



Completing the LTAC Receipt Submittal form...

Once the Attendee Reporting form has been submitted by the Organization/Agency and reviewed and approved by the City of DuPont Finance Director, an email will be sent to the Organization/Agency with a link to the LTAC Receipt Submittal form.

1. **Submit the LTAC Receipt Submittal Form.** This form must be completed by the organization/agency, which includes uploading the receipts, by December 15th of the year of the contract. Meeting this deadline is required for funds to be reimbursed.
2. **The City of DuPont will review** your Receipt Submittal form and the receipts you uploaded. If clarification is needed, the reimbursement process could take longer. If you have many receipts, please scan multiple receipts on the same page and then combine the pages into one document. You can upload up to 10 documents (with multiple pages in each document).
3. **Once reviewed and approved by the City of DuPont,** a reimbursement check will be sent to the organization's address you provided on the form. Processing reimbursements can take up to 15 business days. If you do not receive a check in the mail after 20 days of submitting your receipts, please contact the City of DuPont Finance Director at (253) 964-8121, ext. 5300.

It is **very important** that **ALL receipts** eligible for reimbursement are submitted at the same time. If some receipts eligible for reimbursement were not submitted with the others, please contact the Finance Director **immediately**. Failure to contact the City of DuPont immediately might cause those receipts ineligible for reimbursement.

The Receipt Submittal form and all receipts must be received no later than December 15th of the activity year.