelines and requirements for each type of advertising media utilized.

#### A. Print Advertising:

1. Print advertising placed with any media provider which operates exclusively outside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. To operate exclusively outside of Kittitas County, the provider must not be physically located in the County and/or not distribute any media within the County.
2. Print advertising placed with any media provider which operates inside Kittitas County may be reimbursed as follows:
  - a. For date-specific events, advertising the day of the event and up to 10 days prior to the event may be reimbursed at 100% of the cost, including any production costs.

b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 A, (2)(a) above, advertising reimbursement requests must include statement from the media provider specifying the percentage distribution to areas outside of Kittitas County. Reimbursements will be allowed for the amount distributed outside of Kittitas County, including any production costs.

#### B. Television Advertising:

1. Television advertising placed with any media provider outside the Yakima/Kittitas DMA will be reimbursed at 100% of the cost, including any production cost.
2. Television advertising placed with any media provider inside the Yakima/Kittitas DMA will be reimbursed as follows:
  - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
  - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 B, 2(a) above, advertising may be reimbursed at the rate of 70% of the total cost, including any production costs.

#### C. Online Advertising:

1. Online advertising and promotion may be reimbursed at 100% of the cost, including any production cost.
2. Streamed media (radio, television, other) requests for reimbursement must include a statement from the media provider specifying the percentage of recipients which are outside of Kittitas County. Reimbursements will be allowed for the percentage distributed outside of Kittitas County, including any production costs.

#### D. Direct Mail:

1. Direct mail advertising may be reimbursed at 100% of the cost, including any production cost, for each item mailed or shipped to a destination outside of Kittitas County. In order to receive reimbursement, a list of the addresses and a signed statement from the contract that the list is accurate, or other proof of delivery, must be provided along with other required documentation.

#### E. Flyers/Posters:

1. Flyers or posters which are placed outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost. In order to receive reimbursement, a list of the locations where flyers or posters were posted outside of Kittitas County, a signed statement from the contractor that the list is accurate and a copy of the poster/flyer must be provided along with other required documentation.
2. Banners which are placed inside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. In order to receive reimbursement, the banner cannot list a specified date or location. Request can only be made one time.
3. Signage (site layout use only) which are placed inside of the venue/facility of the event may be reimbursed at 100% of the cost, including any production costs. In order to receive

reimbursement, the signage cannot list specified date or location. Request can only be made one time. (i.e. ADA Parking/Parking, Loading Zone, Evacuation Route, Bathrooms, and Stage Locations)

#### F. Radio Advertising:

1. Radio advertising placed with any media provider located outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost.
2. Radio advertising placed with any media provider located inside of Kittitas County may be reimbursed as follows:
  - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production cost.
  - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 F, 2(a) above, advertising may be reimbursed at the rate of 30% of the total cost, including any production costs.

#### G. Operation Reimbursement:

1. Operation costs may be reimbursed 100% of the paid invoice cost. In order to receive reimbursement operations invoice must an approved cost from the Consolidated Lodging Tax committee members list. Invoice provided must include notation of payment with proof of payment.
2. Mileage reimbursements that are outside of 50 miles of Kittitas County may be reimbursed at 100% of cost. In order to receive reimbursement, a signed statement from the receiver along with other required documentation. Mileage reimbursement subject to IRS mileage reimbursement rates which may change annually.
3. Items not eligible for reimbursement:
  - a. Salaries of employees
  - b. Capitol purchases- any item with 3+ years life and over \$5,000.
  - c. Licenses, permits, insurance, or credit card fees

# What do you need to review before you turn in the reimbursement request?

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Exhibit B (advertising requirements)

## **PRINT ADVERTISING**

- Is the invoice billing you (the contractor)
- Are the dates of publication listed on the invoice
- Is there an original tear sheet for each day billed on the invoice
- Are all Exhibit B requirements for print advertising met (including required logos)
- Is the print advertising checklist and all backup documentation attached to each advertising invoice with the appropriate calculations completed

## **IF A SEPARATE COMPANY ORDERED YOUR PRINT ADVERTISING**

- Is their invoice billing you (the contractor) attached
- Is the invoice from their marketing company attached
- Does the information on the marketing company invoice list your event and the dates of service and are all Exhibit B requirements met

# Print Advertising Exhibit B Checklist

Print Advertising Checklist can be found at: [Print Advertising Exhibit B Checklist](#)  
 Turn in a completed form with each print advertising invoice

