



2015 Tourism Funding Reimbursement Form

Due by December 1, 2015

Instructions: Please itemize and provide a detailed explanation for all expenditures and attach copies of receipts. City tourism funds can only be used for specific purposes as outlined in RCW 67.28.080. Please return reimbursement form to the attention of Jeannie McGivern, Tourism Department at the City of Kirkland, 123 Fifth Avenue, Kirkland, WA 98033.

Contact Information

Event/Program Title:	Date of Event/Program:
Organization:	Contact Name:
Mailing Address:	
Phone:	E-mail Address:

Reimbursement Information

Expense Description	Vendor/Staff	Cost
Total Amount Submitted		

City Use Only

Account:
Vendor:
Approval Signature:
Date:
Reimbursement Amount:

Name of Tourism Funding Recipient/Date

Signature