

JEM Reimbursement Information

1. **Log each invoice separately on the Promotional Expenses Log provided.** These expenses should correspond with the promotional expenses in your contract.
2. **You must submit a copy of ALL promotional invoices for expenses incurred on the project, including JEM reimbursement requests and in-kind/matching expenses. Invoices should show dates the expenses were incurred and proof of payment.** Please write the check number/transaction number and date of payment on the paid invoice. In-kind expenses should be shown on company letterhead, indicating service and value. We must be able to verify your expenses to pay the JEM portion of the project. Payment cannot be processed if we do not receive paid invoices or documentation of expenses you have incurred.
3. **Operational Expenses must be provided using the Operational Expense Log or another format.** Invoices are not needed for these expenses.
4. Upon approval of submitted invoices, expect payment thirty (30) days from the date the Department approves the submission. **Please note: Only those promotional expenses approved by the Department and listed on the contract will be reimbursed.** If there is a change in the contracted budget, the expense may not qualify for reimbursement. Please get in touch with the grant coordinator before the expense is incurred.
5. Ten percent (10%) of your JEM reimbursement will be withheld until the final evaluation is submitted.

Once complete, please email (preferred) or send invoices and completed logs to:

hschultz@travelwisconsin.com

Wisconsin Department of Tourism
Attn: Heidi Schultz
PO Box 8690
Madison WI 53708-8690

Wisconsin Governor Tony Evers

Wisconsin Department of Tourism Secretary Anne Sayers

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