Exhibit "B" Print Advertising Contractor Checklist

## Print Advertising - 2024

### Out of County Media Provider (exclusively out of county)

A.		100% Allowed Reimbursement	
Name of out of county media provider (operated exclusively out of county)	Cost of print Advertising	Cost of print advertising to be included on lodging tax reimbursement request	
To be included with this reimbursement request:			
1. The invoice from the print advertiser showing the dates of publication 2. An original full page tear sheet with the required branding logos from the advertising publication for <u>each day</u> that was billed on the invoice 3. A letter from the print advertiser certifying that they are not physically located in the County and/or do not distribute any media within the County			

### In County Media Provider

B. DATE SPECIFIC EVENT ADVERTISED DAY OF THE EVENT AND UP TO 10 DAYS PRIOR		100% Allowed Reimbursement	
i.	Name of in county media provider	Cost of print Advertising	Cost of print advertising to be included on lodging tax reimbursement request
To be included with this reimbursement request:			
1. The invoice from the print advertiser showing the dates of publication 2. An original full page tear sheet with the required branding logos from the advertising publication for <u>each day</u> that was billed on the invoice			

### SEASONAL OR YEAR-ROUND EVENTS, OR DATE SPECIFIC EVENT OUTSIDE OF 10 DAY WINDOW

ii.	Name of in county media provider	YOU MUST CALCULATE THE OUT OF COUNTY COSTS BASED ON THE ACTUAL (NOT ESTIMATED) OUT OF COUNTY DISTRIBUTION PERCENTAGE PROVIDED BY THE PRINT ADVERTISER	Cost for distribution to areas outside of Kittitas County only to be included on lodging tax reimbursement request
To be included with this reimbursement request:			
1. The invoice from the print advertiser showing the dates of publication 2. An original full page tear sheet with the required branding logos from the advertising publication for <u>each day</u> that was billed on the invoice 3. A statement from the in county media provider stating the <u>ACTUAL (NOT ESTIMATED)</u> percentage distribution to areas outside of Kittitas County ONLY THE PERCENTAGE OF DISTRIBUTION OUTSIDE OF KITTITAS COUNTY IS ELIGIBLE FOR REIMBURSEMENT			

If a separate party (for example, the Chamber of Commerce) is ordering the Print advertising for your event, you must include the invoice from the Chamber of Commerce billing your event. Included with their invoice to you should be the tear sheets and invoices paid to the print advertiser by the Chamber of Commerce and if applicable any invoices from the Chamber's marketing company billing the Chamber of Commerce for any print services provided.

**THE SEPARATE PARTY MUST BE PAID BEFORE YOU CAN SUBMIT YOUR REIMBURSEMENT REQUEST**

ALL PAYMENTS TO LODGING TAX GRANTEE ARE PAID ON A REIMBURSEMENT BASIS ONLY.  
 ALL INVOICES SUBMITTED TO THE COUNTY FOR REIMBURSEMENT ARE TO HAVE ALREADY BEEN PAID TO THE VENDOR  
 DO NOT SUBMIT REIMBURSEMENT REQUESTS FOR INVOICES THAT HAVE NOT ALREADY BEEN PAID TO THE VENDOR

Out of County Media Provider

In County Media Provider

All Exhibit B requirements must be met. Review Exhibit B which is included with your agreement

# What do you need to review before you turn in the reimbursement request?

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Exhibit B (advertising requirements)

## **Television Advertising**

- Is the invoice billing you (the contractor)
- Are the dates of air times listed on the invoice
- Is the script for the TV ad attached to the invoice
- Are all Exhibit B requirements for TV advertising met
- Is the television advertising checklist and all backup documentation attached to each TV invoice with the appropriate calculations completed

## **IF A SEPARATE COMPANY ORDERED YOUR TELEVISION ADVERTISING**

- Is their invoice billing you (the contractor) attached
- Is the invoice from their marketing company attached
- Does the information on the marketing company invoice list your event and are the dates of service and all Exhibit B requirements met

# TV Advertising Exhibit B Checklist

Television Advertising Checklist can be found at:

[TV Advertising Exhibit Checklist](#)

Turn in a completed form with each TV advertising invoice

Out of County Media Provider

In County Media Provider

All Exhibit B requirements must be met. Review Exhibit B which is included with your agreement

