

# **PTN-133**

PUBLIC TRANSPORTATION DIVISION

TRANSIT SCHOLARSHIP PROGRAM GUIDANCE &  
PROCEDURES

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PURPOSE The scholarship program provides funds for transit-related training and is limited to transit agencies that receive transit funding through TxDOT's Public Transportation Division. These agencies will be reimbursed by TxDOT for pre-approved, eligible expenses related to transit training, conferences, or certain bus "roadeos." TxDOT will reimburse subrecipients through the electronic grants system (IGX).

## ELIGIBILITY CRITERIA

Agencies are required to submit a scholarship application to PTN in IGX at least 10 business days before the start of travel and training. PTN will reimburse subrecipients for expenses that have been pre-approved in the IGX scholarship application. **Applications must contain supporting documentation for each expense, uploaded in the notes section of the application.** This should include a copy of General Services Administration (GSA) rates for lodging and meals, Google maps for mileage, airfare, parking rates, rideshare, and an agenda for training/conference (including tuition rate if applicable). Reimbursement requests that do not meet the established criteria will be denied, and no payment will be issued to the agency.



## GENERAL GUIDELINES

1. A separate scholarship application must be submitted for each employee attending the training. If employees are carpooling or sharing a room, include the shared expenses on one application only. Reference the shared expenses on the other application(s), in the Notes Section.
2. The number of scholarships available for subrecipients may be restricted based on funding availability, with a standard award amount of up to \$4,000 per person.
3. Scholarships for an employee to repeat the same training will be based on the training need and the justification provided on the application.
4. Agencies sending multiple employees to the same training should carpool to minimize travel expenses. Only one driver should itemize the mileage.
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, and 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 drivers that compete in a Texas state "roadeo" to Community Transportation Association of America or American Public Transportation Association national "roadeos" are eligible for consideration, as budget allows.
8. An additional night stay, following training completion, may be granted if justification is provided on the application. Applicant must mention training end time and time required to complete travel to home of record or agency.
9. If training is canceled or postponed, notify Scholarship Coordinator at [ptn\\_scholarship@txdot.gov](mailto:ptn_scholarship@txdot.gov). If rescheduled training occurs in a new fiscal year, agency must re-apply.

## **REIMBURSEMENT REQUIREMENTS**

1. Reimbursement rates will be based upon GSA guidelines at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Payments for actual travel expenses may not exceed the reimbursable limits.
2. 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.
3. Legible copies of all expenses, except for meal receipts, must be uploaded to the reimbursement request. **Meal receipts must be kept on file at the agency and are subject to review by TxDOT staff until the time that the reimbursement is received by the agency.** Reimbursement for meals is only allowed on actual expenses incurred.
4. Payments will be made to the agency, not to individual employees.
5. All records related to the scholarship program, including receipts (except for meal receipts; see item #3 above), must be kept on file at the agency for a period of five years after final reimbursement from PTN.
6. 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.
7. Applicants 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.
8. Agencies will be paid from TxDOT within 30 days of submitting the completed reimbursement request and appropriate documentation to PTN.
9. Transit agency acceptance of a reimbursement under the scholarship program prohibits any additional reimbursement, for the same expense, under other federal programs such as 5311. However, any reimbursement amounts disallowed under the Scholarships Program may be claimed for reimbursement at the applicable program match amounts under other federal or State transit grants.

## ELIGIBLE EXPENSES

Tuition/ Registration	All tuition or registration fees charged to participants. Examination and recertification fees for recognized transit industry certifications are allowed.
Lodging	Hotel room fees/taxes (must be itemized) up to the maximum travel reimbursement rate allowed by GSA guidelines, based on training location <a href="#">Lodging GSA Rates</a>
Meals	Reimbursement is for meals and incidental expenses incurred, up to the maximum travel reimbursement rate allowed by GSA guidelines, per day. Receipts are not required but must be kept on file at the transit agency and are subject to random audits until reimbursement is received by the agency. <a href="#">Meals GSA Rates</a>
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="#">Google Maps</a> and current 'standard mileage rate'</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, shuttle or rideshare from the airport to the hotel and return.
Car rental	Prior approval from PTN is required.
Parking	Reimbursement of parking fees at hotel, airport, or conference/training location.

Note: All reimbursement requests are limited to the rates set by GSA or the transit agency's guidelines, whichever is less. The name on the scholarship application must match the name on receipts. Copies of receipts for all eligible expenses are required except for meal receipts.

## NON-ELIGIBLE EXPENSES

Non-advanced purchased air fare/ Full Fare	Airfare must be purchased in advance, and not at ticket counter at airport. 'Early Bird' flight check-in fees are not reimbursable.
Entertainment Expenses	Alcohol, Hotel in-room movies, Entertainment expenses
Travel Insurance	Lost luggage, medical expenses, Flight cancellations
Unauthorized Lodging	Unapproved additional days of travel or lodging
Unauthorized Mileage	Mileage for trips in official company cars Mileage expenses paid to passengers
Misc. Expenses	Tips or gratuity, Overtime compensation

## PTN Contacts

Scholarship Coordinator	512-486-5967
Financial Program Manager	512-486-5951
PTN Scholarship Email	<a href="mailto:ptn_scholarship@txdot.gov">ptn_scholarship@txdot.gov</a>