



MARYSVILLE

WASHINGTON

Tourism Promotion / Lodging Tax Grant Request for Reimbursement

Instructions:

To request reimbursement for qualifying expenses related to a Tourism Promotion Grant award please provide the following:

- The completed Hotel/Motel Lodging Tax Report must be submitted with the request for reimbursement.
- The Reimbursement Worksheet below along with copies of receipts and proof of payment* for all expenses you are including in your reimbursement request. Attach additional sheets as necessary.

Please submit your reimbursement request along with all receipts and proof of payment (i.e. vendor invoice showing ZERO balance, canceled check, etc.)* to:

City of Marysville - Executive Services Coordinator
501 Delta Avenue
Marysville, WA 98270

Or via email: execadmin@marysvillewa.gov

Requests for reimbursement and the accompanying reporting form are due on or before December 31, 2026, unless the funded activity is a special event or festival. In this case, reimbursement requests are due 60 days after the event date.

***NOTE:** Invoice/Proof of Payment must be consistent with the expense described on the reimbursement form and consistent with expenses described in the grant application and award letter.

Grant Recipient:	Contact Person:
Telephone Number:	Mailing Address for Reimbursement:
Email Address:	



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Tourism Grant Reimbursement Worksheet

Date of Purchase	Vendor <small>(include invoice # for duplicate vendor entries)</small>	Description of Purchase or Service	Reimbursement Requested	Matching Funds <small>(if relevant)</small>
Total Project Cost				
Total Reimbursement Request				

**I certify that the materials have been furnished, the services rendered, or the labor performed as described herein and this reimbursement request meets the requirements and conditions of the grant award.*

Prepared by*: _____ Signature: _____ Date: _____
(please print)

Approved by: _____ Signature: _____ Date: _____
(please print)