

ITC F.A.Q.

Travel Requests:

- ITC meetings/grant presentations/and grant awards meetings are not reimbursable costs for the grant.
- Ensure that travel requests, FAM tours, Conferences/Trade shows are submitted on the same RFF. When possible, do not break these up into separate requests. If it is necessary to get reimbursed for something before the entire travel request comes in, please note the amount previously reimbursed on your next request and which RFF# it pertains to.
- Use the most recent travel reimbursement form. The mileage reimbursement amount has changed as to .54/mile. (This can change annually)
- When claiming FAM Trips and Site Visits you must include a list of the people who traveled, their title/role, the dates/times traveled, and the agenda. Food costs should be documented with a receipt and charges above the maximum amount per day (\$49 per person) may be claimed as cash match. Please note, alcohol is never reimbursable and should be put on a separate tab or adjusted off the receipt before submitting.
- Only one person representing the grantee, per each 5 people attending the FAM tour, can be reimbursed for meals.
- Conferences/Trade shows need an included itinerary to show the date of the event and whether meals were included in the cost of attending (if per diem is being requested). If the itinerary does not apply to those attending, please provide an explanation on the travel form.
- On travel requests any destination that is less than 50 miles is not redeemable for per diem. You can get mileage reimbursed but not meals.
- Provide plane ticket itinerary or mileage if you are asking for per diem on a trip, even if previously reimbursed or being paid elsewhere, so we can factor in your trip time when determining per diem amounts.
- Hotel folios are required for reimbursement. Please note that if the number of guests on the folio doesn't match the travel request, provide a cost comparison to make sure we are only reimbursing up to the price of the approved travelers. (Expedia and group purchases can be looked at in a case by case basis but you are encouraged not to use Expedia as they do not itemize receipts).
- We will not accept rental car quotes. Invoices/receipts must show the end price from when the car is returned.
- If personal days are on the travel request, please provide a cost comparison of flights with and without the extra days. We can only reimburse up to the cost of the trip without personal days included.
- Travel requests can be used for match but require actual receipts for costs including food and gasoline. Again, note that alcohol of any kind is not reimbursable. Receipts must be itemized for reimbursement, they cannot just be the credit card receipt.
- If driving long distances instead of flying, provide a cost comparison between mileage reimbursement and a plane ticket, the reason for driving, and if it is to bring booth

materials, a cost comparison to ship the items. We can only reimburse up to the lowest amount for travel/shipping.

Advertisement/Collateral materials:

- Any ad placements, radio/TV/magazine/social media, needs to have the ad/copy included with the invoice. If unable to provide, send ad approval email associated with invoice.
- Match can be used on tourism related ad placements that do not use the Visit Idaho logo. Please ensure you provide proof of payment.
- Co-operative for profit advertising should have a 50% buy in from for-profit partners and have a strong tourism message, but you can contact Commerce to get an exception if the percentage is lower.
- Provide breakdown of costs for advertisement guides/brochure with every reimbursement/match request. Must include total production costs and ad sales. We are only able to reimburse the remainder of costs once the advertising is minused from the total.

Other:

- Capital Outlay purchases are limited to \$500 per item (except for trade show booths).