



Tourist Development Office Reimbursement Payment Procedures

Exhibit A

As a government agency, the Brevard County Finance Department has VERY strict State and County guidelines and requirements that it must follow when disbursing Tourist Development Tax (TDT) revenue dollars. To process and pay invoices efficiently, we have established a list of guidelines to assist you. The preferred method of submission is through electronic means such as via email with file attachments or through a file sharing service. If you have any questions or need additional information, please contact the grant administrator via email or in writing to:

Florida's Space Coast Office of Tourism
Attn: Erinn Stranko, Operations Manager
430 Brevard Ave. Suite 150
Cocoa, FL 32922
Direct Ph: 321-349-2992
Email: Erinn.Stranko@VisitSpaceCoast.com

Request for Reimbursement Invoice Requirements:

1. Grantee/event organizer **MUST** submit a completed W-9 form (IRS version OCT2018) to the Tourism Development Office at the beginning of the fiscal year (October). The W-9 form **MUST** include a contact name, physical address (No P.O. Boxes), email address, and phone number.
2. Grantees/event organizers must include the **Event Support Request for Reimbursement - Event Master Invoice** form, as provided by the grant administrator, as a cover sheet to their reimbursement request submissions with vendors backup invoices listed line by line.
3. Grantees/event organizers must include the vendor name, invoice #, description of service and amount of reimbursement being requested.

4. Backup receipts/invoices must have the line # on the top of each page of backup that coordinates with line # on the Event Master Invoice Request for Reimbursement form.
5. If submitting paper submissions, we do not allow DOUBLE-SIDED DOCUMENTS OR STAPLED documents. Please tape all small receipts to an 8-1/2" X 11" page, do not allow tape to touch print on the receipts as it degrades the ink, no staples or paper clips and most importantly all backup must be legible. Electronic submissions are highly preferred.
6. If paper copies are provided, all documents and invoices will be scanned and become subject to Public Records laws.
7. All grantees/event organizers must provide proof of payment:
By Check:
 - a. Front and back copy of check showing it has been deposited
 - b. ALL account numbers, bank routing number, and authorizing signatures **MUST be redacted** (blacked out).**By Credit Card:**
 - a. A copy of the credit card statement showing account numbers **MUST be redacted**.
 - b. ALL other transactions **MUST be redacted** from the document.
8. Payment will be remitted to the Event Coordinator/Grantee at the address submitted on the W-9 form unless an alternate mailing address is noted clearly on the invoice(s).
9. Allowable expenses shall include the following:
 - Sports Facilities (i.e. fields, gyms, etc.)
 - Required Sports personnel (i.e. referees)
 - Marketing and programming expenses for the event
 - Paid advertising, and media buys outside of Brevard County for the event
 - Site fees/costs (contract help, rentals, insurance)
 - Rights and sanction fees for the governing body of the sport.
 - Non-monetary awards (medals, ribbons, plaques, etc.)
10. Unallowable expenses:
 - General and administrative expenses
 - Contests or Giveaways
 - Marketing within Brevard County
 - Building, renovating, and/or remodeling expenses
 - Permanent equipment purchases
 - Debts incurred prior to grant request

- Programs which solicit advertising or sponsorships
- Non-sports personnel wages or salaries
- Event Insurance