



## City of Lovington

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### **LODGERS TAX REIMBURSEMENT POLICY**

**Effective August 1, 2017**

1. Lodgers Tax reimbursement requests will be submitted to the City Manager's Executive Assistant who will forward to the appropriate individuals for review and processing.
2. All requests for reimbursement for events funded by Lodgers Tax must be accompanied by the event evaluation form.
3. The entity requesting reimbursement must provide the City an invoice for the total amount requested for reimbursement. The invoice must contain, at a minimum, the following information:
  - a. Name of entity to whom reimbursement is payable to
  - b. Address of entity
  - c. Phone number of entity
  - d. Date of invoice
  - e. Event name that reimbursement is being requested for. If you have multiple events, please ensure that they are broken down by each event and will tie to the vendor invoices. For example, if you sponsored a concert and a photography exhibit and paid for advertising, please specify the total amount paid to your vendor for each event.
  - f. If your entity has not previously provided a W-9 to the City, please ensure that one is attached to your reimbursement.
4. All requests for reimbursement must be accompanied by the invoice provided to the event sponsor or host by the vendor. The invoice must provide, at a minimum, the following information:
  - a. Name of vendor
  - b. Address of vendor
  - c. Phone number of vendor
  - d. Invoice date
  - e. Description of service provided
  - f. Date service was provided
  - g. Invoices must also provide information as to what event the services were provided for.

5. All requests for reimbursement must be accompanied by proof of payment by the entity sponsoring or hosting the event to the vendor that provided the services. Direct payment to the vendor by the City is not permitted. Examples of proof of payment include:
  - a. Copy of the check issued to the vendor
  - b. Copy of a credit card receipt to the vendor
  - c. Invoice marked by the vendor as being paid in full and signed by the owner or authorized agent of the vendor company.

The City reserves the right to accept or reject any forms of proof of payment provided by the event sponsor or host that are submitted for reimbursement. The City also reserves the right to request additional information from the sponsor/host or vendor (i.e. business license, FEIN, CRS#, etc.). Refusal to provide this information will result in denial of payment.

6. All requests for reimbursement for projects or events conducted in the previous quarter must be submitted no later than the 25<sup>th</sup> day of the first month of the following quarter. For example, if you received funding in the 3<sup>rd</sup> quarter (April 1 thru June 30), your request for reimbursement must be submitted no later than July 25<sup>th</sup>. Requests received after the reimbursement deadline will not be processed.
7. Requests for reimbursement will not be paid immediately on the City's receipt of the reimbursement request. City staff must review the request prior to it being approved and submitted to finance. Depending on the submission date, it could be up to 10 business days before a check is issued.