



**Tourism Enhancement Fund
Bill Submission Form**

Project/Event _____

Project/Event Director _____ Phone _____

Type(s) of reimbursement _____
(such as ad, print material, web site, facility, etc.)

Include documentation of expense:

Ads ... please include the following documentation:

- Copy of ad
- Invoice/payment receipt
- Publication name/target market
- Date of publication

Print Material ... please include the following documentation:

- Type of print material
- Copy of material
- Invoice/payment receipt
- Distribution information/target market
- Distribution schedule

Web Sites ... please include the following documentation:

- URL
- Copy of page(s) including lodging link and information
- Invoice/payment receipt

Facility ... please include the following documentation:

- Description of expenses
- Target market
- Invoice/payment receipt

All other expenses ... please include the following documentation:

- Description of expenses
- Copies of material, if applicable
- Target market/distribution
- Invoice/payment receipt

These expenses have been reviewed and are in accordance with the criteria and conditions of the Tourism Enhancement Grant awarded this project/event.

Signature – Project/Event Director

Date

Please return completed submission form and receipts to:

Executive Director, OPVB (338 W First St #104), PO Box 670, Port Angeles, WA 98362.
If questions, call 360-452-8552 or email diane@olympicpeninsula.org