**2018-2019 TMG - PARTNER MANDATORY REQUIREMENTS:**

**Timeline:**

**Dec. 1, 2018** Update on project status submitted to TDTD

**March 1, 2019** Update on project status submitted to TDTD

**May 1, 2019** The qualifying project should be completed by the partner(s)

**May 30, 2019** All reimbursement paperwork is due from the partners **-** This is the FINAL date to submit a request for reimbursement. You must have all documentation including proof of purchase, etc.

\*We encourage you to submit paperwork as projects are completed throughout the year.

**June 30, 2019** All reimbursements paid by TDTD

**Aug 30, 2019** Final Report Due

**2018-2019 TOURISM MARKETING GRANT REIMBURSEMENT PROCEDURES**

The reimbursement procedures are as follows:

**\*NEW**

 A templated excel invoice can be downloaded at \_\_\_\_\_\_\_\_\_\_\_\_\_\_will be provided upon contracting and must be completed according to the following.

**Step 1**. - After a qualifying project (*or portion*) is complete, your vendor or media outlet will provide an invoice for the project, as well as proof of completion (*samples, tear-sheets, media affidavits, screen shots, measurement report, etc.*).

**Step 2.**

**Please email your invoice and backup documentation to Dawn Grooms at Dawn.J.Grooms@tn.gov and Carrie Roberson at Carrie.Roberson@tn.gov.**

Subject Line: 2018-19 Tourism Marketing Grant –

[Partner Name] Reimbursement

 **-or-**

**Mail:** Tennessee Department of Tourist Development

Attention: Carrie Roberson, Developmental Co-op
William Snodgrass/Tennessee Tower
312 Rosa L. Parks Avenue, 13th Floor

Nashville, TN 37243

*TDTD reserves the right to use their bank of choice to provide reimbursement.*