



Transit Newsletter

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Receipts

In reviewing requests for reimbursements, we have been finding several things.

1. Sometimes the project does not have the receipts to produce. Receipts must be kept for any item you are requesting reimbursement. Those receipts must be produced anytime requested.
2. Sometimes items are found that are not eligible.
3. Sometimes the receipts show that the item was not put on the correct line item on the reimbursement request. It is important for items to be recorded correctly both for historical accuracy, and for statistics. Many items, such as fuel and maintenance are tracked per project. (If you are including oil changes in the fuel category, your fuel per mileage will be distorted.)

Please always remember, we are the keeper of the taxpayer dollar and our FTA audit is approaching.

Travel Guidelines

RTAP travel request must be authorized in advance. Form can be found on the transit web site.

- Lodging** –
1. be over 50 miles from your office or home.
 2. ask for the “state rate”, which is \$69.30 + tax.
 3. You must furnish a lodging receipt.

Meals & Mileage - You must be away from your place of work at least four (4) hours. \$5.00 for Breakfast, \$7.50 for Lunch, \$12.50 for Dinner

Travel must be more than 25 miles from your home or office to charge mileage.

Mileage: 0.51 cents per mile for personal vehicle,
0.38 cents per mile for a DTA event;
0.20 cents per mile for a project vehicle.
Car-pooling is expected.

A more detailed description is on page 2,
and will be in the NDDOT Policy and Procedure Manual.

Applications for additional funding for the current contract year will be accepted in February.

Please use the form titled “FTA Additional Funding Request” located on the NDDOT Transit web site. Include adequate information to justify the requested need.

Office supplies

(From Wikipedia, the free encyclopedia)

Office supplies is the generic term that refers to all supplies regularly used in offices by businesses and other organizations (colloquially referred to as "paper work"). The term includes small, expendable, daily use items such as paper clips, post-it notes, staples, hole punches, binders, writing utensils and paper, but also encompasses higher-cost equipment.

Items such as candy, cookies, CDs, gifts, and door prizes are **not eligible** for reimbursement. If you purchase something which you then donate, it is not eligible (i.e. donate to DTA). If it is for personal use, it is not eligible.

With the current climate regarding government waste, we must keep in mind that the funds we use are government funds. With those funds being reduced, we must be more diligent about ensuring the funds we use are being used to benefit the public. Even the appearance of the misuse of funds is not acceptable.

If you have questions about whether an item is eligible for reimbursement, please don't hesitate to call. Paula will be the primary contact for this, but any of us will be happy to help.

Answering Machines

Please consider using an answering machine when no one is available to answer calls, especially during regular office hours. It is important to not miss calls. (customers may not call back, especially new ones)

Congratulations to Denny

Denny Johnson has accepted a position in the NDDOT planning department as a Research Analyst effective March 1. While he will be in the same general area as us, he will be missed in Transit. Please wish him well in his new endeavor.

His position will be filled as soon as possible. We will let you know as soon as we know anything!

Travel (RTAP) Guidelines

Travel must be authorized in advance.

Lodging

To qualify for hotel reimbursement, you need to be over 50 miles from your home or office. (12 midnight to 6 a.m)

To be reimbursed for lodging/hotel expenses, you must furnish a lodging receipt that is clearly identifiable as acknowledgment of payment of a specified sum for a specified purpose. The receipt must show the amount paid, the beginning and ending dates of the stay, and the signature of an authorized person which verifies the receipt. *When accompanied by a spouse on an authorized trip, you should have the hotel certify the room rate for a single person so that only the appropriate amount will be charged.*

In-state rate: \$69.30. *Plus any additional applicable state or local lodging taxes. If the room is more than \$69.30, you will only be reimbursed for additional taxes, based on \$69.30, and additional taxes must be prorated.

Meals & Mileage - You must be away (in travel status) at least four (4) hours.

Breakfast \$5.00	6 a.m. to 12 noon * must be in travel status before 7:00 a.m.
Lunch \$7.50	12 noon to 6 p.m. * must be in travel status Before 11:00 a.m. and at least until 1:00 p.m.
Dinner \$12.50	6 p.m. to 12 midnight * must be in travel status before 5:00 pm and at least until 7:00pm

Travel must be more than 25 miles from your home or office. Initial travel must take the you beyond the 25-mile point and at least 4 hours must be spent beyond the 25-mile point.

The Department pays mileage for the use of a personal vehicle at .51 cents per mile and personal vehicle at .38 cents per mile for a DTA event; .20 cents per mile for a project vehicle. Two or more individuals traveling to the same destination during the same period are expected to travel in one vehicle.

Taxi Fares and Parking Fees

If public transportation is available, it should be used. If it is not available, pre-approval of a vehicle rental is required. Individuals may be reimbursed for necessary taxi/shuttle fares. Receipts are required for reimbursement of each taxi/shuttle fare in excess of \$10. For parking fees at the airport, you may be reimbursed for an amount totaling no more than the cost of a round-trip taxi fare from the office to the airport.

Miscellaneous Expenses

Receipts and an explanation are required for any miscellaneous expense in excess of \$10. A detailed explanation is required for miscellaneous expenses of less than \$10.

****If you choose not to use RTAP funds and decide to use your 5311 and / or State Aid funds, the same above rules apply when you claim your expenses for reimbursement.**

*Updated as of 01/01/2011 policy changes via OMB
RTAP requests can be sent to Dawn
RTAP reimbursements can be sent to Paula*

Bruce Fuchs, 328-2542, bfuchs@nd.gov
Dawn Michel, 328-2191, dlmichel@nd.gov
Kim Adair, 328-2194, kadair@nd.gov
Paula Jacobsen, 328-2442, pjacobsen@nd.gov,

Accidents/incidents - Any of us.

Buildings - Bruce

special requests, RTAP/training - Bruce or Dawn

Pre-authorizations for Capital - Bruce or Dawn

Contracts, Reports, Vehicles - Dawn

Quarterly reports , eligible expenses - Paula

Policies - Drug & Alcohol, Title VI, LEP - Kim or Dawn

Drug and Alcohol

Please remember, if you have an accident, a drug and alcohol test is required if there are injuries or if a vehicle is towed from the scene.



All employees must have one hour of Drug and Alcohol training (one time).

All supervisors must have two more hours of training. Please forward documentation of supervisor training to our office.

All training should be completed by April 1, 2011.

Online courses are available at:

www.onlinedrugeducation.com/national-toxicology/

We have ordered videos for training.

Let us know if you want to use them for training.

Safety Information

Please check your vehicles to ensure they have seat belt cutters, blue webbing loops, and spill kits.

We recommend putting spill kits in each vehicle. If you don't have a source, you can look online, or contact another transit provider for advice.

You can order blue webbing loops if needed. Harlow's has them for \$2. I'm sure NC Bus Sales has them too.

You can also purchase seat belt cutters and emergency hammer combinations to be put in the minivans. If minivans have a regular seat belt cutter, we ask that you move them to any bus that does not have a cutter. Please also check your buses to be sure they have seat belt cutters too!