Exhibit "B" Television Advertising Contractor Checklist

## Television Advertising - 2024

Media provider outside Yakima/Kittitas DMA			
a.	Name of media provider(s) outside Yakima/Kittitas DMA	Cost of media provider TV Advertising outside Yakima/Kittitas DMA	= 100% Allowed Reimbursement Cost of media provider TV Advertising outside Yakima/Kittitas DMA to be included on lodging tax reimbursement request
To be included with this reimbursement request:			
1. The invoice from TV station showing the airtimes for the TV ads			
2. The script of the TV ad that was shown			

Media provider inside the Yakima/Kittitas DMA - INCLUDES BUT NOT LIMITED TO - KAPP, KIMA, KNDQ, CHARTER ELLENSBURG			
b.	Date Specific Events Advertised the Day of the Event and Up to 7 days Prior		
i.	Name of media provider(s) inside Yakima/Kittitas DMA	Cost of media provider TV Advertising inside Yakima/Kittitas DMA	= 100% Allowed Reimbursement Cost of media provider TV Advertising inside Yakima/Kittitas DMA to be included on lodging tax reimbursement request
To be included with this reimbursement request:			
1. The invoice from TV station showing the airtimes for the TV ads			
2. The script of the TV ad that was shown			

Seasonal or year-round events, or Date Specific Events Outside of 7 Day Window			
ii.	Name of media provider(s) inside Yakima/Kittitas DMA	Cost of media provider TV Advertising inside Yakima/Kittitas DMA	= 70% Allowed Reimbursement Cost of media provider TV Advertising inside Yakima/Kittitas DMA to be included on lodging tax reimbursement request
To be included with this reimbursement request:			
1. The invoice from TV station showing the airtimes for the TV ads			
2. The script of the TV ad that was shown			
3. Please show calculation on the invoice showing the 70% reimbursement allowed			

If a separate party (for example, the Chamber of Commerce) is ordering the TV advertising for your event, you must include the invoice from the Chamber of Commerce billing your event. Included with their invoice to you should be any invoices they paid to the marketing company for the TV advertising services provided.

**THE SEPARATE PARTY MUST BE PAID BEFORE YOU CAN SUBMIT YOUR REIMBURSEMENT REQUEST**

**ALL PAYMENTS TO LODGING TAX GRANTEE ARE PAID ON A REIMBURSEMENT BASIS ONLY**  
**ALL INVOICES SUBMITTED TO THE COUNTY FOR REIMBURSEMENT ARE TO HAVE ALREADY BEEN PAID TO THE VENDOR**  
**DO NOT SUBMIT REIMBURSEMENT REQUESTS FOR INVOICES THAT HAVE NOT ALREADY BEEN PAID TO THE VENDOR**

# What do you need to review before you turn in the reimbursement request?

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Exhibit B (advertising requirements)

## **Online Advertising**

- Is the invoice billing you (the contractor)
- Are the dates of the online advertising listed on the invoice
- Is the Online Advertising for the lodging tax event
- Is a screen shot of the advertising with the required branding attached
- Is the online advertising checklist and all backup documentation attached to each online

## **IF A SEPARATE COMPANY ORDERED YOUR ONLINE ADVERTISING**

- Is their invoice billing you (the contractor) attached
- Is the invoice from their marketing company attached
- Does the information on the marketing company invoice list your event and are the dates of service and all Exhibit B requirements met

# Online Advertising Exhibit B Checklist

Online Advertising Checklist can be found at:

[Online Advertising Exhibit B Checklist](#)

Turn in a completed form with each TV advertising invoice

Exhibit "B" Online Advertising Contractor Checklist

## Online Advertising -2024

Online advertising and promotion may be reimbursed at 100% of the cost, including any production cost

Name of online advertiser	Cost of online advertising	* 100% Allowed Reimbursement	Cost of online advertising to be included on lodging tax reimbursement request
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To be included with this reimbursement request:

1. The invoice showing the timeframe and the total amount due for that time frame's online marketing
2. A screenshot of the online marketing product with the required branding logos for the timeframe listed on the invoice
3. For streamed media (radio, television, other) requests for reimbursement must include a statement from the media provider specifying the percentage of recipients which are outside of Kittitas County

All Exhibit B requirements must be met. Review Exhibit B which is included with your agreement

If a separate party (for example, the Chamber of Commerce) is ordering the Online advertising for your event, you must include the invoice from the Chamber of Commerce billing your event. Included with their invoice to you should be any invoices they paid to the marketing company for the Online advertising services provided.

