



# 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 Jess Marlow/Terri Geigle/Jack Dokken

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

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

### Return to or contact

Jess Marlow  
Terri Geigle

Jess.Marlow@state.sd.us  
Terri.Geigle@state.sd.us

605-773-7038  
605-773-3014

SDDOT Air, Rail and Transit Office, 700 E. Broadway Ave., Pierre, SD 57501-2586

### Meal times and rates

Breakfast leave before 5:30 a.m., return after 8 a.m.  
Lunch leave before 11:30 a.m.  
Dinner leave before 5:30 p.m., return after 8 p.m.

#### In S.D.

\$6.00  
\$14.00  
\$20.00

#### Outside S.D.

\$10.00  
\$18.00  
\$28.00

**Mileage rates** .70/mile personal vehicle or .315/mile project vehicle

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You may also print a copy and mail to the address located above.