

# Welcome to E-Grants RTAP Invoicing Training



**Presenter:**

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# RTAP Invoicing Agenda

- RTAP Procedures and Application
- Presentation on RTAP Scholarship Invoicing
- Presentation on RTAP Materials Invoicing
- Demonstration on Submitting an Invoice for Scholarships and Materials in E-Grants

# RTAP Procedures

- Reimbursement invoices for training expenses must be submitted within 45 days after training is completed.
- All training invoicing must follow the procedures outlined in the [RTAP Policy & Procedures Handbook](#).
- For additional information on program training requirements or invoicing, contact Sarah Wuertz at [RTAP@azdot.gov](mailto:RTAP@azdot.gov) or 602-712-7385.

# RTAP Program - Invoicing

## E-Grants Application Procedures

- RTAP is a 2 year application that will be used by the entire agency for invoicing:
  - Scholarship funding for all the staff
  - Training materials
  - Other training requests
- The Agency will receive an email notification stating their Invoices can be submitted once their request has been approved and the training event has occurred.
- **IMPORTANT NOTICE:** There can only be one Invoice per Training Request. Please make sure you have all the backup documentation needed to submit your Scholarship invoice for all the attendees.
- There can only be one Reimbursement Request processed at a time, but if the first Reimbursement Request has been approved and submitted for payment, a second one for a different training request may begin its life and start going through the process steps.

# RTAP Program - Invoicing

## E-Grants Application Procedures (Cont)

- Any requests that have been approved can still be processed for payment even though the application is expired.
- Users with the following User Roles may submit invoices for an approved RTAP Request in E-Grants:
  - ***AGENCY Organization Administrator***
  - ***AGENCY Authorized Official***
  - ***AGENCY Financial Officer***

# Login to E-Grants



## Welcome to E-Grants

This is E-Grants, ADOT's Grant Management Software for Grant applications and overall management for the grant lifecycle. At this time, the E-Grants system is only available to accept transit grant applications.

Please note that Internet Explorer is the only supported browser for E-Grants. Using other browsers may cause technical issues.

### Steps to Get Started:

- The initial registration for your organization must be completed by an Organization Administrator for the organization; e.g. Program Director
- Once the Organization Administrator registers the organization, they will receive an email *Notification of Access Approval* from the online systems administrator
- Once your organization is registered in the system, you can apply for grants, complete/submit reports and submit requests for reimbursement.

New Users Register [HERE](#)

*Use Google Chrome to Access E-Grants*

<https://egrants.azdot.gov>

*Login with Username & Password*

Login

Username

Password

[New User Registration](#)

[Forgot Password?](#)

# RTAP Application Scholarship Invoicing

# RTAP Application – Scholarship Invoicing

**E-GRANTS**  
ADOT

My Home **My Applications** My Reimbursement Requests

My Organization(s) | My Profile | Logout [SHOW HELP](#)

[Back](#)  
**My Applications**  
Use the search functionality below to find a specific Application.

Search Applications

Application Types: RTAP: 2020  
Application Name:   
Status: -- Select --  
Organization: Delane  
Year:

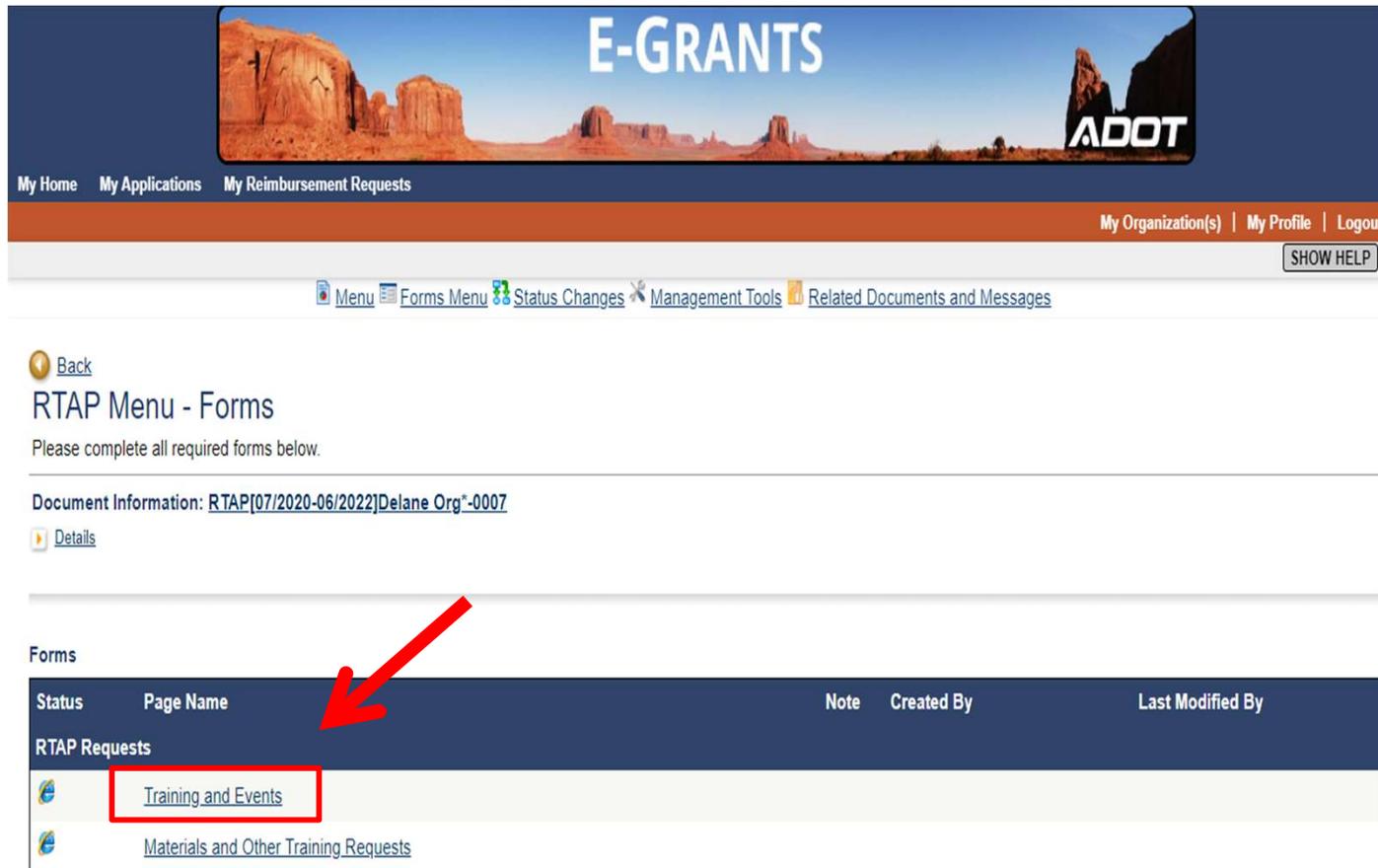
Export Results to: Screen Sort by: -- Select --

Number of Results 1

Document Type	Organization	Name	Current Status	Year
RTAP 1	<a href="#">Delane Org</a>	<a href="#">RTAP[07/2020-06/2022]Delane Org*-0007</a>	RTAP Active	2020

Navigate to your application.

# RTAP Application – Scholarship Invoicing



The screenshot shows the RTAP application interface. At the top, there is a banner for 'E-GRANTS' with the ADOT logo. Below the banner, there are navigation links: 'My Home', 'My Applications', and 'My Reimbursement Requests'. On the right side, there are links for 'My Organization(s)', 'My Profile', and 'Logout', along with a 'SHOW HELP' button. Below this, there are links for 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The main content area shows a 'Back' link, the title 'RTAP Menu - Forms', and a message: 'Please complete all required forms below.' Below this, there is a 'Document Information' section with the text 'RTAP[07/2020-06/2022]Delane Org\*-0007' and a 'Details' link. The 'Forms' section contains a table with the following columns: 'Status', 'Page Name', 'Note', 'Created By', and 'Last Modified By'. The table lists two forms: 'Training and Events' and 'Materials and Other Training Requests'. A red arrow points to the 'Training and Events' link, which is also highlighted with a red box.

Back

## RTAP Menu - Forms

Please complete all required forms below.

Document Information: [RTAP\[07/2020-06/2022\]Delane Org\\*-0007](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">Training and Events</a>			
	<a href="#">Materials and Other Training Requests</a>			

Under the **Forms** menu, click on **Training and Events**.

