



## PUBLIC TRANSPORTATION DIVISION TRANSIT SCHOLARSHIP PROGRAM PROCEDURES

### **PURPOSE**

The Public Transportation Division (PTN) Transit Scholarship Program is designed to give subrecipients the opportunity to send employees to transit related training or transit “roadeos” and obtain reimbursement for training and travel related expenses.

### **SCOPE**

The scholarship program is designed for subrecipients that are direct recipients of funds from TxDOT. Agencies will be reimbursed by TxDOT for pre-approved eligible expenses related to transit training or bus “roadeos”. TxDOT will submit all reimbursement funds directly to the subrecipients.

### **APPLICATION INSTRUCTIONS**

Agencies must submit a scholarship application to PTN no less than 10 business days before training and travel begins. PTN will reimburse subrecipients only for those expenses that have been pre-approved in the eGrants scholarship application.

1. Separate scholarship applications must be submitted for each individual employee attending the training. If employees are carpooling or sharing a room, submit the requested shared expenses on one application only and reference the shared expenses on the other applications.
2. The number of scholarships provided to subrecipients may be limited (max amt. 3,000 for individuals). Scholarships will not be provided for an employee to repeat the same training.
3. Agencies sending more than one employee to training should carpool to reduce travel expenses. Only one driver should itemize the mileage.
4. Scholarship applications may also be submitted for agencies requesting in-house training for a group of employees. In-house training scholarships are limited to the tuition and other pre-approved expenses of the class; no travel or meal expenses are permitted. (max amt. 6,000)
5. Out of state training may be allowed under this program on a case-by-case determination. Factors in determining out of state training may include overall cost, proximity of out of state vs in state training, availability of training within the state.
6. Travel and meal expenses will be paid for training that is considered out of town and includes overnight lodging. Meals will not be paid unless overnight lodging is necessary.
7. Travel expenses for first and second place winners of regional “roadeos” to the Texas state “roadeo” are eligible as budget allows.
8. Travel expenses for first place winners of the Texas state “roadeo” to Community Transportation Association of America or American Public Transportation Association national “roadeos” are eligible for consideration as budget allows.

**REIMBURSEMENT REQUIREMENTS**

9. Reimbursements will be based upon Texas State Comptroller guidelines for travel expenses (see <https://fmx.cpa.state.tx.us/fm/travel/travelrates.php>). Payments for actual travel expenses may not exceed the limits reimbursable under applicable law.
10. Reimbursement requests must be received by PTN within 45 calendar days of the last day of training or training related travel. Requests received after 45 days will be denied.
11. Legible copies of all receipts must be attached to the reimbursement request electronically via eGrants Scholarship Application. Meal receipts are not required but must be kept on file at the agency.
12. Payments will be made to the agency, not to individual employees.
13. All records related to the scholarship program, including receipts, must be kept on file at the agency for a period of five years after final reimbursement from PTN.
14. No travel advance payments will be made. Reimbursement will be made after travel and training are completed. To be eligible for reimbursement, a cost must be incurred.
15. Students must attend all training and receive a certificate of completion or other proof of attendance. Copies of the training certificate, the class attendance roster or other verification of attendance must be attached to the reimbursement request.
16. Agencies will be paid from TxDOT within 30 days of submitting the completed reimbursement request and appropriate documentation to PTN.
17. Reimbursement requests that do not meet the established criteria will not be approved and payment will not be made to the agency.
18. Transit agency acceptance of a reimbursement under the scholarship program prohibits any additional reimbursement under other federal programs such as 5311.

<b>ELIGIBLE EXPENSES</b>	
Tuition/ Registration	All tuition or registration fees charged to students. Examination and recertification fees for recognized transit industry certification are allowed.
Lodging	Hotel room fees up to the maximum travel reimbursement rate allowed by the Texas State Comptroller per night for the geographic training location (see <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> ).
Per diem / Meals	Reimbursement is for actual meals and incidental expenses up to the maximum travel reimbursement rate allowed by the Texas State Comptroller per day for the geographic training location (see <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> ). Receipts are not required but must be kept on file at the transit agency.
Travel	<ul style="list-style-type: none"> <li>• If traveling by air, reimbursement of air fare at advanced purchase rates.</li> <li>• If traveling by personal car, mileage reimbursement will be limited to the travel miles calculated under <a href="#">MapQuest</a> and current rates obtained from the Texas State Comptroller.</li> <li>• If traveling by agency vehicle, no gas or mileage reimbursement is allowed under this program.</li> </ul>
Taxi/Shuttle/Rideshare	If traveling by air, reimbursement for taxi or shuttle from the airport to the hotel and return.
Car rental	Prior approval from PTN is required.
Parking	Reimbursement of parking fees at hotel or airport.
In-House Training	Reimbursement of instructor fees, manuals, printing of handouts and certificates, videos, on-line courses, and training aids.
<p>Note: All reimbursement requests are limited to the rates set by the State Comptroller's office or the transit agency's guidelines, whichever is less. <b>Copies of receipts for all eligible expenses are required with the exception of meal receipts.</b></p>	

**NON-ELIGIBLE EXPENSES**

Full fare / non-advanced purchase air fare	Alcohol
Hotel in-room movies	Entertainment expenses
Any excessive or questionable expenses	Tips or gratuity
Extra days of travel or lodging not directly related to the training	Phone calls
Mileage expenses are not paid to passengers of cars or to drivers of official company cars	Travel, per diem / meals, snacks, and incentives for in-house training
Overtime compensation	Travel expenses to "rodeos" for those who did not place first or second at regional "roadeo(s)" or first at state "roadeo".

**PTN CONTACTS**

Scholarship Coordinator	512-486-5951
Financial Program Manager	512-486-5967
PTN eGrants Helpdesk	ptn-egrantshelp@txdot.gov