



## 2026 POULSBO TOURISM GRANT QUARTERLY REPORTING AND REIMBURSEMENT PROCESS

Completed online: <https://form.jotform.com/240667182611051>

A completed Poulsbo Tourism Grant Quarterly Report must be provided to the City no later than the second Friday after the conclusion of the quarter the funds were spent in.

1. Q1 purchases from 1/1/2026 - 3/31/2026: Claims due by Mon, April 13, 2026
2. Q2 purchases from 4/1/2026 - 6/30/2026: Claims due by Mon July 13, 2026
3. Q3 purchases from 7/1/2026 - 9/30/2026: Claims due by Mon, October 12, 2026
4. Q4 purchases from 10/1/2026 - 12/31/2026: Claims due by Mon, January 11, 2027

The Poulsbo Tourism Grant Quarterly Report online submission includes:

1. A signed claims form (“2026 Claim Form – AWARDEE”)
2. Supporting invoices/receipts for each of the submitted claims.
3. Answers to data and analysis collection.

### Claims Form:

Reimbursement for event-based expenses will only be issued after the event has been held. Claims received after this date are at risk of not being reimbursed. The City will reach out if there are any questions or problems with submitted claims. Once they are approved, payment will be remitted to the grantee.

A customized template of the quarterly report and claim form is provided to each grant recipient to be completed and signed. Award recipients will need to ensure the claim form is accurate with Recipient’s Vendor Name, Address, Vendor Number, Phone number, and Email Address. Recipients will need to update the quarter they are requesting in the comments section, as well as the descriptions below each invoice. The invoice number should match the receipt name. Specific instructions on how to fill out the claim forms can be found within the spreadsheet on the “instructions” tab. Here is an example of what you fill out in red text:

Invoice #	Invoice Date	ACCOUNT CODING INFORMATION				Amount
		Organization	Account	Project	Account	
2222	02/14/23	18174000055730	50000411			\$95.66
Description:		VistaPrint Square Business Cards for EVENT NAME				

### Invoices/Receipts:

- All claim items must have an original invoice or receipt from the vendor detailing the services or items received. Copies of credit card statements and credit card receipts are not acceptable for reimbursement.
- It is acceptable to use multiple claim forms per reimbursement packet as needed.
- Copies of checks are not acceptable for reimbursement.
- Invoice/receipt dates should be consistent with the quarter reimbursed; however, exceptions may be given for prior period receipts that are intended for the event but cannot be made until after the event has taken place.

### Quarterly Data Analysis:

The Lodging Tax Advisory Committee expects awardee reports to contain the following data and analysis depending on what their applicable project is:

1. Event attendance numbers
2. Attendee/visitor zip codes outside of a 50-mile radius of Poulsbo
3. Number of nights attendees/visitors stayed in Poulsbo lodging (Hotels/AirBNB/VRBO/Family)
4. Website traffic / marketing metrics

**Questions? Contact [LTAC@cityofpoulsbo.com](mailto:LTAC@cityofpoulsbo.com)**