



CITY OF LACEY
Lodging Tax Advisory Committee
Sadie Siglin
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Lacey, WA 98503
(360) 456-7788
lodgingtax@cityoflacey.org

EXHIBIT B LODGING TAX REPORT

Funding Year:

Organization Name:

Activity Name:

Activity Start Date:

Activity End Date:

Contact Name & Title:

Phone:

Email Address:

Activity Type:

- Single Occurrence Event/Festival:** A planned public or social occasion. Occurs one time during the year. *Report is due within 30 days following the event.*
- Multiple Occurrence Event/Festival:** A planned public or social occasion. Occurs over a span of time or in multiple instances throughout the year. *Report is due within 30 days of services being complete.*
- Tourism-Related Facility:** Owned by a public entity or operated by a nonprofit organization used to support tourism, performing arts, or to accommodate tourist activities. *Report is due within 30 days of services being complete.*
- Tourism Promotion Activities:** Activities, operations, and expenditures designed to increase tourism, including but not limited to advertising publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists. *Report is due within 30 days of services being complete.*

Activity Funding:

Total lodging tax funds requested from the City of Lacey: \$ _____

Total lodging tax funds awarded by City of Lacey: \$ _____

Total cost of event, facility budget, or marketing budget: \$ _____

Activity Attendance:

All fields must be completed, if none or unknown put 0. See page 3 for Definitions and Methodology.

	Predicted	Actual	Methodology
Overall attendance			
Attendees who travelled 50 miles or more to attend			
Attendees who travelled from out of state or out of country			
Attendees who stayed overnight in paid lodging			
Attendees who stayed overnight and did not pay for lodging			
Total paid lodging nights			

Certification

I hereby state on behalf of the above referenced Organization/Agency that the information provided in this report is accurate and correct.

Signature:

Date:

DEFINITIONS

Report Funding Year: The year for which you received lodging tax funding and are filing a report.

Total Cost: This figure should include lodging tax revenue and the amount of other funding sources used to pay for the activity.

Actual: The actual count of persons

Methodology:

Direct Count - Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

Indirect Count - Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

Representative Survey - Information collected directly from individual visitors / participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

Informal Survey - Information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

Structured Estimate - Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

Paid accommodations: Stays with paid overnight accommodations.

Unpaid accommodations: Stays without paying for overnight lodging.

Lodging Night: A lodging night is one or more persons occupying a room for a single night. Example: One (1) lodging night = one or more persons occupying one (1) room for one (1) night).



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EXHIBIT C
LODGING TAX REQUEST FOR REIMBURSEMENT

Agency/ Organization Name:

Activity Name:

Contact Name & Title:

Phone:

Email Address:

Funding Year:

Reimbursement Quarter:

Please complete the **Table A** on page 2. For **each item** you must provide a copy of the invoice/receipt **and** proof of payment for the corresponding invoice/receipt. All items should be numbered to match Table A. Allowable expenses identified in the scope of services will only be approved if incurred during the award period.

Proof of Payment

Allowable forms of proof of payment may include:

- Copies of clear checks;
- Bank statements;
- Credit Cards Statements; or
- Other banking documents as approved by the City.

Proof of payment **must** show the organizations name.

Certification

I hereby state on behalf of the above referenced Organization/Agency that the information provided in this request is accurate and correct. I am requesting reimbursement only for eligible Lodging Tax Expenses incurred as defined in RCW 67.28.1816. I certify that these expenses have not been, nor are they expected to be reimbursed by any other agency.

Signature:

Date:

Table A

Itemized Reimbursement Request

Request	Transaction Amount	Transaction Date	Vendor/Business Name	Description of Services/Goods
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
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23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
Total	\$			