



## City of Lake Geneva Tourism Commission

### Reimbursement Information

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Log each invoice separately on a spreadsheet. Each expense should correspond with the paid receipt. (If we do not receive paid invoices or documentation of payment, the grant payment cannot be processed)
2. Include copies of your funded advertising which will include a logo displaying the City of Lake Geneva
3. Upon receipt of your submitted invoices and evaluation, expect payment thirty (30) days from the date the information is received.

Forward all of the required information to:

[CityAdmin@cityoflakegeneva.com](mailto:CityAdmin@cityoflakegeneva.com)

cc: [DeputyClerk@cityoflakegeneva.com](mailto:DeputyClerk@cityoflakegeneva.com)

**or mail to**

**City of Lake Geneva**

**626 Geneva Street**

**Lake Geneva, WI 53147**