



Application for Reimbursement City of Airway Heights Lodging Tax Funds

Reimbursements will be made to the applicant within approximately thirty (30) days of submittal of Applications for Reimbursement. The applicant is responsible for all incurred financial obligations (i.e., applicant pays vendors, City pays applicant). Applicants are required to maintain original receipts and financial records relative to funds awarded per Washington State requirements. Copies of receipts must be submitted with reimbursement application to verify amounts expended. Applicants are liable for funds not used in accordance with the award.

Applications for reimbursement will not be considered without the following information completed in its entirety.

Describe the success of your event/activity/facility in attracting tourists.

Some estimates in this question are required by State Law.

As a direct result of your proposed tourism-related service, provide an estimate of:

- a. Overall attendance at your proposed event/activity/facility _____.
- b. Number of people who will travel more than 50 miles for your event/activity _____.
- c. Of the people who travel more than 50 miles, the number of people who will travel from another country or state _____.
- d. Of the people who travel more than 50 miles, the number of people who will stay overnight in Airway Heights or the Airway Heights area _____.
- e. Of the people staying overnight, the number of people who will stay in PAID accommodations (hotel/motel/bed-breakfast) in Airway Heights or Airway Heights area _____.
- f. Number of paid lodging room nights resulting from your proposal _____.

(Example: 25 paid rooms on Friday and 50 paid rooms on Saturday = 75 paid lodging room nights)

What methodology did you use to calculate the estimates?

Instructions: Enter the total amount of lodging tax expenditures by category. Examples of each category include:

- **Municipality Tourism Marketing:** Direct expenditures for municipal employees promoting or advertising tourism; payments to a firm to produce tourist information;
- **Municipality Events & Festivals:** Direct expenditures for events and festivals sponsored by the municipality;
- **Municipality Facilities:** Direct expenditures for operating and capital expenditures for facilities owned or operated by the municipality;
- **Non-municipal Tourism Marketing:** Support for non-municipal organizations promoting or advertising local or regional tourism;
- **Non-municipal Events & Festivals:** Support for events and festivals sponsored by non-municipal organizations;
- **Non-municipal Facilities:** Support for operations of tourism-related facilities owned and operated by non-municipal organizations.

Please provide details for each individual event, festival, facility or tourism marketing organization receiving lodging tax funds. Using the following categories, provide the number of participants in one of the following categories:

- 1) Staying overnight in paid accommodations away from their place of residence or business;
- 2) Staying overnight in unpaid accommodations (e.g., with friends and family) and traveling more than 50 miles;
- 3) Staying for the day only and traveling more than 50 miles;
- 4) Attending but not included in one of the three categories above.

In addition, please provide the number of participants, in any category, that came from out-of-state including other countries.

Contact Information

Name	
Title	
Phone	
Email	

Lodging Tax Expenditures By Category

Municipal Tourism Marketing	\$
Municipal Events & Festivals	\$
Municipal Facilities	\$
Non Municipal Tourism Marketing	\$
Non Municipal Events & Festivals	\$
Non Municipal Facilities	\$
Total Lodging tax Expenditures	\$

Details for Individual Events, Festivals, Facilities or Tourism Marketing Organizations

Municipal/Non-municipal Organization Name	Municipality or Non-municipal Organization	Activity Type

APPLICATION INFORMATION

Requested Amount	Participant Categories	Number of Participants by Category	Total Participants	Number of Out-of-State Participants

POST-EVENT REPORTED INFORMATION

Lodging Tax Expenditures	Total Cost of Event of Festival	Participant Categories	Number of Participants by Category	Estimate Methodology Used	Total Participants	Number of Out-of-State Participants	Estimate Methodology Used