



Idaho Rural Transit Assistance Program (RTAP) 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.”

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

Attach the following supporting documentation:	
The agenda and detailed costs for the training, workshop, materials, 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 until application is approved.	
A map printout with driving distance from your place of work to destination, if driving.	

Submit application for approval no later than 14 calendar days prior to the training to juanita.risch@itd.idaho.gov or Fax to 208-334-4424.

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

Meal Per Diem is allowed at the discretion of ITD-PT and as the RTAP budget allows.

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 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 rate, select a hotel that is priced closest to the GSA rate.

Scholarship Application

Application Information

Agency	
RTAP Applicant Name	
Job Title	
District	
Address	
Email	
Phone	

Instructions

Thank you for your interest in requesting Idaho RTAP Scholarship. To assist you in completing the scholarship application process, refer to the documents provided with this application. If you have questions contact juanita.risch@itd.idaho.gov or 208-334-8875.

Scholarship Application Questions

Eligibility Questions: Please check the boxes that apply

I receive the following funding sources: 5310 5311 5339

Questions

Is this a: Training Workshop Conference and/or request for Materials (if materials only please skip to page 3)

This training will cover the following topics: Defensive Driving Emergency Procedures
 Maintenance & Inspections Safety PASS Wheelchair Outreach Economic Development Other

Location of Training (City, State)

Estimated Date and Time of Arrival

Estimated Date and Time to Return

Describe the need being met by your attendance to this event.

Describe the training program you are attending and why this program was selected compared to other training programs.

Describe how information obtained from this event will be shared in your organization and with the Idaho Transportation Department – Public Transportation Office.

Additional Requirements

- Attach a training, workshop, or conference announcement, brochure, and/or agendas that include: location, cost, and schedule.
- You will be required to submit a Summary Report of the workshop/training for which you have requested funding as part of your reimbursement request. The summary should state what was learned and how you would rate or recommend the program to others.
- You will also be required to submit an Individual Expense Form after the training where you indicate: (1) how the training/workshop information has been used, (2) who/how many has been trained or assisted, and (3) what savings/awards have been generated as a result of the training.

Requests should be made directly to ITD-PT via email to Juanita.Risch@itd.idaho.gov.

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