**Chesterfield County A-Tax Reimbursement Procedures – Capital**

All projects must be completed and the reimbursement request submitted to the Chesterfield County Tourism Office no later than June 15, 2026. Projects are considered complete when copies of the following have been provided:

*Reimbursement Requests*

Complete the form as indicated. Be sure all totals are correct, and the Project Director has signed the form. Additional copies of this form may be found online or by contacting the tourism office.

*Paid Dated Invoices*

Submit legible copies of ***itemized*** invoices, reflecting date, description, and dollar amount. Monthly statements are not acceptable unless they contain the same pertinent information listed on invoices.

*Proof of Payment*

Attach a legible copy of the cancelled check(s) to the appropriate invoice to certify proof of payment. Your cancelled check should reflect payment for items that are strictly related to the project. However, if your check includes non-related expenses, then supporting invoices are required. Credit card statements are also permitted.

*Proof of Performance*

~A detailed labor report showing labor expenses related to the project/event. Accommodations tax money must be spent on **tourism related expenses**, therefore, only hours directly related to an event or project can be funded (i.e. regular salaries do not qualify)

~Photographic evidence of the completed project including (but not limited to) buildings, parks, infrastructure improvements, furnishings, etc.

*Audit Report*

An audit report is issued to each accommodations tax grant recipient at the completion of their project. This report summarizes the allowable project costs, the amount of project costs subject to reimbursement and the amount of any funds to be reverted. Projects are also subject to audit by the South Carolina Office of the State Auditor, Chesterfield County, and the Tourism Expenditure Review Committee. Approved applicants are to keep original invoices and supporting documentation on file for a period of three years.