IDAHO SECRETARY OF STATE
Lawerence Denney
700 W. Jefferson St., Boise, ID 83720

HOTEL: The Idaho Secretary of State will pay for (via direct billing to SOS from the hotel) up to 3 nights lodging per attendee[*], at the Riverside Hotel, starting on Tuesday night Jan 8, 2019.

(*Lodging offer is limited to up to four participants per county)

- **Individuals seeking reservations should call The Riverside Hotel at 208-343-1871. Request reservations under the group name: "Recorders and Clerks Elections." Make sure to call before Friday December 21, 2018, to receive the special group rate.**

- When completing the preauthorization form, you must list the names you will use when checking in to the hotel, so we can match lists with them.

- You will need to notify us ASAP if your check-in time or date changes after submitting this preauthorization form. The IDSOS is not responsible for any billing issues if this information is not communicated with us. Email changes to kathy.abbott@sos.idaho.gov

- IDSOS will not pay for spouses or other guests which incur other occupancy expenses.

- Participants wishing to arrive early (Monday night) or extend their stay will need to pay for the additional expense.

- A credit card for incidentals will need to be presented at check-in. All additional incidentals will be billed to this card and will NOT be reimbursable by the IDSOS.

TRAVEL COSTS: The Idaho Secretary of State is offering to directly reimburse counties for travel** (either by mileage or flight costs) for attendees who:

1. Register for the Elections Conference taking place Jan 8–10, 2019
2. Participate in Wednesday's cybersecurity exercise
3. Submit the online preauthorization request form by Dec 21, 2018

(**Travel offer is limited to up to four participants per county)

sos.idaho.gov
Phone: (208) 334-2301

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- Travel costs by mileage will be based on the 2019 Federal mileage rate of $0.545/mile based on the round trip distance from the County's courthouse to the Riverside hotel in Boise. This mileage must be submitted as ROUND TRIP DISTANCE on the preauthorization form.

- Flight reimbursement will require the county to submit a photocopy of each traveler's ticket with the post event reimbursement request. This copy must show the cost of the ticket, travel date and times, and traveler's name.

- ID SOS will not be providing a per-diem reimbursement for meals, though meals will be provided as part of the conference. (beginning with Tuesday's breakfast through lunch Thursday) Additional meal expenses will be subject to county or participant expense.

PROCEDURE:
Due to the source of the funds being used for this conference, very specific documentation is required for all reimbursement requests and requests without proper, complete documentation will not be processed.

- **Only one preauthorization request is to be submitted per county.** Please coordinate your travelers.

- A representative from each county will be presented with a copy of their group's reviewed preauthorization form on the final day the conference. Any corrections based on changes in travel will need to be made by the county representative at that time, and should be communicated in advance.

- The preauthorization form will have a signature blank for all travelers represented on that form, as well as a signature for the authorized County representative that will make the final request.

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- Following the conference, Counties will submit a single invoice for the travel expenses listed above, along with the matching signed preauthorization form from IDSOS including all signatures and required support documentation (see flight requirements).

- Fully documented forms will be processed by IDSOS and payment sent to counties.

Please contact either Chad Houck or Kathy Abbott with any questions.

Kathy: (208)332-2824   kathy.abbott@sos.idaho.gov

Chad: (208)332 -2862   chouck@sos.idaho.gov