APPLICANT ORGANIZATION NAME:

SAN DIEGO BOWL GAME ASSOCIATION for Holiday Bowl and Poinsettia Bowl

Mailing Address: 9449 Friars Road, Suite L-55
San Diego, CA 92108

Telephone: (619) 283-5808  FAX: (619) 281-7947

Website: www.sandiegbowlgames.com

Primary Contact Information:

Name: Mark Neville  Title: Executive Director

Telephone: (619) 283-5808  FAX: (619) 281-7947

Email: mneville@sdbowlgames.com

Website (if different from above): same as above

BRIEF DESCRIPTION OF YOUR ORGANIZATION OR COMPANY:

The San Diego Bowl Game Association is a not-for-profit corporation that annually promotes and produces two NCAA post season college football games: the Holiday Bowl and Poinsettia Bowl. In addition, the San Diego Bowl Game Association promotes and produces several other events throughout the year.
YOUR ORGANIZATION MISSION STATEMENT OR STATEMENT OF PURPOSE:

To generate hotel room nights at the most challenging time of the year for the local tourism industry.

YOUR ORGANIZATION’S PROGRAMS AND SERVICES:

Briefly describe your core programs and services and describe any plans for change, growth, or reduction in the proposed year. Please limit your response to one page.

The San Diego Bowl Game Association operates two college football games every December at Qualcomm Stadium: the Holiday Bowl and the Poinsettia Bowl. The Holiday Bowl game features the third selection of the eligible Pac-12 teams and the fourth selection in the Big Ten. The tentative dates of the 2016 Holiday Bowl are December 27th, 28th or 29th. In the past four years, the Holiday Bowl games have generated an average of 25,543 room nights. Therefore, it is predicted 2016 room night reservations should approach or exceed 25,543. The Holiday Bowl is televised nationally on ESPN and annually the game attracts 5 to 6 million viewers. The “beauty shots” will again be part of the ESPN telecast in 2016. In addition, the game is broadcast nationally on ESPN radio and the Port of San Diego Holiday Bowl Parade is televised nationally. The parade takes place either on game day or the day before the Holiday Bowl.

The possible date of the 2016 Poinsettia Bowl is December 20th, 21st, or 22nd. The 2016 game will feature a team from the Mountain West against a bowl-eligible Brigham Young University (BYU). In the last four years, the Poinsettia Bowl has generated an average of over 8,935 room night reservations the week before Christmas. The Poinsettia Bowl is televised nationally on ESPN and the San Diego “beauty shots” are also included in the telecast. The game is also broadcast on ESPN radio.
### IS YOUR ORGANIZATION A NON-PROFIT ORGANIZATION?  Yes

If Yes:

1) **Board of Directors Disclosure**: On a separate sheet, describe the roles and responsibilities of your Board of Directors and attach a roster of your current Board and Officers to the SDTMD Application

ATTACHED

2) **Mandatory Disclosure of Business Interests**: On a separate sheet, disclose the information following these guidelines: Pursuant to section 225 of The City Charter of the City of San Diego, California (“Charter”), all contractors and subcontractors shall make a full and complete disclosure of the name and identity of any and all persons directly or indirectly involved in any transaction funded by, or proposed to be funded by, the SDTMD and the precise nature of all interests of all persons therein. Contractor’s failure to fully disclose all of the information required by Charter section 225, or Contractor’s failure to require each of its subcontractors to fully disclose such information, shall be a default of the Agreement.

N/A

### IS YOUR ORGANIZATION A FOR-PROFIT ORGANIZATION?  No

If Yes:  Mandatory Disclosure of Business Interests: On a separate sheet, disclose the information following these guidelines: Pursuant to section 225 of The City Charter of the City of San Diego, California (“Charter”), all contractors and subcontractors shall make a full and complete disclosure of the name and identity of any and all persons directly or indirectly involved in any transaction funded by, or proposed to be funded by, the SDTMD and the precise nature of all interests of all persons therein. Contractor’s failure to fully disclose all of the information required by Charter section 225, or Contractor’s failure to require each of its subcontractors to fully disclose such information, shall be a default of the Agreement.