**THE SEPARATE PARTY MUST BE PAID BEFORE YOU CAN SUBMIT YOUR REIMBURSEMENT REQUEST**

**ALL PAYMENTS TO LODGING TAX GRANTEEES ARE PAID ON A REIMBURSEMENT BASIS ONLY  
ALL INVOICES SUBMITTED TO THE COUNTY FOR REIMBURSEMENT ARE TO HAVE ALREADY BEEN PAID TO THE VENDOR**

**DO NOT SUBMIT REIMBURSEMENT REQUESTS FOR INVOICES THAT HAVE NOT ALREADY BEEN PAID TO THE VENDOR**



# What do you need to review before you turn in the reimbursement request?

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Exhibit B (advertising requirements)

## **Direct Mail**

- Is the invoice billing you (the contractor)
- Does the invoice show the total number of direct mail items printed
- Is there a sample of the direct mail included with the reimbursement request
- Does the direct mail item include the required logos
- Does the direct mail have any fundraising requests (not eligible)
- Is the direct mail advertising checklist and all backup documentation attached to each invoice with the appropriate calculations completed

## **IF A SEPARATE COMPANY ORDERED YOUR DIRECT MAIL ADVERTISING**

- Is their invoice billing you (the contractor) attached
- Is the invoice from their marketing company attached
- Does the information on the marketing company invoice list your event and are the dates of service within the current year and all Exhibit B requirements met

# Direct Mail Exhibit B Checklist

Direct Mail Advertising Checklist can be found at:

[Direct Mail Exhibit B Checklist](#)

Turn in a completed form with each Direct Mail advertising invoice

Exhibit "B" Direct Mail Advertising Contractor Checklist

2024

Only items mailed outside of Kittitas County are eligible for reimbursement

## Direct Mail - 2024

Reimbursement allowed only for direct mail advertising for items mailed or shipped to destinations OUTSIDE of Kittitas County

Name of mailing printer/ mailing contractor	Cost of the Piece mailing / production for items mailed/ shipped to destinations outside of Kittitas County	x	Number of Pieces	=	Cost of direct mailing to be included on lodging tax reimbursement request

YOU MUST CALCULATE THE OUT OF COUNTY COSTS FOR THE MAILING AND POSTAGE BASED ON THE NUMBER OF OUT OF COUNTY ADDRESSES

To be included with this reimbursement request:

1. The invoice showing the total number of direct mail items printed AND a sample of the direct mail item with the required branding logos
2. If you are requesting postage reimbursement, you must include the invoice for the total postage paid
3. A complete list of all addresses to which the direct mail item was mailed
4. A statement from the grantee that the list is accurate or other proof of delivery

ONLY THE DIRECT MAIL ADVERTISING MAILED OUTSIDE OF KITTITAS COUNTY IS ELIGIBLE FOR REIMBURSEMENT

All Exhibit B requirements must be met. Review Exhibit B which is included with your agreement

If a separate party (for example, the Chamber of Commerce) is ordering the direct mail advertising for your event, you must include the invoice from the Chamber of Commerce billing your event. Included with their invoice to you should be any invoices they paid to the marketing company for any direct mail advertising services provided.

THE SEPARATE PARTY MUST BE PAID BEFORE YOU CAN SUBMIT YOUR REIMBURSEMENT REQUEST

ALL PAYMENTS TO LODGING TAX GRANTEEES ARE PAID ON A REIMBURSEMENT BASIS ONLY  
ALL INVOICES SUBMITTED TO THE COUNTY FOR REIMBURSEMENT ARE TO HAVE ALREADY BEEN PAID TO THE VENDOR  
DO NOT SUBMIT REIMBURSEMENT REQUESTS FOR INVOICES THAT HAVE NOT ALREADY BEEN PAID TO THE VENDOR

# What do you need to review before you turn in the reimbursement request?

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Exhibit B (advertising requirements)

## **Flyers/Posters**

- Is the invoice billing you (the contractor)
- Does the invoice show the total number of flyers/posters/banners printed
- Is there a sample of the flyer/poster/banner included with the reimbursement request
- Are the required logos printed on the items
- Is the flyer/poster advertising checklist and all backup documentation attached to each invoice with the appropriate calculations completed

