

# WISCONSIN'S RTAP SCHOLARSHIP PROGRAM GUIDELINES (Effective April 1, 2007)

## 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 categories

In order to spread the scholarship funds among as many eligible participants as possible, three categories of scholarships have been established, each with a dollar limit:

**Category A: \$450 to \$1,200**

**Category B: less than \$450**

**Category C: Group Training /In House Training (\$1,500 maximum)**

### Scholarship category limitations

#### **Category A**

A Category A scholarship cannot exceed \$1,200. No one organization or individual will receive more than one (1) Category A scholarship in any calendar year. However, the Fall WRAPP/WURTA Conference is exempt from being counted as a Category A scholarship used.

#### **Category B**

There will be no limit on the number of Category B scholarships that one organization or agency can receive. However, no single organization or agency shall receive more than \$2,500 in **cumulative** individual Category A or B scholarships **to attend a single event**.

#### **Category C**

The limitations specified above do not apply to Category C scholarships.

### 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% of total eligible actual expenditures:

CTED Advanced Defensive Driving  
CTED Passenger Assistance  
CTED Safety Emergency and Evacuation  
WRAPP Roadeo

Scholarships for out-of-state training or conferences will cover 70% of the total eligible expenses up to the approved maximum scholarship value. The organization or individual is responsible for the matching portion of the costs.

**Eligible 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 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;
- 4) The category of scholarship; and
- 5) The previous agency/individual scholarship awards.

The RTAP Coordinator will approve or disapprove the application in writing within two (2) 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.dot.wisconsin.gov/localgov/transit/rtap.htm>. Completed forms should be submitted to:

<b>E-mail (preferred)</b>	<b>U.S. Mail</b>	<b>Fax</b>
<a href="mailto:dean.gauger@dot.state.wi.us">dean.gauger@dot.state.wi.us</a>	RTAP Coordinator Wisconsin Dept. of Transportation Bureau of Transit & Local Roads P. O. Box 7913 Madison, WI 53707-7913	(608) 266-0658

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

Scholarship applications should be submitted to the RTAP 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 WisDOT 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, Internet service, personal care items, etc.

### **Allowable Expense Maximums**

Allowable expenses are covered at the State allowable rates and are subject to change as the State rates do.

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 normal 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 returns 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:

	In-state*	Out-of-state*
Breakfast	\$ 8.00	\$10.00
Lunch	\$ 9.00	\$10.00
Dinner	\$17.00	\$20.00

\*Alcoholic beverages are excluded from coverage

Allowable **mileage** reimbursement rates are:

- In-state travel  
38.5¢ per mile
- Out-of-state travel  
38.5¢ per mile
- or**  
the total of air fare plus ground  
transportation, whichever is less

**In-state lodging**

\$62.00/night maximum **or** not to exceed the special conference rate.

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 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.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 hardcopy format 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 the same or similar training sessions.