N/A
CPA REVIEW/AUDIT (Please answer the following questions)

Does your organization receive a financial audit*?  
☐ Yes  ☐ No

If not, were unaudited financial statements prepared?  
☐ Yes  ☐ No

Was a copy of the audit report/financial statements submitted to the City?  
☐ Yes  ☐ No

What period is covered by your most recent audit report/financial statements: 02/15

Does your Board of Directors receive and discuss the management letter from the audit report?  
☐ Yes  ☐ No

*NOTE: Contractors receiving $75,000 or more in federal, state, City and/or SDTMD funds shall have Financial Statement Audits prepared in accordance with GAAP and audited by an independent Certified Public Accountant, in accordance with Generally Accepted Auditing Standards [GAAS]. This audit report shall include the following statements:

a) A statement of expenditure of SDTMD funds by program, to be identified in the same expenditure classifications as contained in the final budget and compared with the budgeted amounts;

b) A statement of revenues and expenditures, and a balance sheet of all funds received by Corporation; and

c) A statement certifying compliance with all terms and conditions of the SDTMD’s contract with Contractor, and that all required reports and disclosures have been submitted, completed by an executive officer of Corporation.

Contractor shall provide the SDTMD a copy of the Financial Statement Audit within 150 calendar days of the end of Contractor’s last complete fiscal year.

Will your organization receive any other public funding in FY 2017?  
☐ Yes  ☐ No

If “Yes”, list funding source(s), amount of funding, and dedicated use of funds:

County of San Diego - $40,000 (goes directly toward team payout)

Is your organization applying for any other public funding in FY 2017?  
☐ Yes  ☐ No

If “Yes”, list funding source(s), amount of funding requests, and proposed use of funds:

N/A

What is your total operating budget in FY 2017? Estimated $11,000,000

Itemize All Projected Sources of Revenue (Private + Public):

- Sponsorship - $2,590,000
- Ticket Sales - $6,000,000
- TV Rights Fees - $2,100,000
- Local Funding - $25,000 (excludes TMD funding)
SDTMD CONTRACT COMPLIANCE (Returning Applicants only)

For the most recent fiscal year - has your organization filed quarterly reports?  □ Yes  □ No:
What period is covered by your most recently submitted report:  4th Quarter

REQUIRED ATTACHMENTS  (Please check off prior to submittal)

The Completed Application must contain the following required documents in this order:

☐ Signed Application Cover Page
☐ EXHIBIT A: Proposed Scope of Work Narrative
☐ EXHIBIT B: Budget for Proposed Scope of Work by Category
☐ EXHIBIT B1: FY 2017 Budget Narrative By Category
☐ EXHIBIT E: Targeted Return on Investment In Hotel Room Night Revenue Worksheet
☐ EXHIBIT F: Personnel Schedule: Required for all positions being claimed against San Diego Tourism Marketing District Funds.
☐ Board of Directors List (if applicable):  List of Board of Directors including business names and addresses.
☐ Disclosure of Business Interests (if applicable):
☐ Applicant Questionnaire
☐ Audit Compliance Acknowledgement
☐ Accounting Compliance Acknowledgement
☐ Certificate of Good Standing:  Online printout from Secretary of State and Franchise Tax Board www.ss.ca.gov/business. All required filings must be current and the status of the business / corporation must have a current “Active” status.

Authorized Signatory / Title:________________________________________________________

Signature:_________________________________ Date:________________________
EXHIBIT A – Proposed Scope of Work Narrative

1. **Proposed Scope of Work:**
The San Diego Bowl Game Association produces two college football bowl games, the Holiday Bowl and the Poinsettia Bowl. The official dates of the 2016 games will not be determined until April; however, it is expected the Poinsettia Bowl will be played on December 20th, 21st, or 22nd, and the Holiday Bowl on December 27th, 28th or 29th.

The Holiday Bowl will be celebrating its 39th annual game in 2016. The game will feature teams from the Pac-12 and the Big Ten. The Holiday Bowl is able to attract major college football programs because of its team payout. In 2016, the combined team payout will be a minimum of $6.224 million.

The Poinsettia Bowl will be playing its 12th annual game in 2016. In the last four years, the Poinsettia Bowl has generated an average of 8,935 hotel room nights the week before Christmas, a very slow period for the local tourism industry.

*All bowl hotel contracts are awarded exclusively to District Lodging Businesses (with 30 rooms or more). All participating teams and bands stay in TMD hotels only.*

In December 2016, the Mountain West Conference will be playing bowl-eligible Brigham Young University (BYU).

