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RTAP Reimbursement

Air, Rail and Transit Office
 S.D. Department of Transportation
 700 E. Broadway Ave.
 Pierre, SD 57501-2586

RTAP #

Organization Name

Traveler name(s) (Include all travelers.)							
Purpose of travel							
Transit project physical address							
Destination physical address							
License plate # (needed to claim mileage)							
Total miles in project vehicle		@ \$0.315/mile					
Total miles in personal vehicle		@ \$0.70/mile					
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	
Date							
Depart time*	am pm	am pm	am pm	am pm	am pm	am pm	
Return time*	am pm	am pm	am pm	am pm	am pm	am pm	
Meal costs							
Lodging cost (if direct bill, enter 0)							
Misc. costs							
Total costs							

*Include date and time of departure and return. Note any time zone changes.

Submitted by

Reimbursable amount

_____ SDDOT use only

Attachment checklist

Conference or course agenda (showing which meals are included in registration or course fees)

Hotel receipts

Registration or course fee receipt

Receipts for other expenses (excluding meals)

Meal times and rates

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

Questions?

Jess Marlow Jess.Marlow@state.sd.us 605-773-7038
 Terri Geigle Terri.Geigle@state.sd.us 605-773-3014

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