## **IF A SEPARATE COMPANY ORDERED YOUR FLYER/POSTER ADVERTISING**

- Is their invoice billing you (the contractor) attached
- Is the invoice from their marketing company attached
- Does the information on the marketing company invoice list your event and are the dates of service within the current year and all Exhibit B requirements met

# Flyers/Posters Exhibit B Checklist

Flyers/Posters Checklist can be found at: [Flyers and Posters link](#)  
 Turn in a completed form with each Flyer/Poster advertising invoice

See requirements for Flyers/Posters,  
 Banners, Signage

All Exhibit B  
 requirements must be  
 met. Review Exhibit B  
 which is included with  
 your agreement

Exhibit "B" Flyers / Posters Advertising Contractor Checklist

## FLYERS/POSTERS - 2024

**Reimbursement allowed for flyers or poster placed outside of Kittitas County only**

Name of flyer/poster contractor	Cost per piece of flyers/posters placed outside of Kittitas County	x	Number of Pieces	=	equals
					Cost of flyers/posters placed outside of Kittitas County to be included on lodging tax reimbursement request

**YOU MUST CALCULATE THE OUT OF COUNTY COSTS BASED ON THE NUMBER FLYERS/POSTERS POSTED AT OUT COUNTY LOCATIONS**

To be included with this reimbursement request: \_\_\_\_\_

- The invoice showing the total number of flyers/posters printed AND a sample of the flyer/poster with the required branding logos
- A complete list of all addresses where flyers/posters were posted and how many were posted at each location
- A signed statement from the grantee that the list is accurate

**ONLY THE FLYERS/POSTERS POSTED OUTSIDE OF KITTITAS COUNTY ARE ELIGIBLE FOR REIMBURSEMENT**

**BANNERS**

Banners which are placed inside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. In order to receive reimbursement, the banner cannot list a specified date or location. Request can only be made one time.

To be included with this reimbursement request: \_\_\_\_\_

- The invoice from the printer showing detailed cost / quantity of the banners
- A picture of the banner and/or a proof of the design from the printer showing that the reimbursement requirements above are met.
- The appropriate logos need to be used as per Section 1 of Exhibit B Branding under Print Advertising
- Certification from the contractor that this is the only request for Banner purchase for the event per the Exhibit B Guidelines

**Signage (site layout use only)**

Signage (site layout use only) which are placed inside of the venue/facility of the event may be reimbursed at 100% of the cost, including any production costs. In order to receive reimbursement, the signage cannot list specified date or location. Request can only be made one time. (i.e. ADA Parking/Parking, Loading Zone, Evacuation Route, Bathrooms, and State Locations)

To be included with this reimbursement request: \_\_\_\_\_

- The invoice from the printer showing detailed cost / quantity of the signage
- A picture of the signage and/or a proof of the design from the printer showing that the reimbursement requirements above are met.
- Certification from the contractor that this is the only request for Signage purchase for the event per the Exhibit B Guidelines

If a separate party (for example, the Chamber of Commerce) is ordering the Flyers/Posters for your event, you must include the invoice from the Chamber of Commerce billing your event. Included with their invoice to you should be any invoices they paid to the marketing company for any Flyer/Poster advertising services provided.

**THE SEPARATE PARTY MUST BE PAID BEFORE YOU CAN SUBMIT YOUR REIMBURSEMENT REQUEST**

**ALL PAYMENTS TO LODGING TAX GRANTEE ARE PAID ON A REIMBURSEMENT BASIS ONLY**  
**ALL INVOICES SUBMITTED TO THE COUNTY FOR REIMBURSEMENT ARE TO HAVE ALREADY BEEN PAID TO THE VENDOR**  
**DO NOT SUBMIT REIMBURSEMENT REQUESTS FOR INVOICES THAT HAVE NOT ALREADY BEEN PAID TO THE VENDOR**

# What do you need to review before you turn in the reimbursement request?

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Exhibit B (advertising requirements)

## **Radio Advertising**

- Is the invoice billing you (the contractor)
- Does the invoice from the radio station list the air times
- Is the radio script that was read on the air included with the reimbursement request
- Is the radio advertising checklist and all backup documentation attached to each invoice with the appropriate calculations completed