# RTAP Application – Scholarship Invoicing

The screenshot shows the RTAP application interface. At the top, there is a banner for 'E-GRANTS' with the ADOT logo. Below the banner, there are navigation links: 'My Home', 'My Applications', and 'My Reimbursement Requests'. On the right side, there are links for 'My Organization(s)', 'My Profile', and 'Logout'. Below the navigation, there are links for 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The main content area shows a 'Back' link and the title 'RTAP - Scholarships'. Below the title, there is a section for 'Fill out the stuff below' with two dropdown menus: 'Status:' and 'Training Type:'. There is also a 'FILTER' button. At the bottom, there is a list of organizations. The first organization is 'Delane Org: RTAP[07/2020-06/2022]Delane Org\*-0007'. A red box highlights a plus sign next to the organization name, and a red arrow points to it. To the right of the organization name, there are links for 'Email Address: dohde@azdot.gov', 'Phone Number: (760) 238-3503', and 'Expiration Date: 06/30/22'.

Click on the Plus Sign next to your organization name.

# RTAP Application – Scholarship Invoicing

## RTAP - Scholarships

Fill out the stuff below

Status:  Training Type:

Invoices Due Now:

**FILTER**

 Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007	Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22
 AZTA ADOT Conference: Request Approved Last Modified: 11/25/20 10:52:14 AM	Amount Requested: \$1,848.84
 New Training: New Request	Amount Requested: N/A

Click on the Plus Sign next to the Training Request that was Approved.

# RTAP Application – Scholarship Invoicing

## RTAP - Scholarships

Fill out the stuff below

Status:  Training Type:

Invoices Due Now:

**Delane Org:** RTAP[07/2020-06/2022]Delane Org\*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

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**AZTA ADOT Conference: Request Approved** Last Modified: 11/25/20 10:52:14 AM Amount Requested: \$1,848.84

Reimbursement Due Date: 01/30/2021 Review Date: 11/25/2020

Training Type:  Event Name:  Start Date:  End Date:

Training Location:  Address:

Registration Fee:  City:  State:  Event Brochure: [Test File.docx](#)

No file chosen

Comments:

ADOT Comments:

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Sam Smith Last Modified: 11/20/20 02:07:46 PM

Ginger Tobin Last Modified: 11/20/20 02:07:46 PM

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New Training: New Request Amount Requested: N/A



Click the Plus Sign next to each attendee to view the Attendee section.

# RTAP Application – Scholarship Invoicing

Delane Org: RTAP[07/2020-06/2022]Delane Org\*-0007      Email Address: dohde@azdot.gov      Phone Number: (760) 238-3503      Expiration Date: 06/30/22

**AZTA ADOT Conference: Request Approved** Last Modified: 11/25/20 10:52:14 AM      Amount Requested: \$1,848.84      [CHANGE STATUS] [SAVE]

Reimbursement Due Date: 01/30/2021      Review Date: 11/25/2020

Training Type: AZTA ADOT Conference      Event Name: AZTA ADOT Conference      Start Date: 12/14/2020      End Date: 12/16/2020

Training Location: Phoenix      Address: 1122 N 22d Ave

Registration Fee: \$85.00      City: Phoenix      State: AZ      Event Brochure: [Test File.docx](#)  
[Choose File] No file chosen

Comments:

ADOT Comments:

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**Sam Smith** Last Modified: 11/25/20 04:27:32 PM      Title: Transit Manager      Are you using an agency vehicle?  Yes  No      [SAVE] [DELETE]

Conference/Training Hotel Rate or Out of State travel?  Yes  No      Map Link: <https://www.google.com/maps/dir/Goodyear,+AZ/1120+N+22nd+Ave,+Phoenix,+AZ+85009/@33.461386,-11>

	Departure	Return	Lodging	Meals	Total Miles	Mileage \$	Registration Fees	Other expenses	Total	Comments
Pre-Approval Estimated	12/14/2020	12/16/2020	\$625.00	\$120.00	312	\$138.84	\$85.00	\$25.00	\$993.84	
Reimbursement Actual	12/14/2020	12/16/2020	\$650.00	\$130.00	312	\$138.84	\$85.00	\$35.00	\$1,038.84	

Backup Documentation: [Choose Files] No file chosen      Paid:

Attendee Uploads  
[Test File.docx](#)