For the Poinsettia Bowl and Holiday Bowl to maintain their current selection status, meeting and exceeding the current payout numbers is critical. Therefore, the requested funding amount of $450,000 will go directly to team payout.

Since 2011, the Holiday Bowl has generated an average of 25,543 room nights the week after Christmas, another historically slow period for the local tourism industry. The Holiday Bowl and Poinsettia Bowl work closely with the participating schools to maximize promotion of the tickets they are required to sell. In addition, both games will work with the San Diego Tourism Authority to promote San Diego as a travel destination.

Both proposed game dates are very favorable to the San Diego Bowl Game Association. Historically, it is expected the Poinsettia Bowl will generate at least 8,935 room nights at an average room rate of $104.70, generating $935,494 of room night revenue. Similarly, the Holiday Bowl is expected to generate 25,543 room nights at an average room rate of $152.75, resulting in $3,901,693 in lodging revenue (*Source: San Diego State University Tourism & Hospitality Management Economic Impact Report – 2015*). Based on these numbers, the two bowls’ historic estimated direct lodging revenue is $4,837,187 resulting in an ROI of **10.7:1**.

*Please note Exhibit E reflects the adjusted nightly room rate of $140 (acquired from $4,837,187 of lodging revenue generated from 34,478 room nights).*
In addition to the influx of room nights from the fans of the participating teams, both games are televised nationally on ESPN. During the telecasts, along with various mentions of San Diego by the on-air talent, the network features a minimum of seven San Diego “beauty shots” to the approximately 8 million plus viewing audience combined for both games, showcasing San Diego as a “destination city.”

**CHALLENGES**

In any given year, our nonprofit organization addresses unique challenges to fulfill our mission of generating tourism and economic impact.

Each year, we work with different schools (and thus different cities, markets and fan bases) with varying levels of enthusiasm and fan avidity. In offering to pay the Big Ten and Pac-12 schools a combined team payout of $6 million in 2015 for the Holiday Bowl each year, we have ensured high-quality football teams will be coming to San Diego with equally excited fan bases. Our team payout is directly correlated with the number of fans that travel here.

With 41 bowl games across the nation, securing title sponsorship has become a new challenge that we face. And as ESPN has a narrow window to broadcast all those games on their family of networks, our game date varies year to year. Over the years, the game dates furthest from the Christmas holiday (Dec. 29, 30) have proven to generate the most hotel room nights for our region. The higher-caliber game we have to offer (based on matchups and team reputation), the more likely we are to receive a desirable game date and time.

2. **Applicant Qualifications:**

The San Diego Bowl Game Association (Holiday Bowl & Poinsettia Bowl) has produced college football bowl games in San Diego since 1978. The organization was created and uniquely qualified through an experienced staff, dedicated volunteers and outstanding conference partnerships to annually meet its mission statement of “creating hotel room nights and an economic impact on the San Diego region” in what is historically a very difficult time of the year for the local tourism industry (the last two weeks of December). Since 2011, visitors have filled 137,916 room nights, an average of 34,478 each December (Source: San Diego State University Tourism & Hospitality Management Economic Impact Report – 2005-2014).

3. **Budget Assumptions for use of Tourism Marketing District Funds:**

The requested amount of $450,000 goes directly toward team payout. The amount is approximately 2% of the San Diego Bowl Game Association overall budget.

4. **Targeted Return on Investment (ROI) in TMD Hotel Room Nights:**

The San Diego Bowl Game Association is requesting $450,000 in TMD funds for FY 2017. The projected ROI is based on a four-year average (2011-2014) of 25,543 Holiday Bowl room nights ($152/night) and a conservative estimate of 8,935 Poinsettia Bowl room nights ($104/night). With a total of 34,478 combined room nights, the requested
TMD funding results in a ROI of 10.7:1. The San Diego Bowl Game Association annually contracts for a room nights/economic impact report with San Diego State University Tourism & Hospitality Management.

