



# MINNESOTA DEPARTMENT OF TRANSPORTATION RURAL TRANSIT ASSISTANCE PROGRAM REQUEST FOR FUNDS



Remit to - Address \_\_\_\_\_  
 \_\_\_\_\_  
 Legal Name \_\_\_\_\_  
 System Name (if different) \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_

Name of Event \_\_\_\_\_  
 Dates \_\_\_\_\_  
 Location \_\_\_\_\_  
 Attendee \_\_\_\_\_

**EXPENSE CATEGORY**

**REGISTRATION FEE/ TUITION**

**ACCOMMODATIONS**

Number of Nights: \_\_\_\_\_ Rate: \$ \_\_\_\_\_ =

**TOTALS**

\$
\$

**MEALS** not covered by registration

	Date:	Date:	Date:	Date:	Date:	Date:	Date:	SUB TOTALS
Breakfast								\$
Lunch								\$
Dinner								\$
<b>MEALS TOTAL</b>								\$

**TRANSPORTATION**

Mileage (lower of agency rate or IRS rate): \$ \_\_\_\_\_ x # Round Trip Miles: \_\_\_\_\_ =  
 Air or Train Fare  
 Taxi/Van To-From Airport/Depot  
 Parking

**TOTAL**

\$
\$
\$
\$
\$

**TRANSPORTATION TOTAL**

**TOTAL EXPENSE REIMBURSEMENT**

\$
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Reimbursement requests must be submitted to the RTAP Coordinator, Mn/DOT Office of Transit, MS 430, 395 John Ireland Blvd., St. Paul, MN 55155 within 30 days after the event. Mn/DOT reserves the right to deny reimbursement requests submitted after the 30 day period. Please allow 30 days to process reimbursement requests.

**CERTIFICATION**

I certify that the expenses described in this Request for Funds Form were incurred as part of the attendance and participation at the event identified above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This request is approved in the amount of: \$	
Mn/DOT RTAP Coordinator Signature:	Date:
Mn/DOT Planning Director Signature:	Date:

***Please complete one form per event per person.***  
***Original receipts or other required documentation must be attached to this form in order to process reimbursement requests.***

**Original receipts are required for the following:**

**Registration or tuition (proof of attendance and fee paid)**

**Accommodations**

- Hotel stays are reimbursable for 1 night only if the transit system is 75 miles or more from the site of the approved program.
- Multiple day program overnight stays are reimbursable only if the transit system is 35 miles or more from the approved program.

**Transportation**

- Mileage reimbursement must be verified by a copy of a Mapquest or GoogleMaps type document showing the number of miles traveled from origin to destination. Reasonable interval driving at the destination is reimbursable.
- Air or Train Fare.
- Parking Expenses.

**Receipts are not required for meals not included in the conference/event. These are reimbursable on a per diem basis as follows:**

Breakfast \$ 7.00

Lunch \$ 9.00

Dinner \$15.00

Alcoholic beverages are not reimbursable.

When traveling to a major U.S. Metropolitan area, please refer to [RTAP Scholarship Eligibility Guidelines](#) for higher per diem rate.

Direct questions to: RTAP.dot.@state.mn.us

Updated: 12-1-2011