



# 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