RTAP Scholarship - *Application Checklist:*

- ✓ Complete the RTAP Scholarship Application, including the Training Expenses Estimate Cost column.

- ✓ Review the Travel Guidelines/Requirements and the Allowable and Ineligible Expenses in the Scholarship Policy and Procedures part of the Application Packet as you calculate the Estimated Expenses on the application.

- ✓ Submit scanned application for approval no later than 30 days prior to the training to rtap@ou.edu or you may mail your application to the address below.

RTAP Scholarship - *Reimbursement Checklist*

- ✓ Complete the Training Expenses Actual Costs column on the approved Scholarship Application.

- ✓ Reimbursement must be requested within 45 days upon return from event or it may not be reimbursed.

- ✓ Attach the following supporting documentation:

  - Complete training/conference agenda including invoice
  - Airline receipt showing paid amount
  - Mileage map if being reimbursed for mileage
  - Hotel checkout invoice/receipt showing a zero balance and signed by the attendee
  - Receipts for ground transportation, i.e. taxi, shuttle, transportation, and parking receipts
  - Do not submit meal receipts

- ✓ Submit reimbursement request for approval within 45 days of event to:

  RTAP Manager
  Oklahoma Department of Transportation
  Office of Mobility and Public Transit
  200 NE 21st Street, Room 1D-1
  Oklahoma City, OK 73105-3204
  Or
  rtapok@ou.edu