**Chesterfield County A-Tax Reimbursement Procedures - Marketing**

All projects must be completed and reimbursement requests 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. Organizations that use an advertising agency to place advertisements must also provide copies of the media 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*

~Attach an original or PDF file of media tear sheets from newspaper/magazine advertisements to the appropriate invoice and cancelled check. Publication name and issue date must be clearly visible on the tear sheet (not handwritten). If this information is not printed on the page the ad appears on, please also submit a copy of the publication cover.

~Submit photo proof of performance from the outdoor advertising company for all outdoor advertisements.

~Submit a screenshot of all online advertising in place on the website.

~Include a copy of the broadcast media affidavit for TV and radio commercials, as well as the audio/video file or YouTube link.

~Delivery report for web-based media including impressions delivered and clicks

*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.