## **IF A SEPARATE COMPANY ORDERED YOUR RADIO ADVERTISING**

- Is their invoice billing you (the contractor) attached
- Is the invoice from their marketing company attached
- Does the information on the marketing company invoice list your event and are the dates of service within the current year and all Exhibit B requirements met

# Radio Advertising Exhibit B Checklist

Radio Advertising Checklist can be found at:

[Radio Advertising Exhibit B Checklist](#)

Turn in a completed form with each Radio advertising invoice

Out of County Media Provider

In County Media Provider

All Exhibit B requirements must be met. Review Exhibit B which is included with your agreement

Exhibit "B" Radio Advertising Contractor Checklist

Radio Advertising - 2024

Radio Advertising placed with media provider located outside of Kittitas County			
A.	Name of out of county media provider (Radio advertising)	Cost of radio advertising	Reimbursement = 100% Allowed Cost of out of county media provider to be included on lodging tax reimbursement request
To be included with this reimbursement request:			
1. The invoice from the Radio Station listing the air times			
2. The radio script that was read on the on the air by the radio station			

Radio Advertising placed with media provider located inside of Kittitas County-INCLUDING BUT NOT LIMITED TO KXLE, KXLA, KCWU			
B. DATE SPECIFIC EVENT ADVERTISED DAY OF THE EVENT AND UP TO 7 DAYS PRIOR			
i.	Name of in county media provider (Radio advertising)	Cost of radio advertising	Reimbursement = 100% Allowed Cost of media provider to be included on lodging tax reimbursement request
To be included with this reimbursement request:			
1. The invoice from the Radio Station listing the air times			
2. The radio script that was read on the on the air by the radio station			

SEASONAL OR YEAR-ROUND EVENTS OR DATE SPECIFIC EVENTS OUTSIDE OF 7 DAY WINDOW			
ii.	Name of in county media provider	Cost for distribution to areas outside of Kittitas County only	Reimbursement = 50% Allowed Cost of media provider to be included on lodging tax reimbursement request
To be included with this reimbursement request:			
1. The invoice from the Radio Station listing air times			
2. The radio script that was read on the on the air by the radio station			
			<b>YOU MUST CALCULATE THE 50% ALLOWED REIMBURSEMENT</b>

If a separate party (for example, the Chamber of Commerce) is ordering the Radio advertising for your event. Included with their invoice to you should be any invoices they paid to the marketing company for any Radio advertising services provided.

**THE SEPARATE PARTY MUST BE PAID BEFORE YOU CAN SUBMIT YOUR REIMBURSEMENT REQUEST**

**ALL PAYMENTS TO LODGING TAX GRANTEEES ARE PAID ON A REIMBURSEMENT BASIS ONLY.  
ALL INVOICES SUBMITTED TO THE COUNTY FOR REIMBURSEMENT ARE TO HAVE ALREADY BEEN PAID TO THE VENDOR**

**DO NOT SUBMIT REIMBURSEMENT REQUESTS FOR INVOICES THAT HAVE NOT ALREADY BEEN PAID TO THE VENDOR**

# What do you need to review before you turn in the reimbursement request?

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Exhibit B

## **Operations**

Please review Exhibit B for the requirements on Operation Reimbursement.

Operations costs must be approved and listed as an eligible expense on the contract in section 2(f).

# Operations Exhibit B Checklist

Operations Checklist can be found at:  
Operations [Checklist](#) Exhibit B Checklist

Exhibit "B" Operations Reimbursement Contractor Checklist

Operation Reimbursement 2024

Operations Costs Requirement

Mileage Reimbursement Info

Ineligible Items

All Exhibit B requirements must be met. Review Exhibit B which is included with your agreement

## Operations Costs

Operation Costs may be reimbursed 100% of the paid invoice cost. In order to receive reimbursement operations invoice must be an approved cost from the Consolidated Lodging Tax committee members list. Invoice provided must include notation of payment with proof of payment.

## Mileage Reimbursement

Mileage reimbursements that are outside of 50 miles of Kittitas County may be reimbursed at 100% cost. In order to receive reimbursement, a signed statement from the receiver along with other required documentation. Mileage reimbursement is subject to IRS mileage reimbursement rates which may change annually.

