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PROGRAM NOTICE

Idaho Regional Travel and Convention Grant Program

Notice Date: 01/05/2017

Title: Using Admin Field When Submitting a Request for Funds (RFF)

Effective Date: Immediate

To accommodate grantee requests for Administration/Fulfillment the "ITC Admin" field has been reinstated on the Reimbursement Request form in the Commerce Portal.

When submitting an RFF, enter the total amount of the RFF, including Admin, in the "Reimbursement Amount" field, and then enter the amount of admin in the "ITC Admin" field. Any Match being documented can be entered in the "Match" field. If you are not requesting ITC Admin funds or are not documenting match, leave those two fields blank and enter the RFF total in the Reimbursement Amount field.

The example below shows how to enter the following amounts:

Admin \$500

Marketing \$12,000

Match \$750

Total RFF amount: \$12,500

Reimbursements Transaction Management

Funding Summary:

Amount Awarded:

Award Amount Remaining:

Test Request for Funds

\$15,000.00

\$900.00

Save Changes

Submit Transactions

Return

| Record | Scheduled Payment | Description / Attachment | ITC Admin | Match | Reimbursement Amount | Status | Delete |
|----------|-------------------|--------------------------|-----------|----------|----------------------|----------------------|--------|
| FT-01856 | 11/22/2017 | Rff 4 | | \$0.00 | \$0.00 | Fiscal Approved | |
| FT-01858 | 11/22/2017 | RFF 5 | | \$170.06 | \$1,600.00 | Grant Admin Approved | |
| FT-01917 | 12/20/20 | RFF 6 | 500.00 | 750.00 | 12,500.0 | Scheduled | |

Choose File No file chosen

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