

# **New Jersey Community Transportation Training Program**

## **SCHOLARSHIP PROGRAM**

### **Program Guidelines**

The New Jersey Community Training Program (NJCTTP) is operated by NJ TRANSIT and funded by federal grants such as the Rural Transportation Assistance Program (RTAP) and State of New Jersey Casino Revenue funds.

A. The purpose of the Scholarship Program is to provide funding support to eligible agencies to help defray the cost of sending personnel to approved training courses, workshops, and conferences. The intent of the program is to supplement existing training resources, not to supplant them. Scholarship award recipients are expected to attend all events in the program that are included in the registration.

B. A scholarship is intended to provide incentive and support for the primary expenses associated with attending a training opportunity. The scholarship will cover 80% of eligible expenses, and the applicant must identify the funding source for the remaining 20% of the eligible expenses (Individuals are not permitted to cover the remaining 20% of eligible expenses).

C. Scholarship requests must be submitted through and approved by the applicant's agency. Eligible expenses for out-of-state travel include lodging, conference registration, major conveyance (airfare, train fare, privately owned vehicle mileage), necessary ground transportation, and meals not provided as part of the registration fee based on the applicable per diem rate. Scholarships will not cover the expenses associated with automobile rental. Eligible expenses will be paid on a Reimbursement Basis Only. Original receipts are required for reimbursement, including airline tickets or e-ticket/itinerary.

### **Program Eligibility**

Scholarship opportunities are limited to individuals who are directors, managers, and/or operators and support staff of subrecipients of FTA funding including Sections 5310 and 5311 grants as well as subrecipients of New Jersey Senior Citizens and Disabled Resident Transportation Assistance Program funds (Casino Revenue), NJ-JARC and CMAQ.

Third party providers are not eligible for scholarships.

NJ TRANSIT employees are not eligible, nor are individuals without a clear link to a local transit provider.

Eligible training workshops and seminars include those held within the continental United States.

Priority will be given to first-time scholarship applicants.

### **Categories, Limitations and Conditions**

In order to assure an equitable distribution of scholarship funds the following categories are established:

- Category 1      under \$500
- Category 2      \$500 - \$1,499
- Category 3      \$1,500 and above

There is no limit to the number of Category 1 scholarships an individual may receive in a calendar year. Eligible applicants may not receive more than two Category 2 scholarships or more than one

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Category 3 scholarship within a calendar year. NJ TRANSIT reserves the right to limit the number of Category 3 scholarships to one award per year per agency.

The number of Category 2 and 3 scholarships will be limited to five per event. If more than five applications are received, scholarships will be awarded in the following order;

- 1st Subrecipients of FTA Section 5311 funds and/or recipients of Casino Revenue funds
- 2nd Subrecipients of FTA Section 5310 funds
- 3rd Subrecipients of other FTA funds

If New Jersey Transit determines the need is great, it reserves the right of awarding more than five scholarships for a particular event.

Scholarship awards will be based on the content of the proposed training, its usefulness to the individual and his/her agency, its relationship to the goals of the New Jersey Community Transportation Training Program and program funds.

The NJCTTP Scholarship Committee expects all recipients to behave in a professional manner at all times. This includes events that take place after normal business hours.

If awarded a scholarship to attend the Community Transportation Association of America (CTAA) National Expo, if arriving either on Friday or Saturday before the start of the Expo a scholarship recipient will be expected to assist in the judging of the annual CTAA Rodeo.

### **Application Requirements**

Scholarship application must be completed for each individual scholarship request. Applicants are required to indicate how they will use the information that will be learned. Scholarship award recipients must commit to attend all program events that are included in the registration fee. Unless otherwise noted, scholarship applications must be received no later than 21 days prior to the start of the training event.

Following completion of the training, the scholarship recipient is required to prepare a summary report and a copy of any certifications received. This typed document shall summarize the program and how the information obtained will be of value to the recipient and his/her agency. This document must be attached to the Reimbursement Request Form Application and received by NJ TRANSIT within 10 business days of your return from the training event.

Failure to comply with these Scholarship requirements will result in non-reimbursement of expenses and ineligibility of the individual/agency to receive future scholarships.

### **Specific Non-Reimbursable Expenses**

- Traveler's Check fees.
- In-room movies.
- Personal services and entertainment
- Dues for Airline Clubs.
- Car washes
- Briefcases, calculators, and similar items for personal use.
- Gifts and flowers.
- Charges for alcoholic beverages.

