

**RURAL TRANSPORTATION ASSISTANCE PROGRAM (RTAP)
EXPENSE REIMBURSEMENT FORMS (forms) Updated June 2015**

The Who, What, When, How and Why to processing RTAP forms

Who can submit RTAP forms? *Rural transit system employees, usually manager or driver(s), can submit the forms for reimbursement.*

What form is accepted? *The form is found on this website link <http://www.transportation.nebraska.gov/rpt/pub-transp.htm> in the General Transit Documents/Manuals/Brochures/Handbooks section.*

What are the qualified activities and the allowable expenses to be reimbursed on an RTAP form? *Qualified activities include the Transit Managers' workshop and ROADEO event sponsored by the Nebraska Association of Transportation Providers (NATP), NDOR required transit driver training facilitated by the UNK Nebraska Safety Center, Title VI Compliance training conducted by the University of Nebraska, and Precision Compliance Drug & Alcohol Awareness workshops. Other activities may be scheduled throughout the year. If you have a question about whether an activity can be reimbursed using RTAP funds, contact Kari Ruse at 402-479-4694.*

Allowable expenses are:

- 1. Mileage to the event and from the rural transit system location if incurred in a private vehicle of the attendee. Please include a MapQuest of the directions from and to the points of travel. The mileage rate cannot exceed the per mile rate for business purposes and approved by the Internal Revenue Service. (For 2015, the rate 57.5 cents per mile.)*
- 2. Registration fee with paid receipt.*
- 3. Lodging (if not direct billed) with paid receipt. A hotel/motel folio needs to show the payment applied and balance due is zero.*

4. Meal(s) with detailed (what was purchased) and paid receipt(s). Credit card receipts without the detail of what was purchased is not an acceptable receipt. Tips are allowable to claim up to 20% of the meal including non-alcoholic drink + applicable taxes. Meals are only reimbursed when allowed overnight lodging occurred.
5. Wages – the regular hourly rate during the training only is reimbursed of the person(s) attending as a driver. Wages incurred to travel or ROADEO judging are not eligible for wage reimbursement.
6. Airfare with paid receipt to attend a qualified activity when accompanied with the approved Travel Request form.
7. Miscellaneous travel expenses such as ground transportation, self-park or valet parking with paid receipts while attending a qualified activity and accompanied with the approved Travel Request form.

When are the qualified activities conducted? *The Transit Managers' workshop is conducted during the summer and ROADEO event is conducted in September. The University of Nebraska trainings are conducted throughout the year and are scheduled on the website <http://www.nebraskatransit.com/>.*

How to submit the RTAP reimbursement form? *Forward the expense reimbursement and supporting document(s) to Connie Trautwein, Nebraska Department of Roads, PO Box 94759, Lincoln NE 68509-4759 or email to connie.trautwein@nebraska.gov.*

Why submit eligible expenses for RTAP reimbursement? *The expenses are reimbursed with 100% federal funds from the FTA Section 5311 RTAP portion of the grant. The reimbursements do not reduce transit system's authorized federal and state operating assistance funds. Note: Expenses to participate in qualified RTAP activities can be reimbursed either on an RTAP form or on the online invoice **but not both**.*