



New Hampshire Department of Business and Economic Affairs  
Division of Travel and Tourism Development  
**JOINT PROMOTIONAL PROGRAM**

**INSTRUCTIONS AND FORM FOR SUBMITTING INVOICES ON GRANTS**

- The Form JPP-3 must be used to submit all requests for reimbursement for your grant.
- The sample shows you how to fill out the Form JPP-3.
- Form JPP-3 must be submitted with a cover invoice, on your letterhead, for the amount of grant funds you are requesting (i.e., total of the last column on Form JPP-3). **Note on your invoice if this is a partial or final payment request.**
- You must attach all appropriate copies of receipted invoices you have paid with copies of proof of payment, cancelled checks (front & back of each check) and/or electronic bank statements. Each invoice paid must be listed on the form along with a description of the invoice amount and the amount due from grant funds. Please number all invoices on the form and mark this number on the corresponding invoice and check.
- All invoices, proof of payment, Form JPP-3 and your letterhead invoice for reimbursement **must be submitted in duplicate. Please double-side all documents.**
- Payment will be disbursed approximately thirty (30) days after receipt of grantee's invoice.
- All requests for reimbursement shall be submitted within 90 days of June 30 of the fiscal year in which grant was made.
- Failure to comply with the rules governing reimbursement of funds shall result in the no-reimbursement of monies owed.

If you have any questions regarding payment, please contact:

Division of Travel and Tourism Development  
JPP Administrator  
100 North Main Street, Suite 100  
Concord, New Hampshire 03301  
(603) 271-2665