## ITEMS NOT ELIGIBLE FOR REIMBURSEMENT

ITEMS NOT ELIGIBLE FOR REIMBURSEMENT

- a. Salaries of Employees
- b. Capital purchases-any item with 3+ years life and over \$5,000
- c. Licenses, permits, insurance, or credit card fees

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DO NOT SUBMIT REIMBURSEMENT REQUESTS FOR INVOICES THAT HAVE NOT ALREADY BEEN PAID TO THE VENDOR



# Project Reporting Requirements

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As listed in the Lodging Tax Application, there are Project Reporting Requirements:

Project Reporting Requirements:

State law requires that all recipients of Lodging Tax Revenues must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

A: Away from their place of residence or business and staying overnight in paid accommodations;

B: To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or

C. From another country or state outside of their place of residence or their business

# Project Reporting Requirements


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For events that occur during the first three quarters of 2024, the event expenditure worksheets are due no later than 60 days after the end of your event.

**For events that occur during the last quarter of 2024, the year end event expenditure worksheet is due on January 10, 2025.**

# Project Reporting Requirements

The attendance-lodging worksheet, glossary, and methodology descriptions are on the county website at: [Event Expenditure Worksheet](#)



**Kittitas County Event or Tourism Facility Lodging Tax Expenditure Report Worksheet**

**RETURN COMPLETED FORM TO:**  
 Kittitas County Auditor Accounting  
 E-MAIL: [AuditorsAccounting@co.kittitas.wa.us](mailto:AuditorsAccounting@co.kittitas.wa.us)  
 205 West 5<sup>th</sup> Ave – Suite 105  
 Ellensburg, Wa 98926  
 Phone Number: 509-962-7502 FAX Number: 509-962-7687

WORKSHEET IS DUE: NO LATER THAN 60 DAYS AFTER THE END OF YOUR EVENT

ACTIVITY	ATTENDANCE INFORMATION																												
<p><b>Activity Name:</b> _____</p> <p><b>Organization Name:</b> _____</p> <p><b>Activity Type (see glossary page 3):</b> _____</p> <p><b>Activity Date:</b>                      Start Date: _____ End Date: _____</p> <p><b>Funds</b></p> <p><b>Requested:</b> \$ _____</p> <p><b>Awarded:</b> \$ _____</p> <p><b>Total Cost of Activity</b>                      \$ _____</p> <p style="font-size: x-small; margin-top: 10px;">See Glossary (page 2) for information on:                      Activity Types, Attendance, Paid lodging nights and Predicted and Actual</p> <p style="font-size: x-small;">See Methodology description (page 3) for information:                      How to complete methodology regarding attendance information.</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 10%; text-align: center;">Predicted:</th> <th style="width: 10%; text-align: center;">Actual (Estimated):</th> <th style="width: 30%; text-align: center;">Method (see pg.3)</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;"><b>Overall Attendance:</b> Enter Notes: _____</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>Attendance, 50+ miles:</b> Enter Notes: _____</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>Attendance, Out of State, Out of Country</b> Enter Notes: _____</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>Attendance, Paid for Overnight Lodging:</b> Enter Notes: _____</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>Attendance, Did Not Pay Overnight Lodging:</b> Enter Notes: _____</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>Paid Lodging Nights:</b> Enter Notes: _____</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> </tbody> </table> <p>Submitted By: _____</p> <p>Email and Phone Number: _____</p> <p>Date: _____</p> <p style="font-size: x-small;">Keep a copy for your records.</p>		Predicted:	Actual (Estimated):	Method (see pg.3)	<b>Overall Attendance:</b> Enter Notes: _____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Attendance, 50+ miles:</b> Enter Notes: _____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Attendance, Out of State, Out of Country</b> Enter Notes: _____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Attendance, Paid for Overnight Lodging:</b> Enter Notes: _____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Attendance, Did Not Pay Overnight Lodging:</b> Enter Notes: _____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Paid Lodging Nights:</b> Enter Notes: _____	<input type="text"/>	<input type="text"/>	<input type="text"/>
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# Project Reporting Requirements

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The Data Field Descriptions for Reporting the Lodging Tax Expenditures is on the County Lodging Tax Website at this link:

[Data Field Descriptions](#)

# Things to know about Lodging Tax Reimbursements

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Please click on the link below to submit your certification of completion of the required training.

**Please indicate your event in the text of your e-mail so that we know which events have completed the required training. Thank you**

[Lodging Tax Training Certification](#)

For questions regarding reimbursements, please contact our Auditor's office at 509-962-7621