



MISSOURI RURAL TRANSIT ASSISTANCE PROGRAM

TRAINING REIMBURSEMENT APPLICATION INSTRUCTIONS

Separate applications must be completed for each person in an agency that plans to travel. A copy of the approved application for each person must be attached to the **Agency Invoice** when submitting to Missouri RTAP for training reimbursement.

The applicant must be an employee of the grantee (agency) per the Missouri Public Transit Association (MPTA) Provider Member Organizational List and be actively involved in the transportation services offered by that agency.

The application must be received and approved by Missouri RTAP **at least 30 days** before the date of travel for the training, conference, or workshop. If additional grantee (agency) personnel will be traveling after the initial application has been submitted, Missouri RTAP must be notified immediately for approval. If the additional person's name is not added to the application by contacting Missouri RTAP, those expenses will not be reimbursed.

No advance payments will be made. The grantee (agency) is responsible for making all reservations, paying the registration fees, etc., and then requesting reimbursement from Missouri RTAP after travel has ended. Salary or other compensation is not reimbursable.

Expenses must be submitted to Missouri RTAP for reimbursement **within 30 days** of return from in-state travel and **within 60 days** of return from out-of-state travel. Any expenses submitted after the 30-day or 60-day mark will not be reimbursed.

All expenses must be reasonable and documented with a legible receipt except for meals.

PLEASE NOTE THE FOLLOWING:

1. Travel costs should be minimized by agencies – an example being agency employees traveling together versus driving separate vehicles.
2. Travel will only be reimbursed the day before and the day after a conference. Extra days before or after a conference cannot be added simply for rest because of long drives or flights.
3. All out-of-state travel will be limited to a reimbursement amount of \$1,500 per traveler. Increases above this reimbursement amount will be reviewed on an as-needed basis depending on conference fees and location. Any travel expenditures falling below the \$1,500 limit will be subject to all current guidelines.
4. First class airfares will **NOT** be reimbursed. Airfare must be booked **at least 30 days** in advance of travel to avoid paying higher airfare rates.

5. If the participant chooses to drive when flying would be more economical, Missouri RTAP will reimburse the participant the amount of what the lowest available coach airfare would have cost, **not the total mileage**. The airfare pricing must be checked **at least 30 days** in advance of travel and a copy of the pricing must be included with the application paperwork. If this is not provided, travel will only be reimbursed at an amount set by RTAP by checking flights 30-60 days in advance of upcoming conferences. Participant must provide the individual requests (driving request vs. flying request) so Missouri RTAP can compare the total costs for both forms of travel.
6. Mileage rate reimbursement is for POV's **ONLY** when used for travel and will be based on the most direct route from the participant's home base (the agency) where the individual is employed. Extraneous mileage for recreational purposes accumulated during the training will not be reimbursed.
7. If the individual is traveling in a company vehicle utilizing a company credit card for fuel, **NO** reimbursement for fuel or mileage will be eligible.
8. If two or more participants attend and are traveling by a POV, they will be expected to carpool. The individual who owns the vehicle will be reimbursed the current mileage rate (\$.655 per mile). This rate is set by the University of Missouri and is subject to change annually.
9. Conference registration fees will only be reimbursed at the early-bird cost.
10. Parking reimbursement for a POV or transit vehicle is at the self-parking rate and does not include valet. Covered parking at an airport is not reimbursable but uncovered parking is reimbursable.
11. If a rental car is necessary for the travel, it is reimbursable but **must be pre-approved by the Missouri RTAP Manager, Dr. Heath Pickerill**, when the Application for Training Assistance Form is submitted as well as a justified reason for the need of a rental vehicle.
12. Rental cars will only be reimbursed at mid-sized level and below unless a large group warrants a mini-van or something of comparable size. In addition, rental cars must be limited to groups of four or more. Otherwise, only fees for taxi, Uber, shuttle service, etc. to and from the airport can be submitted for reimbursements. Fuel receipts for the rental car, if approved, are eligible for reimbursement and will need to be submitted for reimbursement.
13. Lodging expenses will be reimbursed at or below the conference rate. If you have prior approval based on a special request to stay an extra day either before or after a conference, you will only be reimbursed at the conference rate. If you choose to stay at a location other than where the conference is being held, please note you will be responsible for covering the difference in cost. A hotel receipt that reflects a \$0 balance must be submitted for reimbursement.
14. Items such as in-room movies, laundry service, mini-bars, hotel gyms, and vehicle fines are **NOT** reimbursable.
15. Tips/gratuities for hotel service, etc. is not eligible for reimbursement.
16. Meals are reimbursed based on a per diem rate depending on hours in "travel status" as well as the location of the training, workshop, or conference. If meals are provided at the training, workshop, or

conference, those meals will not be reimbursed. A copy of the training, workshop, or conference agenda must be submitted when requesting training reimbursement. Please call Pat Diaku, (573) 341-6155, for per diem rates when traveling out of state or go to www.defensetravel.dod.mil/site/perdiemCalc.cfm.

17. If the grantee (agency) incurs expenses (such as registration fees), and the applicant does not attend, Missouri RTAP will **NOT** reimburse the grantee for those expenses.
18. A copy of any issued course completion certificate(s) should accompany the reimbursement request.
19. Additional expenses incurred because the participant was accompanied by a spouse or other family member will **NOT** be reimbursed.
20. Internet fees when lodging will be reimbursed providing it is required to conduct official business when in a travel status.
21. Alcoholic beverages are **NOT** reimbursable.