

Town of Geneva Wisconsin Tourism Promotional Grant Reimbursement Form

Email all pages of this form, marketing materials and Post Event Report to both: tourism@townofgeneva.wi.gov and clerk@townofgeneva.wi.gov

OR mail all to: Town of Geneva WI Tourism Commission, N3496 Como Road, Lake Geneva, WI 53147

Business/Organization Name:

Contact Person:

Reimbursement Payable To:

Remittance Address:

Contact Phone #

Email Address:

Event Date:

Event Name & Location:

Invoice Amount	Invoice Date	Date Invoice Paid	Invoice #	Vendor Name	Purchase Description	Sample Marketing Materials or Ad Proofs Included with this form

For Town of Geneva Wisconsin Tourism Commission Use Only: Fill out more than one copy if needed.

Date Reimbursement Request Received: Date Commission Reviewed:

Date Commission Approved: Date Check Issued & Check #:

Sample Marketing Materials or Ad Proofs for all Invoices Included: YES NO Post Event Report Completed: YES NO

Date: _____ Mailed Hand Delivered Publicity Event (Circle One)

If Hand Delivered/Publicity Event- Check Given To: _

