



C.L. "Butch" Otter, Governor

Jeffery Sayer, Director

## NOTICE OF PROGRAM CHANGE

Idaho Regional Travel and Convention Grant Program

**Notice Number:** ITC-2014-01

**Title:** Tear sheet requirement for request for funds

### **Purpose**

The Idaho Department of Commerce announces the following program change to the Idaho Regional Travel and Convention Grant Program:

1. At the request of the Grants Officer the ITC voted to remove the requirement to submit multiple tear sheets as backup when requesting reimbursement for advertisements. Instead the grantee may retain multiple tear sheets to be viewed upon request. When requesting reimbursement the grantee will be required to submit the following documentation:
  - a. Vendor invoice which reflects the charges and confirms the run dates
  - b. A copy of the final ad, or a single tear sheet of the ad

Source: ITC Quarterly meeting 03/24/2014, Program Change Request #001

Inquires can be directed to:

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