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**Ginger Tobin** Last Modified: 11/25/20 04:27:45 PM      Title: Assistant Transit Manager      Are you using an agency vehicle?  Yes  No      [SAVE] [DELETE]

Conference/Training Hotel Rate or Out of State travel?  Yes  No      Map Link: <https://www.google.com/maps/dir/Goodyear,+AZ/1120+N+22nd+Ave,+Phoenix,+AZ+85009/@33.461386,-11>

	Departure	Return	Lodging	Meals	Total Miles	Mileage \$	Registration Fees	Other expenses	Total	Comments
Pre-Approval Estimated	12/14/2020	12/16/2020	\$625.00	\$120.00	312	\$0.00	\$85.00	\$25.00	\$855.00	
Reimbursement Actual	12/14/2020	12/16/2020	\$650.00	\$125.00	312	\$0.00	\$85.00	\$30.00	\$890.00	

Backup Documentation: [Choose Files] No file chosen      Paid:

Attendee Uploads  
[Test File - Copy.docx](#)

For each attendee:

- Enter the training actuals into the **Reimbursement Actual** row.
- Enter optional comments.
- Attach **Backup Documentation**.
- Click on **SAVE**.

# RTAP Application – Scholarship Invoicing

Delane Org: RTAP[07/2020-06/2022]Delane Org\*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

**AZTA ADOT Conference: Request Approved** Last Modified: 11/25/20 10:52:14 AM Amount Requested: \$1,848.84

Reimbursement Due Date: 01/30/2021 Review Date: 11/25/2020

Training Type: AZTA ADOT Conference Event Name: AZTA ADOT Conference Start Date: 12/14/2020 Invoice Submitted to ADOT: 12/16/2020

Training Location: Phoenix Address: 1122 N 22d Ave

Registration Fee: \$85.00 City: Phoenix State: AZ Event Brochure: Test File.docx

Comments:

ADOT Comments:

**Sam Smith** Last Modified: 11/25/20 04:27:32 PM

Name: Sam Smith Title: Transit Manager Are you using an agency vehicle?  Yes  No

Conference/Training Hotel Rate or Out of State travel?  Yes  No Map Link: <https://www.google.com/maps/dir/Goodyear,+AZ/1120+N+22nd+Ave,+Phoenix,+AZ+85009/@33.461386,-1>

	Departure	Return	Lodging	Meals	Total Miles	Mileage \$	Registration Fees	Other expenses	Total	Comments
Pre-Approval Estimated	12/14/2020	12/16/2020	\$625.00	\$120.00	312	\$138.84	\$85.00	\$25.00	\$993.84	
Reimbursement Actual	12/14/2020	12/16/2020	\$650.00	\$130.00	312	\$138.84	\$85.00	\$35.00	\$1,038.84	

Backup Documentation: Choose Files No file chosen

Attendee Uploads: Test File.docx

**Ginger Tobin** Last Modified: 11/25/20 04:27:45 PM

Name: Ginger Tobin Title: Assistant Transit Manager Are you using an agency vehicle?  Yes  No

Conference/Training Hotel Rate or Out of State travel?  Yes  No Map Link: <https://www.google.com/maps/dir/Goodyear,+AZ/1120+N+22nd+Ave,+Phoenix,+AZ+85009/@33.461386,-1>

After entering Actuals and attaching Backup Documentation for **ALL** the attendees, select **Invoice Submitted to ADOT** from dropdown list, then click on **CHANGE STATUS**.

# RTAP Application – Scholarship Invoicing

The screenshot displays a web application interface for RTAP (Request for Training and Assistance Program) scholarship invoicing. A modal dialog box is open, displaying a certification statement from azshared.agatesoftware.com. The dialog text reads: "As required by 2 CFR 200.415, by clicking okay below, the grantee is signing this report. I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I have engaged in local and regional coordination activities to the best of my ability. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative sanctions, including imprisonment, fines, and debarment." The "OK" button in the dialog is highlighted with a red box. The background form shows details for a request titled "AZTA ADOT Conference: Request Approved" with an amount of \$1,848.84. The form includes fields for Reimbursement Due Date (01/30/2021), Review Date (11/25/2020), Training Type (AZTA ADOT Conference), Event Name (AZTA ADOT Conference), Start Date (12/14/2020), End Date (12/16/2020), Training Location (Phoenix), Address (1122 N 22d Ave), Registration Fee (\$85.00), City (Phoenix), and State (AZ). There are also fields for Comments and ADOT Comments, and a "SAVE" button.

