Idaho RTAP Scholarship Opportunities for CTAI Conference

February 22 – 24, 2016

Location: Boise State University Student Union Building, Boise, Idaho.

Who is eligible for a scholarship?

Eligible Scholarship Opportunities for CTAI Conference will be by priority as follows:

**Priority 1** - Recipients of FTA Transportation Funds for Rural Areas.

- Two (2) individuals max
- Expenses up to $1,000 will be reimbursed at 100% *(per person, this would include the CTAI conference fee)*
- Expenses over $1,001 will be reimbursed at 50% (per person)

*Allowable expenses:*

- Lodging, at closest to the GSA allowed federal per diem rate.
- Lowest cost of travel, (airfare or mileage (reimbursed at rate of $.555/mile) whatever is the lowest cost will be allowed no matter preference of your travel.
- Parking
- Taxi and/or shuttle fees
- Meals

*Unallowable expenses:*

- Travel insurance
- Airline Baggage Fees
- Rental Car – *CTAI encourages use of public transportation*

**Priority 2** - Rural transportation and Medicaid providers

- Two (2) individuals max
- Expenses up to $500 will be reimbursed at 100% *(per person, this would include the CTAI conference fee)*
- Expenses over $501 will be reimbursed at 50% (per person)

*Allowable expenses:*

- Lodging, at closest to the GSA allowed federal per diem rate.
• Lowest cost of travel, (airfare or mileage (reimbursed at rate of $.555/mile) whatever is the lowest cost will be allowed no matter preference of your travel.
• Parking
• Taxi and/or shuttle fees
• Meals

Unallowable expenses:

• Travel insurance
• Airline Baggage Fees
• Rental Car - CTAI encourages use of public transportation

Priority 3 - Local public bodies, agencies, and non-profit organizations working to improve accessible transportation in Idaho at the discretion of ITD-PT.

• One (1) individuals max
• Expenses up to $500 will be reimbursed at 100%
• Expenses over $501 will be reimbursed at 50%

Allowable expenses:

• Lodging, at closest to the GSA allowed federal per diem rate.
• Lowest cost of travel, (airfare or mileage (reimbursed at rate of $.555/mile) whatever is the lowest cost will be allowed no matter preference of your travel.
• Parking
• Taxi and/or shuttle fees
• Meals

Unallowable expenses:

• Travel insurance
• Airline Baggage Fees
• Rental Car - CTAI encourages use of public transportation

What is the Idaho RTAP Scholarship Application Process?

1. Download the ITD-PT RTAP Application from http://ctai.org/
2. Submit the application and estimated expenses as listed in the ITD-PT Idaho RTAP scholarship Application Checklist.
a. The Application can be filled out electronically and allows for electronic signature for email submissions.
b. Otherwise, print, sign, and send your applications and subsequent reimbursement request to:
   i. Fax: (208) 334-4424 | Attention: Sandy – RTAP
   ii. Email: sandy.frazier@itd.idaho.gov
   iii. Or mail to: ITD-PT C/O RTAP Request-Sandy Frazier, PO box 7129, Boise, ID 83709-1129
   iv. Applications must be received no later than: December 30th, 2015
   v. Applications will be reviewed and approval or denial confirmations will be sent out on: January 11, 2016

3. Wait for email confirmation from ITD that states approval or denial of scholarship request.
   a. If approved, you will receive an email confirmation that approves the request. The approval may indicate modifications to the request. Along with the reimbursement packet.
   b. If denied, you will receive an email stating the reason why your request was not approved.
   c. A phone conversation will not be considered official approval.

YOU MUST RECEIVE THE EMAIL CONFIRMATION BEFORE MAKING ANY RESERVATION.

ITD has allocated up to $30,000.00 for the 2016 CTAI Public Transportation Conference. Scholarships will be made based on priority and funding availability.