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Rental of attire for formal affairs.  
Traffic violations.  
Replacement of lost or stolen articles.  
Personal credit card fees.  
Laundry, valet, and dry cleaning services.  
Monthly service fees for personal cell phones.

NJ TRANSIT reserves the right to modify these requirements.

### **NJCTTP TRAVEL POLICY**

NJCTTP is funded under a federal grant and we must have your cooperation in keeping our expenses reasonable, auditable and compliant with the grant.

NJCTTP will reimburse individuals for reasonable, necessary, appropriate and approved travel and business expenses.

### **Travel Expense Reimbursement**

Reimbursement for travel related expenses may be requested by submitting a Travel Expense Report. Travelers must itemize all expenses on the form and attach the appropriate receipts. Reimbursement for goods or services (including transportation, lodging, etc.) that are provided free of charge, paid for by another source, or are not related to the training will not be reimbursed.

Travelers must submit their Travel Expense Reports within 10 days after their return from a business trip. Late Travel Expense Reports may require written justification as to why the Report was not submitted in a timely manner. Travel Expense Reports submitted beyond 60 days will not be reimbursed.

Following completion of the training, the scholarship recipient is required to prepare a summary report and copy of any certifications obtained. This typed document shall summarize the program and how the information obtained will be of value to the recipient and his/her agency. This document must be attached to the Reimbursement Request Form Application and received by NJ TRANSIT within 10 business days of your return from the training event.

Reimbursement of all Travel Expenses will be paid directly to the sponsoring agency. Reimbursement will be through a check requisition process for 80% of the total eligible expenses. From time of submittal to processing of actual check could take 4-7 weeks.

**Questions pertaining to the NJCTTP Travel Policy should be discussed with the appropriate program contact person prior to travel.**

### **Major Conveyance**

NJCTTP travel policy requires the use of the most reasonably routed, practical, lowest cost option for intercity travel.

### **By Air**

Coach class tickets aboard a regularly scheduled commercial carrier will be reimbursed. NJCTTP expects that reasonable effort will be made to obtain the lowest cost ticket possible. This may involve the use of a connecting flight and/or other than your preferred carrier.

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Airline ticket purchases (electronic or through a travel agency) require an original airline receipt. A detailed invoice/itinerary (which may also be identified by the air carrier as a receipt), as long as it shows all times of departure, flight numbers, class of service, fare basis, ticket or confirmation number, and cost of ticket, along with proof of payment (i.e. credit card being charged) will be accepted as an original receipt. E-mail confirmations, travel agency receipt or credit card receipts are not adequate and **will not be reimbursed**.

**Airfare exceeding \$750 or the purchase of tickets to/from destinations other than a traveler's home city and the destination city for the training must be pre-approved by NJCTTP. Airfare must be booked at least 21 days in advance to ensure the best possible airfare.**

### **By Rail/Commercial Bus**

Rail/commercial bus travel will be reimbursed for the reasonable, actual cost. A ticket stub or a detailed receipt showing the fare and payment method must be submitted.

### **By Personal Automobile**

Personal automobile costs will be reimbursed at the federal rate at the time of the event. Travel by personal automobile to assignments that would normally warrant air/rail travel must be pre-approved by the appropriate program contact. In all cases, the maximum reimbursement will be equivalent to the lowest cost option for the trip.

### **Ground Travel**

NJCTTP encourages the use of the most economical methods of transportation. This means the use of public transportation whenever practical. The use of private limousine services is NOT permitted.

Local ground transportation to /from transit or air terminals, long-term parking at terminals, hotel or assignment location is reimbursable. Transportation to miscellaneous locations such as specific restaurants, tourist sites, etc. is not reimbursable. Receipts showing the amount and date of service are required for all expenses in excess of \$50.00.

### **Car Rental**

**Automobile rentals require pre-approval by NJCTTP. Original receipts and the car rental contract are required for reimbursement of expenses associated with renting a car.**

### **Lodging**

NJCTTP will reimburse lodging for trips of more than 100 miles one-way (exceptions to this policy must be justified and pre-approved prior to travel.) The number of hotel nights that will be reimbursed for each trip will depend on the length of the training and travel considerations. The departure date will depend on flight availability and travel times. Clarifications or deviations from this policy can be discussed with the NJCTTP contact.

