



Tennessee Tourism and Hospitality Recovery Fund

Required Documentation to Support Reimbursement Requests

Operating Expenses:

Payroll:

- Documentation that details calculation of gross pay and demonstrates proof of payment for each employee being claimed. For example:
 - Payroll registers for each pay period included in your reimbursement request
 - If payroll registers are unavailable, time sheets and copies of checks for each pay period included in your reimbursement request
- Attestation that all employees claimed support your organization's tourism operations.
- For employer payroll costs such as employer portion of FICA and Medicare, retirement contributions, or employee benefits:
 - Payroll registers if this information is included
 - Other reports or documentation detailing calculation of these costs

Employee names may be redacted on documentation prior to submission if the DMO prefers

Lease Payments:

- Copy of lease agreement
- Proof of payment (check copy, receipt, bank statement, credit card statement, etc.)

Utility Payments:

- Copy of utility bill that includes the business address
- Proof of payment (check copy, receipt, bank statement, credit card statement, etc.)

Facility and Equipment Maintenance:

- Copy of invoice or contract
- Proof of payment (check copy, receipt, bank statement, credit card statement, etc.)
- If the contract is \$10,000 or greater, additional documentation related to procurement of a vendor will be required



Marketing/Advertising Expenses:

- Proof of purchase (invoice, contract, receipt, etc.)
- Proof of payment (check copy, receipt, bank statement, credit card statement, etc.)
- If the contract is \$10,000 or greater, additional documentation related to procurement of a vendor will be required
- Proof of delivery/completion
 - Sample material from marketing campaigns
 - Screenshots of website/ads
 - Attestation that contracted expectations were met

Procurement Process Required Documentation:

- All documentation related to procurement should be maintained in an audit file
- Records must include, but are not limited to:
 - Copy of the entity's procurement policy
 - Details of the history of the procurement
 - The rationale for the method of procurement used
 - The details on the selection of the contract type
 - Contractor selection or rejection
 - The basis for contract price
- Examples of documentation may include:
 - Proof that the work was publicly advertised
 - Copies of bids that came in and the scoring of the proposals
 - Copies of quotes received
 - Copies of signed agreements and any associated change orders
 - Copies of any cost analysis performed for professional services