

# **WISCONSIN'S RTAP SCHOLARSHIP PROGRAM GUIDELINES**

(Effective July 1, 2011)

## **I. Program Goals**

- To further the development of the skills and abilities of persons involved in providing passenger service to the state's rural and small urban areas.
- To encourage the development of professional networks among Wisconsin transportation providers.
- To offset some of the costs of attending national, state, and local transit training and educational programs.

## **II. Eligibility**

Any agency or organization within the state, responsible for providing passenger service to the state's rural and small urban areas, is eligible to apply. Training of drivers, dispatchers and mechanics is encouraged.

## **III. Scholarship Administration**

### **Scholarship Percentage Rates**

Scholarships for in-state events will be at 80% of the total eligible expenses as defined in this document for training or conferences attended, up to the approved maximum.

Eligible actual expenditures for in-state events/trainings totaling \$100 or less will be covered at 100%. In addition, the following training programs will be covered at 100%: WRAPP Rodeo, WRAPP/WURTA Fall Conference, and Mobility Manager Workshops sponsored by WisDOT.

All scholarships for out-of-state events will be awarded at 70% of total eligible expenses.

### **Eligible Events/Training**

Courses, seminars, workshops and conferences with subject matter applicable to the rural passenger transportation industry are eligible for RTAP scholarships. The training delivered by a third party can be in-house, in-state or out-of-state. Certain training materials are also eligible for purchase, especially if these materials can be shared with other organizations.

### **Selection process**

Applications will be reviewed by the RTAP Scholarship Coordinator on a first-come, first-served basis and will be evaluated on the basis of:

- 1) The balance of funds remaining in the scholarship program;
- 2) The applicant's eligibility;
- 3) The training/conference eligibility; and
- 4) The previous agency/individual scholarship awards.

The RTAP Coordinator will approve or disapprove the application in writing within three (3) weeks from the date of receipt. Approval letters will indicate the maximum reimbursement allowed under the scholarship.

### **Application for scholarship**

Application forms are available online at: <http://www.wisconsinrtap.com>. Completed forms should be submitted to:

Email (preferred)	FAX
<a href="mailto:jschafer@wisconsinrtap.com">jschafer@wisconsinrtap.com</a>	(937) 299-1055

A brochure, website link or other information describing the event the applicant wishes to attend should accompany the application.

Scholarship applications should be submitted to the RTAP Scholarship Coordinator no later than two (2) weeks prior to the start date of an event.

RTAP Scholarship approval letters will be e-mailed to the applicant or, upon request, in hardcopy format via U.S. Mail. Approval e-mails will include a link to the website where Request for Reimbursement forms are located. If hardcopy format via U.S. Mail is requested, a copy of the Request for Reimbursement form will be included with the approval letter.

### **Eligible and Ineligible Expenses**

Registration, lodging, travel expenses and meals not covered by the registration are eligible for scholarship reimbursement.

Among the expenses that are not eligible for scholarship reimbursement are charges for room service, alcohol, personal care items, etc.

### **Allowable Expense Maximums**

Allowable expenses are covered at the State allowable rates.

In-state rates are defined in Section 8-6 of the Transportation Administrative Manual and can be made available in electronic format upon request. The most commonly used current allowable in-state rates are defined below. Out-of-state rates are defined in the Office of State Employment Relations Compensation & Labor Relations Bulletin OSER-0155-CLR/TSA and can be made available in electronic format upon request.

Allowable **meals** are determined by time of day restrictions for departures and return-to-home. Based on a working schedule of 7:45 a.m. to 4:30 p.m., the timeframes are:

- Breakfast, provided the employee leaves home before 6:00 a.m.
- Lunch, provided the employee leaves his or her headquarters city before 10:30 a.m. and returns after 2:30 p.m.
- Dinner, provided the employee leaves directly from work and gets home after 7:00 p.m.

These time periods are modifiable to the extent necessary for employees whose normal work schedule deviates from the hours specified. For example, if the normal work schedule is 6:00 a.m. to 2:30 p.m., shift the above times back two (2) hours, e.g. breakfast, provided the employee leaves home before 4:00 a.m.

Maximum allowable reimbursement rates for **meals** not provided as part of a conference or training are:

<b>Meal</b>	<b>In-state</b>	<b>Out-of-state</b>
Breakfast	<b>\$8.00</b>	<b>\$10.00</b>
Lunch	<b>\$9.00</b>	<b>\$10.00</b>
Dinner	<b>\$17.00</b>	<b>\$20.00</b>

Allowable **mileage** reimbursement rates are:

In-state travel: \$0.485 per mile

Out-of-state travel: \$0.485 per mile **or** the total of airfare + ground transportation, whichever is less

**In-state lodging**

\$70.00/night maximum **or** not over the special conference rate.

\$80.00/night maximum in Milwaukee, Racine and Waukesha counties.

When reserving a hotel room, request the "State rate", or if applicable, the special conference rate. If there are extenuating circumstances surrounding a hotel's inability to meet the State rate or to offer a special conference rate, please contact the RTAP coordinator.

**Out-of-state lodging**

Because rates vary from city to city, contact the RTAP Scholarship Coordinator for the current allowable out-of-state hotel rate for specific cities/destinations.

**Requests for Reimbursement**

Requests for Reimbursement must be submitted **within 60 days** of the conclusion of a conference or training event. If reimbursement is not requested within that time period, the scholarship may be voided and no reimbursement issued.

Following approval of an application, forms for electronic completion with which to file for reimbursement are available from the WisDOT website at <http://www.wisconsinrtap.com> and <http://www.dot.wisconsin.gov/localgov/transit/rtap.htm>. (If the applicant does not have Internet access, forms can be mailed upon request with the approval letter.)

Completed Request for Reimbursement forms must be submitted to the RTAP Coordinator in along with the following required documentation:

- 1) Detailed expense information;
- 2) Receipts for all eligible expenses (receipts are not required for meals);
  - Hotel
  - Parking
  - Registration fees
  - Airfare
  - Ground transportation
- 3) A copy of the training/conference agenda;
- 4) A copy of the scholarship approval letter; and
- 5) The completed training/conference evaluation report portion of the Request for Reimbursement form. Evaluations will be used to determine the appropriateness of subsequent scholarships to this or similar training sessions.