



JHTTB Event Sponsorship Recipients Frequently Asked Questions

How do I receive my funding?

Full funding is reimbursed AFTER the event with the following documentation:

- A W9
- A voucher with backup for each line item
- A complete recap report

Is a new W9 needed every year?

Yes, please submit an updated W-9 with your reimbursement request each year, even if the information has not changed.

How do I fill out the voucher?

You can see an example of a correctly completed voucher [here](#).

Each line item should be a detailed description of the expense you'd like reimbursed. You **MUST** include a line-item receipt or paid invoice as backup for each line item. Quotes will not be accepted as a proper backup document.

What can be reimbursed and what cannot be reimbursed?

If you're uncertain if an expense can be reimbursed, please contact john@jacksonholechamber.com immediately.

Reimbursable expenses:

- Marketing expenses
- Promotional expenses
- "Staging of the event" - Equipment, supplies, labor, etc.

Expenses that are not reimbursable:

- Alcohol (all F&B and hotel receipts must be itemized to confirm that no alcohol is included in the expense)
- Capital expenses
- Merchandise or other items to be sold for profit

What happens if I have to make a change to my event?

If your event changes from what you submitted in your application, please contact Britney Mageby at john@jacksonholechamber.com as soon as possible. The Special Events Committee requires staying informed of date changes, venue changes, and general changes in the scope of the event.

What happens if I have to cancel my event?

If an event is canceled due to any “act of God” (including Covid safety concerns), paid expenses for the event may still be reimbursed. However, the Special Event Committee asks that any JHTTB event partner use their funds responsibly if uncertain about the status of the event. If an event is canceled by choice, the TTB may not be responsible for paying the allocated funds.