



# Lodging Tax Post Event/Activity Report and Reimbursement Request

## Instructions

The Contractor shall complete a Lodging Tax Post Event/Activity Report and Reimbursement Request, for the contract year. The annual report is a requirement established by the 2013 Washington State Legislature. The report shall be provided to the City immediately after the event, festival or activity, but due no later than December 31st of the contract year.

The City shall file an annual report with the State of Washington Joint Legislative Audit and Review Committee (JLARC) for lodging tax activity, which will detail information, received from the Contractor and other recipient organizations.

Please submit your completed report, as well as supporting invoices and other documentation to [cityclerk@sedro-woolley.gov](mailto:cityclerk@sedro-woolley.gov) or the address below.

City of Sedro-Woolley  
Finance Department  
325 Metcalf Street  
Sedro-Woolley, WA 98284

The City will provide reimbursement based on supporting invoices and other documentation, up to the amount award in the grant agreement, via check.

## General Information

Organization Name:	
Activity Type:	
Event/Activity Name	
Start Date:	
End Date:	
Funds Requested:	
Total Cost of Event or Facility:	

## Attendance Information

Description	Projected	Actual	Method of Measurement
Total Attendance:			
Number of attendees traveling 50 miles or more for the day:			
Number of attendees traveled from another state or county:			
Number of attendees that stayed overnight in paid lodging:			
Number of attendees that stayed overnight in unpaid lodging:			
Total number of paid lodging nights:			

## Approval

Signature:	
Printed Name:	
Title:	