



## **Submitting the required LTAC Attendee Reporting form...**

Once the event/activity end date arrives, the City of DuPont will send an email to the organization/agency with a link to the Attendee Reporting form.

1. **The Organization/Agency will submit the Attendee Reporting form.** Use the predicted attendee data provided on the application; it will be included in the email, along with the contract number and grant amount. Complete the rest of the form, including the actual numbers of attendees and overnight stays and the method used to capture that data. Submitting this form in a timely manner is important so the Finance Department has time to process reimbursements.
2. **The City of DuPont Finance Director will review** your Attendee Reporting form. Reviews can take up to 10 business days. If clarification is needed, the review process could take longer.
3. **Once reviewed and approved**, the organization/agency will receive an email with instructions and a link to submit receipts for reimbursement.

**Once the report is submitted, it's time to gather your receipts** for reimbursement and watch your email for the reimbursement link and instructions. It is **very important** to gather **ALL receipts** eligible for reimbursement; they need to be submitted **at the same time**.

If you do not receive an email within 10 business days after submitting the Attendee Report, please contact the City of DuPont Finance Director at (253) 964-8121, ext. 5300.