

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.**