



Idaho Rural Transportation Assistance Program (RTAP)
Community Transportation Association of Idaho
913 W. River Street, Suite 440 Boise, Idaho 83702
Tel. 208.344.2354 | Fax 208.343.4543

Idaho RTAP Scholarship - Application Checklist

Use this to support your scholarship application request. You must be preapproved prior registering for, or attending a training, workshop, or conference.

- ___ Complete Idaho RTAP Application.
- ___ Review the Travel Reimbursement Requirements below and consider the rules as you calculate the request.
- ___ Attach the following supporting documentation:
 - The agenda and detailed costs for the training, workshop, or conference, i.e. meals provided, hours of training, etc.
 - A sample airline itinerary with estimated cost. Do NOT buy the ticket until application is approved.
 - A sample hotel estimate that shows total nights of stay and applicable fees. Do NOT make the reservation.
 - A Google/Yahoo Maps printout with driving distance from your place of work to destination, if driving. The current mileage reimbursement rate is \$.~~455~~555 cents/mile.
- ___ **Submit application for approval no later than 32 weeks prior to the training to info@ctai.org or Fax to 208-343-4543.**

Travel & Reimbursement Guidelines: CTAI may only reimburse the least expensive, most economical mode of travel consistent with State of Idaho travel policy.

- In order to provide the most benefit from the Idaho RTAP Program, Per Diem will no longer be provided for all scholarships and will only be approved when absolutely necessary.
- Per Diem requests should be made directly to CTAI and will never be allowed when:
 - o A meeting is in the same ITD district as your organization.
 - o Meals are provided at a meeting/seminar/conference.
 - o Breakfast Per Diem is allowed for departures before 8 am and Dinner is allowed for returns after 7pm.
- In cases where meal per diem is allowed, the Idaho daily per diem is \$30.00 and applies within 60 miles from the Idaho border in another state.
- Link to GSA website (www.gsa.gov) for Meal/Hotel Per Diem rates for travel outside Idaho beyond 60 miles from the Idaho border:
 - o For cities not listed, use city closest to your destination, print off rate, and submit with documentation.
 - o When hotel is unavailable at GSA rate, select a hotel that is priced closest to the GSA rate.
 - o Per Diem is allowed at 75% of full rate for first and last day of travel.
 - o Meal receipts are not required.

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Idaho RTAP Scholarship - Reimbursement Checklist

Use this to support your reimbursement request. You must have been preapproved prior registering for or attending a training, workshop, or session.

CHECK THE LIST!

- ___ Complete the CTAI Travel Reimbursement Form.
- ___ Reimbursement must be requested **within 30 days** upon return from event or it may not be reimbursed.
- ___ Attach the following supporting documentation:
 - Submit the agenda, and training, workshop, or conference receipt of payment.
 - Airline invoice that shows PAID amount.
 - Hotel checkout invoice.
 - Receipts for ground transportation, i.e. taxi, shuttle, transportation, and parking receipts.
 - DO NOT submit meal receipts.
- ___ Submit reimbursement request for approval **within 30 days** of event to info@ctai.org or Fax to 208-343-4543. Requests ~~that are~~ submitted more than 30 days after the event concluded will not be reimbursed.

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Maximum Per Diem Reimbursement Rates

MILEAGE

- Current Mileage Reimbursement Rate (Effective ~~10/7/1/2009~~2012): \$0.~~455-555~~ cents/mile
- For out of state hotel per diem rates refer to GSA Website at www.gsa.gov.