

EXHIBIT "C"

MISCELLANEOUS APPROPRIATIONS AGREEMENT ART, CULTURE, AND ENTERTAINMENT, INC. ("ACE")

Submissions Notes:

- Have ALL COMPLETED submission (in order) to Visit Pensacola by the 5th of month.
- The first submission will need a copy of the completed signed agreement and W9.
- Submissions are once a month. Have your completed submission at that time. Do not 'piece meal' it together over the course of the month.
- If deemed non-reimbursable the invoices will be returned to you.
- Provide a narrative or explanation of the event and each expense.
- Provide a recon of each event and or grant payment.
- Must have detailed receipts of all requests asking for reimbursement.
- Must have invoices, not just orders, but invoices.
- Must have a copy of checks cleared from the bank.
- If paid by credit card, need a credit card statement and copy of cleared check.
- Tips, gratuities, alcohol are not reimbursable.
- • Prepays are not reimbursable until after the event, unless specified by the invoice an amount due by a specific date.
- • Retainers are not reimbursable without an invoice of work performed.
- Previous disallows must resubmit with corrected backup, plus all previous backup sent. Mark as RESUBMIT on each page. Goes behind section (DP, OPS, and Personnel).
- On the County reconciliation sheet put in resubmissions as needed with notes and invoice numbers.
- Make sure overages have been pre-approved. Have back up.
- Make sure contracts are there as back up. Only need to do this one time, not each submission for the same contract work.
- Must have completed signed contracts or agreements with any vendor.
- Must have completed signed insurance contracts for the event if applicable.
- Only highlight what you are asking reimbursement for (total without tips, alcohol). Make sure tax is not included for reimbursement for non-reimbursable.
- Must follow current GSA (Government Standards Act) guidelines for meals within Escambia County. Please see <http://www.gsa.gov>. This rate changes yearly.
- Make sure MapQuest is attached with a tape run on each trip. The detailed directions, not the map. Starting point is the office, not a home etc.
- If going to a conference/meeting etc. must have copy of itinerary and or an agenda and a travel auth and or a travel expenses summary report.

- Highlight beneath tape, not on the tape. Hard to read once pdf.
- Highlight beneath the numbers on invoices, statements, etc. Hard to read once pdf.
- For hotels, must have a detailed invoice showing ALL fees per night including all taxes. Must have list of names and affiliates for each room.
- If room service charge, need to not only back out item ordered but also back out sales tax charged on the item (same for other disallowed like alcohol).
- MUST have DETAILED receipt if asking for reimbursement on room service charge.
- Must have detailed receipts for any meals requesting reimbursement.
- For meals need to list the names of people, with their affiliations. Meals must be within current GSA guidelines for that location.
- Purchases for resale are NOT allowed.
- Donations are not allowed.
- All expenses that are covered by other revenue are NOT reimbursable.
- CASH payments/receipts are not reimbursable. MUST have a copy of cancelled checks. If the expense is paid with CASH, then the company pays the person who paid the expense, with proper documentation. Then that cancelled check with all the proper documentation is submitted. This is no matter the amount.
- Checks cannot be copied on top of an invoice. Each copy of the check and invoice must be separate. Everything must be *legible*.
- Can only submit Month Day 1 to Month-End. Only checks cleared bank in that time frame are allowed for reimbursement.
- NO double-sided copies allowed – must have single sided only.
- Copies need to be in color.
- REDACT (Black out) ALL account numbers, signatures on checks, social security numbers, etc. In a public records request VPI nor the County will NOT do.
- Please note that Visit Pensacola, Inc. operates under the Public Record Statue. Thereby your submission, reimbursement and back up to/from Visit Pensacola would be subject to Public Record requests.