



# RTAP Request

**Grant number** \_\_\_\_\_

Authorization for an Individual Transit Assistance Program Grant, FTA 5311(b)(2)

Air, Rail and Transit Office  
 Secretariat  
 South Dakota Department of Transportation (SDDOT)

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SDDOT Finance & Management authorizes:

Agency name \_\_\_\_\_

Address \_\_\_\_\_

to request reimbursement from SDDOT for RTAP trip expenses.

Trip purpose \_\_\_\_\_

Traveler names \_\_\_\_\_

Estimated departure date, time \_\_\_\_\_

Return date, time \_\_\_\_\_

## RTAP Grant Budget

Cost Item	Requested Amount	Approved Amount	Description
Travel* Project    Personal			
Lodging*			
Meals			
Registration*			
Other*			
<b>Total</b>			

*\*Receipts are required for commercial travel, lodging, tuition/registration and other expenses, excluding meals. Provide copies of the itinerary and each boarding pass.*

Submitted by \_\_\_\_\_

Approved by Sallie Doty/Lisa Donner/Jack Dokken

Charge to \_\_\_\_\_

Effective date of award \_\_\_\_\_

### Return to or contact

Sallie Doty            Sallie.Doty@state.sd.us            605-773-7038  
 Lisa Donner         Lisa.Donner@state.sd.us            605-773-4169  
 SDDOT Air, Rail and Transit Office, 700 E. Broadway Ave., Pierre, SD 57501-2586

### Meal times and rates

	In S.D.	Outside S.D.
Breakfast    leave before 5:30 a.m., return after 8 a.m.	\$6.00	\$10.00
Lunch        leave before 11:30 a.m.	\$14.00	\$18.00
Dinner       leave before 5:30 p.m., return after 8 p.m.	\$20.00	\$28.00

**Mileage rates** .42/mile personal vehicle or .23/mile project vehicle