

## Patrick County Tourism Sponsorship Program Reimbursement

Name of Program:		Request	Application Number:	
Lead Partner:				
Contact:				
Address:				
City:		State:		Zip:
Phone:		E-mail:		
				Amount of Award:

[illegible]

Description of Expense	Vendor Name	Vendor Invoice #	Invoice Date	Invoice Amount	Invoice Amount Paid	Proof of Payment (ex. Check #)	Attachments (briefly list below and attach)
EX: 1/3 page, 4c ad; Jan 21 Southern Living	Southern Living	12345	3/12/21	\$3,457.56	\$3,457.56	5432	Tear sheet; copy of invoice; copy of check

Total Amount of this Reimbursement Request					\$		
Requested Patrick County Tourism Program Reimbursement (see note below)					\$		

**Note:**

- **Form W-9 must be included with the reimbursement request. Please be sure that the W-9 address and the reimbursement request form addresses are the same.**
- All requests for reimbursements must be detailed on this sheet. Copies of the vendor invoice showing amount of invoice, date, and purpose of invoice must be attached. Copies of proof of payment of the invoice must be attached. Proof of payment includes copies of cancelled checks, bank statements showing payment of the invoice, electronic transfer payment confirmations, etc.
- Copies or actual proof of ad placements, production of items (brochures, media kits, etc.), screen capture of live websites, etc., must be detailed in the attachments column, and attached as part of this form.
- Reimbursements will be issued in the name of the lead applicant and sent to the address indicated on this form.
- Please allow 30 days from the receipt of this reimbursement request by Patrick County Tourism for the processing of the reimbursement request.
- Failure to incorporate Visit Patrick County branding in your marketing plan, including not displaying the Visit Patrick County logo, may result in reimbursement requests being denied.

**Please return the completed sheet, along with supporting documentation to:**

Patrick County Tourism Sponsorship Program  
Grace Cooper, Marketing Manager  
Patrick County Tourism  
Drop Off: 126 N Main St, Stuart, VA 24171  
Mailing: 106 Rucker St, Stuart, VA 24171  
gcooper@co.patrick.va.us  
276-693-2005