5. **Progress/Success Measurement and Timing:**
The events of the San Diego Bowl Game Association concerning the TMD take place in December and that is reflected in the quarterly reports.
ORGANIZATION NAME: San Diego Bowl Game Association

TMD Funds: CATEGORY A: $450,000
TMD Funds: CATEGORY B: $ _____ DMO_______
TOTAL TMD FUNDS A + B: $450,000

ORGANIZATION’S TOTAL ANNUAL BUDGET (TMD + PRIVATE SOURCE): $______________

CATEGORY A

BUDGET NARRATIVE BY SUB-CATEGORY:

A1.1 Hotel Meeting Sales: TMD FUNDS: $____________
NARRATIVE (of budget line items):

A1.2 Event Mgmt. / Group Sales Development: TMD FUNDS: $450,000
NARRATIVE (of budget line items):
All TMD funding goes directly toward the “Team Payout” to the two participating universities in each of the two games (Holiday and Poinsettia Bowls).

A1.3 Tourism Development/Travel Trade: TMD FUNDS: $____________
NARRATIVE (of budget line items):

A1.4 Group Meeting Direct Marketing: TMD FUNDS: $____________
NARRATIVE (of budget line items):

A1.5 Consumer Direct Sales & Marketing: TMD FUNDS: $____________
NARRATIVE (of budget line items):
CATEGORY B (For DMO)
BUDGET NARRATIVE:

B: General TV / Radio Broadcast & Outdoor Media: TMD FUNDS*: $ __________

*EXPENSE BREAKDOWN:
- ADVERTISING FUNDS: $___________________
- ADVERTISING AGENCY FEES: $___________________
- PERSONNEL SALARY & WAGES $___________________
- OTHER: $___________________

NARRATIVE (of budget line items):
ORGANIZATION / PROGRAM NAME: San Diego Bowl Game Association

TMD BENEFIT CATEGORIES:
- MAIN CATEGORY (List one): A3 – Competitive Targeting
- PROGRAM CATEGORIES (List all that apply): A1.2

<table>
<thead>
<tr>
<th>FY 2017 TARGETED ROI WORKSHEET</th>
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<tbody>
<tr>
<td>TMD FUNDS REQUESTED</td>
<td>$450,000</td>
</tr>
<tr>
<td>DATES OF EVENT OR PROMOTION</td>
<td>December, 2016 (Dates TBD)</td>
</tr>
<tr>
<td>NUMBER OF YEARS THE EVENT / PROGRAM HAS BEEN IN OPERATION</td>
<td>39 years</td>
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<tr>
<td>PROJECTED AVERAGE DAILY RATE (ADR) for EVENT OR PROMO DATES*</td>
<td>$140*</td>
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*USE SAN DIEGO CITY ADR in TMD Hotel Room Night Revenue from SDTA / Smith Travel / Tourism Economics

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<tr>
<th>Table Entries</th>
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<tbody>
<tr>
<td>HISTORIC Number of TMD Room Nights Generated by Program / Event / Promotion</td>
</tr>
<tr>
<td>Total Estimated HISTORIC TMD Room Night Revenue @ above ADR</td>
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Projected Number of NEW TMD ROOM NIGHTS generated due to proposed use of TMD funds (Explain in your “Scope of Work Narrative”).

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<tr>
<td>Projected Number of NEW TMD ROOM NIGHTS generated due to proposed use of TMD funds</td>
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<tr>
<td>Total Estimated NEW TMD ROOM NIGHT REVENUE generated @ above ADR</td>
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RETURN ON INVESTMENT in NEW TMD ROOM NIGHT REVENUE:

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<th>Table Entries</th>
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<tr>
<td>RETURN ON INVESTMENT in NEW TMD ROOM NIGHT REVENUE: Total NEW TMD Room Night Revenue Generated: TMD Funds Requested.</td>
</tr>
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TOTAL ESTIMATED SAN DIEGO CITY TMD ROOM NIGHTS (combined) | 34,478 |
TOTAL ESTIMATED SD CITY TMD ROOM NIGHT REVENUE (combined) | $4,826,920 |
TOTAL IMPACT RETURN ON INVESTMENT:

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<td>Total TMD Room Night Revenue Generated : TMD Funds Requested</td>
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MEDIA IMPRESSIONS & BROADCAST EXPOSURE (If Applicable):

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<tr>
<td>Regional, National &amp; International Broadcast Media (attach separate page if necessary)</td>
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<td>Web / Social / Digital Media (attach separate page if necessary)</td>
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<td>Geographical Area / Sub Region of Event if applicable</td>
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EXHIBIT F
PERSONNEL SCHEDULE – FY 2017

The purpose of this form is to list the positions being claimed against Tourism Marketing District Funds for the Fiscal Year. An updated copy of this form must be maintained at all times and any adjustments must be reported to the SDTMD. Prior approval is required where changes will impact approved budgets for executed SDTMD agreements. Please round amounts to whole dollars. If the staffing claimed against TMD funds exceeds six employees (6), a separate spreadsheet is to be generated by the applicant that is supported by the applicant’s budget and submitted as “EXHIBIT F”.