Original receipts must substantiate lodging expenses. Travelers are expected to use good judgment when selecting a hotel and obtain the most reasonable rate possible. The original receipt must specify rate, date(s) of stay, and evidence of payment (zero balance.) An express check out receipt is acceptable if it itemizes expenses, names the traveler and names the credit card used (the credit card number is not needed). **Credit card receipts alone are not adequate support.**

Lodging expenses for the traveler only will be considered reimbursable. Entertainment (including in-room movies) laundry, valet service and extra cost of added person(s) in the room will not be reimbursed.

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**Personal telephone calls, fax and computer services are not reimbursable.** When necessary, reasonable business telephone calls and computer services will be reimbursed, provided documentation is presented.

### **Meal Expenses**

NJCTTP will reimburse travelers for meals while in travel status. **Meal expenses will be reimbursed based on the current IRS per diem rates** which can be obtained by visiting <https://www.federalpay.org/perdiem/2020>. The purchase of alcohol beverages will not be reimbursed.

(Do not use average amount. Click on destination state and find city/destination location)

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### APPLICATION

This application is to be completed and signed by the Applicant. An official representative of the **Applicant's employing agency (other than the applicant)** must also sign it. In order to qualify for this Scholarship your agency must be a sub-recipient of Federal or state transportation grants.

#### Applicant Information (please print)

Full First Name		MI	Last Name	
Title/Position				
Organization Name (no acronyms)				
Business Address		City		State
				Zip
Email			Telephone	

#### Proposed Training Event Information

Name of Training Event		
Organization Hosting Event		
Date		
Location		
City		State
		Zip
Website of Training Event		
Training Start Date: _____		Training End Date: _____
Do you plan to attend the entire event?		<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please explain)
Is this your first time attending this event? you previously attended this event)		<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please list the dates)

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Will you be attending any certification courses?  Yes  No

If yes, have you previously held this certification?  Yes  No

If yes, when did your certificate expire?

**Supporting Information**

**Describe the courses/workshops/certifications that you plan to attend? Provide copies of the agenda from the training conference.**

**How will your agency benefit from your attendance?**

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### Estimated Expenses

Dates of Travel: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

	Estimate
Registration fee	\$
Transportation (circle mode of travel) Air      Rail      Personal Automobile	\$
Lodging (# of Nights:      )	\$
Meals	\$
Misc/Other (List Below)	\$
<b>Total Estimated Expenses</b>	<b>\$</b>

**A scholarship award will reimburse 80% of actual eligible expenses. Please indicate funding source for the remaining 20% of eligible expenses below. Individuals are not permitted to cover the remaining 20% of eligible expenses.**

**20% Funding Source:**

### Certification of Application

As a scholarship recipient, I understand the conditions of this scholarship award and I agree to attend the event as indicated in this application. I understand that I cannot apply for reimbursement for the New Jersey Community Transportation Training Program funded portion of this trip from any other source. I understand that I am expected to behave in a professional manner at all times, including events that take place after normal business hours. If awarded a scholarship to attend the Community Transportation Association of America (CTAA) National Expo, if arriving either on Friday or Saturday before the start of the Expo I will assist in the judging of the annual CTAA Roadeo. I understand that failure to comply with the application requirements will result in non-reimbursement of expenses and ineligibility to receive future scholarships.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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**Agency Information (check all that apply)**

- Sub-recipient of FTA Section 5311 funds
- Sub-recipient of FTA Section 5310 funds
- Recipient of Casino Revenue funds

**Agency Endorsement**

I agree with the content of this application and understand that only 80% of total expenses are covered by the New Jersey Community Transportation Training Program. On behalf of my agency, I endorse this application and certify that the agency will be responsible for the remaining 20% of eligible expenses.

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Name of Official Representative

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Official Representative of Subrecipient Agency Signature

Date

***Sign off must be official representative of the Applicant's agency who is a subrecipient of FTA or State Funds***

**Mail, fax, or email completed application to:**

New Jersey Community Transportation Training Program  
c/o NJ TRANSIT, Local Programs and Minibus Support  
One Penn Plaza East, 4<sup>th</sup> Floor  
Newark, NJ 07105  
E-Fax: 973-609-1939  
E-mail: [cderrick@njtransit.com](mailto:cderrick@njtransit.com)