



## **CONNECTICUT STATEWIDE TRANSIT ROADEO POLICY FOR PRIZE WINNERS TRAVELING TO THE NATIONAL COMPETITION**

First place winners in each category (40 Foot Bus, 35 Foot Bus, and Body-on-Chassis) will receive a paid trip to the next National Competition following the Connecticut Statewide Rodeo. Winners must follow the Guidelines provided here to ensure reimbursement for all expenses. Please note that registration fees, airfare, and hotel will be booked for participants and paid directly by CTRTAP.

- Any eligible travel costs will be reimbursed for Rodeo winners only, not guests.
- Reimbursable expenses include:
  - Rodeo Registration Fees (booked and paid directly by CTRTAP)
  - Cost of airfare/train/bus ticket (booked and paid directly by CTRTAP)
  - Mileage reimbursement when using a personal vehicle to travel from home to the point of departure<sup>1</sup>
  - Parking at the point of departure
  - Cost of transfer to/from airport/train/bus facility to hotel
  - Lodging for the length of the Rodeo which can include 1 night before the Rodeo and 1 night after (booked and paid directly by CTRTAP)
  - A daily Per Diem amount at the rates for the specific state/area will be provided directly to winners
- Receipts for all items to be claimed for reimbursement must be itemized and include the date.
- Proof of payment must be included for each receipt submitted.
- The event agenda must be submitted to verify lodging dates.

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<sup>1</sup> Any other costs associated with using a personal vehicle (i.e. insurance coverage, parking, tows, vehicle failures, break downs) are not reimbursable and are the responsibility of the Rodeo Winner. Car rentals are not reimbursable.