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<tr>
<td>NO.</td>
<td>POSITION TITLE</td>
<td>POSITION (SALES/MARKETING/ADMIN, ETC.)</td>
<td>FOR HOURLY EMPLOYEES - AVERAGE TOTAL HRS PER MONTH (W/TMD FUNDS)</td>
<td>AVERAGE AMOUNT PAID PER MONTH (W/TMD FUNDS)</td>
<td>SALARIED EMPLOYEES ANNUAL BASE PAY (W/TMD FUNDS)</td>
<td>BONUSES AND COMMISSIONS (W/TMD FUNDS)</td>
<td>ANNUAL AMOUNT FUNDED WITH TMD FUNDS</td>
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<td>1</td>
<td>N/A</td>
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<td>TOTAL TMD FUNDED PAYROLL N/A</td>
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 BOARD OF DIRECTORS &
DISCLOSURE OF BUSINESS INTERESTS

Responsibilities of Directors:
(a) To select and remove all officers of the Board of Directors and the Executive Director of the Corporation, to prescribe such powers and duties for the officers and Executive Director as may be consistent with law, with the Articles of Incorporation or the Bylaws, and to fix the compensation of the Executive Director.
(b) To authorize, direct and control the affairs and business of the Corporation, and to make such rules and regulations therefore not inconsistent with law, with the Articles of Incorporation or the Bylaws, including authorizing and empowering officers or agents to enter into contracts or other commitments on behalf of the Corporation, and to appoint and delegate responsibilities and authority to committees, officers, and agents.
(c) To adopt, make and use a Corporate seal and to alter the form thereof from time to time as in their judgment they may deem best, provided such seal shall at all times comply with the provisions of law.
(d) To borrow money and incur indebtedness for the purposes of the Corporation, and to cause to be executed and delivered therefore, in the Corporate name, promissory notes, bonds, debenture, deeds of trust, mortgages, pledges, hypothecations or other evidences of debt and securities therefore.

SDBGA Board of Directors
Kimberley Layton, President
Ted Tollner, President-elect
Roy Bell, Secretary
Del Lewis, Treasurer
Susanna Aalbers
Bob Bolinger
John Chalker
Sean Ciemiewicz
Dick Circuit
Nikki Clay
Richard Earnest
Earl Edwards
Marlee Ehrenfeld
John Finkenberg
Bill Geppert
Bruce Goodwin
Eric Graves
Paul Hering
Dave Koontz
Harry Melkerson
Dan Moore
Troy Morrison
Vincent Mudd
Dave Prohman
Gary Rectenwald
Nathan Schmidt
Robert Valderrama
Jess Van Deventer
Barbara Warden
Chuck Wasker
John Wertz
Phil Wright
FY 2017 SDTMD Applicant Questionnaire:

Applying Organization: San Diego Bowl Game Association

- How long has your Organization been in business?
  SDBGA was founded in 1978

- How long has your proposed Program /Event /Promotion been in existence?
  The Holiday Bowl has been played since 1978

- What is your proposed Program’s / Event’s / Promotion’s total operating budget?
  Proposed operating budget estimate - $11,000,000

- What are your Organization's FY 2017 projected revenue sources and amounts?
  Sponsorship - $2,590,000
  Ticket Sales - $6,000,000
  TV Rights Fees - $2,100,000
  Local Funding - $25,000 (excludes TMD funding)

- Does your Organization make charitable donations? If ‘yes’, list which charities and how much annually?
  $1 from every Poinsettia Bowl ticket sold goes to BizKids (average of 20,000 sold)

- Is your Organization a Profit or Not-for-Profit organization?
  Non-profit (EIN: 95-3198732)

- How much will your organization have in reserve funds in FY 2017?
  - Game Guarantee Fund currently: $768,928
  - Emergency Reserve currently: $570,889

BOWL GAME RESERVE POLICY:
The goal amount of the Game Guarantee Reserve Fund is fixed in the amount of hundred (100) percent of the minimum total team payout for a one (1) year period as established from time to time by conference contracts or NCAA, whichever is greater.

