
**REQUEST FOR REIMBURSEMENT
TOURISM MARKETING GRANT PROGRAM FUNDS**

Grant must be completed before reimbursement will be made.

PART I: REQUEST FOR REIMBURSEMENT

GRANTEE NAME _____ AWARD DATE _____
STREET ADDRESS _____ FEDERAL I.D. NO _____
CITY, STATE, Z.I.P. _____ AMOUNT REQUESTED _____
PHONE NUMBER _____

PART II: STATUS OF TMGP FUNDS

	AMOUNT
1. GRANT AMOUNT AWARDED	\$ _____
2. TOTAL AMOUNT OF PROJECT	\$ _____
3. TOTAL AMOUNT REQUESTED	\$ _____

PART III: BUDGET EXPENDITURES

PLEASE LIST PURCHASES FOR WHICH THESE REQUESTED FUNDS HAVE BEEN USED. COPIES OF PAID RECEIPTS MUST BE ATTACHED. THESE ITEMIZED EXPENDITURES MUST BE IN ACCORDANCE WITH THE GRANT APPLICATION.

PART IV: CERTIFICATION

I HEREBY CERTIFY THAT THE DATA REPORTED ABOVE ARE CORRECT AND THAT THE AMOUNT REQUESTED IS NOT IN EXCESS OF CURRENT NEEDS.

DATE _____ SIGNATURE _____ TITLE _____

PART V: APPROVAL (FOR KS TOURISM USE ONLY)

KDWPT REPRESENTATIVE _____ DATE _____

Instructions - Request for Reimbursement

PART I - REQUEST FOR PAYMENT

- GRANTEE NAME, ADDRESS AND PHONE NUMBER
- AWARD DATE
As it appears on your Grant Contract
- AMOUNT REQUESTED
Enter amount of this request.

PART II - STATUS OF GRANT FUNDS

1. GRANT AMOUNT AWARDED
Enter total amount shown on your Grant Contract.
2. TOTAL COST OF PROJECT
Enter total amount for the funded project.
3. TOTAL AMOUNT REQUESTED
Enter amount shown in Part I above.
It should be no more than forty percent of the total costs of project not to exceed the grant amount awarded.

PART III - EXPENDITURE JUSTIFICATION

Provide a brief explanation of how the requested funds have been used. Provide copies of paid invoices or receipts

PART IV - CERTIFICATION

The person who signed the grant contract should sign the certification

PART V - APPROVAL

The approval will be completed by KS Tourism for state processing

ATTACHMENTS

All invoices pertaining to the project as outlined in the grant application are to be submitted. You will only need to provide proof of payment, in the form of a voided check or statement, for the invoices that the grant is reimbursing

Grant recipients must, in addition to all other expenditures, provide verification of all in-kind activities as outlined in the grant application

Reimbursement is based on a 40/60 match

Please provide a copy or provide a link of the completed project

Final Reports are due with the Request for Reimbursement