



Brad Little, Governor
Tom Kealey, Director

Guidance for Hosted Media*

- Visit Idaho will **reimburse for flights and one checked bag** (if needed). Please email me your flight receipt/itinerary that shows a charge to your credit card and the last four digits of your CC number. We cannot reimburse for early boarding, seat upgrades, trip insurance, etc. Any in-flight food, drink, or Wi-Fi purchases will be your responsibility and cannot be reimbursed. Please save your baggage receipts or email them to me when available; please ensure they show the last four digits of your credit card number or connection to the flight confirmation number. I'm happy to collect receipts via email as they come in. Photos or scanned receipts are fine as long as everything is clearly legible.
- Visit Idaho can **reimburse for an economy/compact vehicle**. Any add-ons or upgrades, such as insurance, navigation, pre-paid fuel, etc. will be the renter's responsibility. Please do not request pre-paid fuel. Pre-paid fuel charges cannot be reimbursed. The final receipt from the car rental agency provided when you return the vehicle is required for reimbursement. A higher category vehicle may be allowable with approval from Visit Idaho.
- Visit Idaho will **reimburse for fuel purchased in Idaho and the fee for rental vehicle drop-off in a different city if applicable**. Please refuel the vehicle before returning it and always purchase fuel only at the pump. Please ensure receipts include location, date, purchase of fuel only and are clearly legible.
- All per diem, whether full day or partial, helps cover the cost of food and beverage, including tax and all gratuities, including those beyond food. The allowable per diem amount will be reimbursed at the end of the trip; meal receipts are not necessary for reimbursement and do not need to be submitted. Visit Idaho cannot pay for or reimburse for alcohol.
- Please consider gratuities for all servers, guides, drivers, etc. as appropriate.
- If you participate in activities or attractions that are not complimentary/pre-arranged or are not suggested (off itinerary, such as bike rentals, museum or attraction admissions, park admissions, etc.) please save any receipts for reimbursement consideration. If you pay cash, please note a cash payment on the receipt. If using credit card, please make sure the last four digits of your credit card are visible.
- **Receipts:** when submitting receipts for fuel, car rental, attractions, admissions, etc., please provide clearly legible scanned photocopies or screenshots of **itemized** receipts that include **date of purchase, business name and date** in either a JPEG or PDF format. Photos from your phone are fine.
- Check [Idaho 511](#) for road conditions during your trip.
- When in Idaho, please [Travel With Care](#) during your visit.

*subject to change