

Missouri RTAP Update

Missouri Meet Up Session

Midwest Transit Conference

Columbia, MO

September 3, 2026



Program Update

- Located at Missouri University of Science and Technology since April 2012
- Offer high level of training and commitment to rural transit agencies
- Continue to expand services and opportunities



Training

- In-person training requests through Tina Monson
- John Rice available to travel within the State
- Online training options available at www.mltrc.org
- Can coordinate lift maintenance training around the state through Braun or Ricon



Website

[www.mltrc.org/mltrc/About RTAP](http://www.mltrc.org/mltrc/About_RTAP)

- Content continually updated
- Online training options
- Scholarship reimbursement forms posted
- Link to the National RTAP website which has several resources such as:
 - Procurement Pro
 - A website builder tool
 - Training flashcards



Online Scholarship Forms

mltrc.org/mltrc/Scholarship_Reimbursement_Program.asp



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Scholarship Reimbursement Program

The purpose of the RTAP Scholarship Program is to help offset some of the costs associated with attending training programs in order to encourage and further the development of the skills and abilities of those persons involved in transit in rural areas. Eligible training includes courses, seminars, workshops, and conferences with subject matter specifically related to the transit industry. Training can be in-house, in-state, or out-of-state.

Our intent of the Scholarship Reimbursement Program has been to maintain the process in place at MoDOT for scholarship reimbursement and revise it only as necessary to meet MoDOT and University of Missouri Policy updates. Our goal is to have an efficient system of responding to applications for training assistance and reimbursement requests. We try to ensure that the reimbursement is as streamlined and quick as possible by maintaining a review and approval process and providing timely responses to all scholarship applications. All the forms needed to apply for training assistance or training supplies reimbursement as well as to complete travel expenses and submit to the MO-RTAP Office are listed below and can be downloaded. The forms are editable for easy completion.

The current meal per diem for MO is \$63 per day and mileage rate is \$.70 per mile (as of Aug. 1, 2025).

Training Reimbursement Application Instructions

Please read the Training Reimbursement Application Instructions for a better understanding of the guidelines to be followed and expenses not reimbursable.

Application For Training Assistance Form

This Application for Training Assistance Form is editable and must be submitted to the MO-RTAP Office at least 30 days prior to the start of travel for a conference/workshop if travel expenses are to be reimbursed. Each item pertaining to your expected travel expenses should be completed and emailed to tina.monson@mst.edu. Please include copies of your **airfare reservation, hotel reservation, conference or workshop registration and agenda, estimated mileage if using a POV for travel, anticipated airport and hotel parking, baggage fees, ground transportation, and meal per diem along with the application form**. A completed application is required for each person travelling and the approved application will be emailed back to you.

Scholarship Reimbursement

- The mileage rate is \$0.70
- The per diem rate is still the same for in-state travel (\$63); rate varies for out-of-state travel.
- Please submit an Application for Training Assistance form 30 days prior to the date of travel.
- Please submit reimbursement forms within 30 days of in-state travel and 60 days of out-of-state travel.
- All forms and instructions are posted online.
- Call Tina Monson with questions.

eNewsletter

- Published once each quarter
- Like to include information/articles from agencies
- Please forward the eNewsletters to others or let them know they can be added to our contact list



RTAP Data Repository

Timeline Task List

[00]	Pre-development & planning tasks	--	25-Aug
[01]	ESX QA, refinements, data review, user acceptance testing	25-Aug	25-Oct
[02]	ESX complete remaining custom field setup, GUIs, & tables	25-Oct	25-Nov
[03]	ESX develop systems reports & graphs	25-Nov	25-Dec
[04]	Repository System Soft Launch	25-Nov	--
[05]	RTAP & ESX pilot testing with Agency #1 – Small Rural	25-Nov	--
[06]	RTAP & ESX pilot testing with Agency #2 – Large Rural	25-Nov	--
[07]	RTAP & ESX pilot testing with Agency #3 – Urban	26-Jan	26-Feb
[08]	Identified additional project element – bulk agency upload data	26-Feb	--
[09]	Meet with ESX to determine foundational project components	26-Feb	26-Mar
[10]	Discuss with an urban agency to get input and their capabilities	26-Apr	26-May
[11]	Work with ESX to create final project components	26-Apr	26-May
[12]	Create workorder and process through S&T administration	26-May	26-Jun
[13]	ESX develops preliminary upload spreadsheet template	26-Jun	26-Aug
[14]	Obtain customer input (urban agency) on spreadsheet template	26-Jun	26-Jul
[15]	RTAP send changes and ESX update template	26-Aug	--
[16]	ESX creates online upload program and landing page	26-Aug	26-Sep
[17]	RTAP & ESX testing and verification (95% check)	26-Sep	--
[18]	Meet with urban agency for testing	26-Sep	--
[19]	Errors sent to and fixed by ESX, as needed	26-Sep	as needed
[20]	Inform agencies of bulk upload and training	26-Sep	as needed
[21]	ESX final rollout and data refresh	26-Sep	26-Oct
[22]	RTAP creates system user guide	26-Oct	as needed
[23]	RTAP set up webinar trainings for agencies	26-Oct	as needed
[24]	RTAP 100% project review and sign off with ESX	26-Nov	--
[25]	RTAP full launch of repository to transit agencies	26-Nov	--
[26]	RTAP send modifications to ESX, as needed	26-Dec	as needed
[27]	RTAP provide ongoing system support to agencies, as needed	26-Dec	as needed
[28]	RTAP gathering and historical data upload, as needed	27-Jan	as needed

Summary

- Please contact the Missouri RTAP office with questions or requests.
- Contact information:
 - Heath Pickerill, Manager
pickerillh@mst.edu
573-341-7637
 - Tina Monson, Education Program Coordinator
Tina.monson@mst.edu
573-341-6500
- Thank You!

