



## Idaho Rural Transit Assistance Program (RTAP) In House Training Scholarship Application

The Idaho Transportation Department’s Public Transportation Office is committed to advancing the Department’s strategic mission of “Your Safety, Your Mobility, and Your Economic Opportunity.”

The Idaho Transportation Department Public Transportation Office (ITD-PT) is responsible for administering Idaho’s Rural Transportation Assistance Program (RTAP) with funding provided by the Federal Transit Administration (FTA). ITD-PT is committed to fostering a safe, mobility focused public transportation program throughout Idaho that promotes economic opportunity and growth for all of Idaho.

ITD-PT budgets the 5311(b)(3) RTAP funds on an annual basis and will offer scholarship opportunities until such funds are exhausted. **Applications will be evaluated based on agencies most recent ITD-PT Site Review.**

**Travel & Reimbursement Guidelines: ITD-PT may only reimburse the least expensive, most economical mode of travel consistent with State of Idaho’s travel policy.**

Per Diem requests are not permitted when:

- A meeting is in the same ITD district as your organization.
- Meals are provided at a meeting/seminar/conference.

Link to the GSA website [www.gsa.gov](http://www.gsa.gov) for meal/hotel/per diem rates for travel outside of Idaho (beyond 60 miles from the Idaho border):

- For cities not listed, use city closest to your destination, print off rate, and submit with Application.
- When a hotel is unavailable at GSA or conference rate, select a hotel that is priced closest to the GSA rate.

Rental Cars are allowed if necessary. ITD-PT promotes the use of public transportation where available.

### Instructions

- Be sure to accurately estimate your expenses **below**, as scholarships will be awarded based on this form. Reimbursements will only be made *up to* the Scholarship Award. **Back-up is no longer required at time of application, unless specifically requested. Actual expenses that go over scholarship awards are NOT reimbursed.**
- You will be required to submit a Summary Report **after** the training, on the workshop/training for which you have requested funding. The summary should state: (1) how the training/workshop information has been used, (2) who has/how many have been trained or assisted, and (3) what savings have been generated as a result of the training.
- You will also be required to submit an Individual Expense Form **after** the training. Be sure to include **back up documentation** for actual expenditures. This includes but not limited to airline and lodging receipts, conference registrations, map indicated mileage, and any other eligible expense receipt.



# Scholarship Application

## Application Information

Agency Name	
RTAP Applicant Name	
Job Title	
District	
Address	
Email	
Phone	

## Scholarship Application Questions

<b>Eligibility Questions: Please check the boxes that apply</b>
I receive the following funding sources: <input type="checkbox"/> 5310 <input type="checkbox"/> 5311 <input type="checkbox"/> 5339 <input type="checkbox"/> VIP
Agency's most recent Site Review <input type="checkbox"/> 2024 <input type="checkbox"/> 2023 <input type="checkbox"/> 2022 <input type="checkbox"/> 2021 <input type="checkbox"/> N/A

<b>Questions</b>
Conference/Training Name:
Location of Training (City, State):
Estimated Date and Time of Arrival and Return:
Estimated Number of Attendees: (Sign in sheet must accompany reimbursement)
Is this a: <input type="checkbox"/> Training <input type="checkbox"/> Workshop <input type="checkbox"/> Conference and/or
<input type="checkbox"/> Request for Materials (if materials only please skip to page 3)
This training will cover the following topics: <input type="checkbox"/> Admin & Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Procurement <input type="checkbox"/> Service Operations <input type="checkbox"/> Title VI <input type="checkbox"/> ADA & Paratransit <input type="checkbox"/> Drug & Alcohol <input type="checkbox"/> Safety <input type="checkbox"/> Assets <input type="checkbox"/> Maintenance <input type="checkbox"/> Technology/Software <input type="checkbox"/> Unique Services <input type="checkbox"/> Outreach <input type="checkbox"/> Economic Development <input type="checkbox"/> Other
If other; please explain how this topic serves the purpose of the RTAP Program and enhances the goals of ITD.
Select the ITD goal being met by your attendance to this event. <input type="checkbox"/> Mobility <input type="checkbox"/> Safety <input type="checkbox"/> Economic Opportunity



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

Expense	Rate	Per Days/Miles	Taxes Estimate	Total
Per Diem (GSA) <a href="http://www.gsa.gov">www.gsa.gov</a>	\$			\$
Lodging (GSA or Conference) <a href="http://www.gsa.gov">www.gsa.gov</a>	\$		\$	\$
Airline/Baggage	\$			\$
Mileage/Car Rental/Parking <i>if applicable</i>	\$0.58			\$
Registration/Conference Fee	\$			\$
Other:				\$
Other:				\$
Other:				\$
Other:				\$
<b>TOTAL ESTIMATE FOR SCHOLARSHIP</b>				<b>\$</b>

Submit application for approval **no later than 30** calendar days prior to the training to [shauna.miller@itd.idaho.gov](mailto:shauna.miller@itd.idaho.gov). You should receive written notification within two weeks.

Acceptance of Terms

We agree to accept Idaho Rural Transportation Assistance Program (RTAP) Scholarship Reimbursement in conformance with applicable state and federal laws and guidelines and be responsible for potential tax liability.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Employer Signature

\_\_\_\_\_  
Date