The Emergency Reserve Fund is established for the sole purpose of paying operating expenses of the Association following unexpected shortfall in Association revenues in the amount of one (1) year of Association’s events and activities current annual expense as set forth in the annual audited financial statements.

**See “Challenges” section of Proposed Scope of Work Narrative (p.6-7)**
• If your Organization is a former contractor of the City of San Diego, have you submitted acceptable final report packages on any completed contracts, and is your Organization in good standing with the City of San Diego?
  Yes (attached)

• Have you read the "Funding Eligibility", "Funding Limitations" and "Additional Requirements" on pages 17-19 of the FY 2017 Guidelines & Application?
  Yes

<table>
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<tr>
<th>Name</th>
<th>Title / Organization</th>
<th>Date</th>
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AUDIT COMPLIANCE ACKNOWLEDGEMENT:

See Page 30 of SDTMD Guidelines and Application:

Contractors receiving $75,000 or more in federal, state, city and/or SDTMD funds shall have Financial Statement Audits prepared in accordance with GAAP and audited by an independent Certified Public Accountant, in accordance with Generally Accepted Auditing Standards [GAAS]. This audit report shall include the following statements:

a) A statement of expenditure of SDTMD funds by program, to be identified in the same expenditure classifications as contained in the final budget and compared with the budgeted amounts;

b) A statement of revenues and expenditures, and a balance sheet of all funds received by Corporation; and

c) A statement certifying compliance with all terms and conditions of the SDTMD’s contract with Contractor, and that all required reports and disclosures have been submitted, completed by an executive officer of Corporation.

Contractor shall provide the SDTMD a copy of the Financial Statement Audit within 150 calendar days of the end of Contractor’s last complete fiscal year.

I have read and understand the Audit Compliance Acknowledgement:

_________________________________________________
Name: Printed / Typed

_______________________________________________
Name: Signature

___________________________
Date
SDTMD Accounting Compliance Acknowledgement

General:
- Monthly submission of reconciliation reports and/or reimbursement packets is required.
- SDTMD has 30 business days from receipt of a complete and correct packet to review and reimburse.
- Expenses incurred older than 60 days prior to the submission will not be eligible for reimbursement without prior approval and extenuating circumstance.
- Reimbursement checks will be mailed to the Contractor.
- Copies of “Requests for reimbursement” shall be retained by contractor for no less than five years.
- Contractors are to remit reimbursement packets and budgets using SDTMD’s templates and chart of accounts.
- Additional written explanation is required on any submitted item in which the invoice is not self-explanatory.
- Any calculation shown on an invoice, reducing the amount requested, needs to include an explanation of methodology or rationale for determining costs.
- Unclear, unexplained, or unsubstantiated reimbursement report items will be removed from the submission packet. In some cases, these items will be allowed to be resubmitted with explanation if it falls within the time limitations established in the contract.
- Illegible receipts will not be considered for reimbursement.
- Do not use staples or special binding for your submission packet. A large paperclip or binder clip will suffice.
- Submit your packet single sided only. Double sided packets will be returned.
- Include all pages of a multipage invoice and bank statements. (Online bank activity will also be accepted.) Please reference each item.
- Verify totals and watch out for rounding errors.
- Contractors must pay for each expense (and clear the bank) before requesting reimbursement. Contact vendors with outstanding checks if checks have not cleared. It is your responsibility to keep track of this.
- No double dipping, if reimbursed by another entity, the expense becomes ineligible.
- Only out of market advertising is eligible for reimbursement.

Travel:
- TMD assessment funds can only reimburse toward the equivalent of coach airfare when use of public air carrier transport is required in order to perform the Contractor’s obligations under this agreement.
- GSA for incidentals is at 75% of the rate for the first and last day of travel.
- Taxi, parking, vehicle rental will be considered as incidental costs and included in the per diem rates. Exception: Vehicle rental that is paid in lieu of airfare or when the vehicle is driving between meetings with clients/potential clients.
- Please include a copy of the pertinent GSA rates for each area being visited as back-up.
- Conferences require proof of registration and receipt.
- Sales missions require itinerary, location, clients visited, agenda and calendar.
- Mileage reimbursement requests require a mileage log and purpose of trip.

Signature

Date