Click **OK**, to certify the invoice is true, complete, and accurate . . .

# RTAP Application – Scholarship Invoicing

Delane Org: RTAP[07/2020-06/2022]Delane Org\* 0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

**AZTA ADOT Conference: Invoice Submitted to ADOT** Last Modified: 11/27/20 12:47:55 PM Amount Requested: \$1,928.84

Reimbursement Due Date: 01/30/2021 Review Date: 11/25/2020 Invoice Submitted: 11/27/20 by Diane Test OhdeTest

Training Type: AZTA ADOT Conference Event Name: AZTA ADOT Conference Start Date: 12/14/2020 End Date: 12/16/2020

Training Location: Phoenix Address: 1122 N 22d Ave

Registration Fee: \$85.00 City: Phoenix State: AZ Event Brochure: Test File.docx

Comments:

ADOT Comments:

Sam Smith Last Modified: 11/27/20 12:47:55 PM

Name: Sam Smith Title: Transit Manager Are you using an agency vehicle?  Yes  No

Conference/Training Hotel Rate or Out of State travel?  Yes  No Map Link: <https://www.google.com/maps/dir/Goodyear,+AZ/1120+N+22nd+Ave,+Phoenix,+AZ+85009/@33.461386,-1>

	Departure	Return	Lodging	Meals	Total Miles	Mileage \$	Registration Fees	Other expenses	Total	Comments
Pre-Approval Estimated	12/14/2020	12/16/2020	\$625.00	\$120.00	312	\$138.84	\$85.00	\$25.00	\$993.84	
Reimbursement Actual	12/14/2020	12/16/2020	\$650.00	\$130.00	312	\$138.84	\$85.00	\$35.00	\$1,038.84	

Backup Documentation:  No file chosen Paid:

Attendee Uploads

Test File.docx

Ginger Tobin Last Modified: 11/27/20 12:47:55 PM

Your Invoice is now in Invoice Submitted to ADOT status and will be reviewed by ADOT Transit.

# RTAP Application – Scholarship Invoicing

AZTA ADOT Conference: Invoice Paid Last Modified: 08/16/21 10:02:41 AM

[RTAPRRAug-2021-Emmanuel Test Org-00578](#) Amount Paid: \$156.68

Reimbursement Due Date: 10/15/2021 Review Date: 08/16/2021 Invoice Submitted: 08/16/21 by Aaron Silva

Training Type: AZTA ADOT Conference Event Name: AZTA ADOT Conference Start Date: 08/01/2021 End Date: 08/31/2021

Training Location: Goodyear Address: 123 Test St

Registration Fee: \$125.00 City: Goodyear State: AZ

Event Brochure: [New - Copy.docx](#)  
Choose File No file chosen

Comments: This is a comment

ADOT Comments:

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Aaron Silva Last Modified: 08/16/21 10:02:38 AM

Name: Aaron Silva Title: IA Are you using an agency vehicle?  Yes  No

Conference/Training Hotel Rate or Out of State travel?  Yes  No Map Link: IA

	Departure (MM/DD/YYYY)	Return (MM/DD/YYYY)	Lodging	Meals	Total Miles	Mileage \$	Registration Fees	Other expenses	Total	Comments
Pre-Approval Estimated	08/01/2021	08/31/2021	\$0.00	\$25.00	15	\$6.68	\$125.00	\$0.00	\$156.68	
Reimbursement Actual	08/01/2021	08/31/2021	\$0.00	\$25.00	15	\$6.68	\$125.00	\$0.00	\$156.68	

Backup Documentation: Choose Files No file chosen

Paid: \$156.68  
Date Paid: 08/14/2021

Attendee Uploads

- Reimbursement Request link
- Paid Amounts & Date

# RTAP Application Materials Invoicing

# RTAP Application – Materials Invoicing

The screenshot shows the 'My Applications' page in the RTAP system. The top navigation bar includes 'My Home', 'My Applications' (highlighted with a red box and arrow), and 'My Reimbursement Requests'. The main header features 'E-GRANTS' and the 'ADOT' logo. Below the header, there are links for 'My Organization(s)', 'My Profile', and 'Logout', along with a 'SHOW HELP' button.

The 'My Applications' section includes a search form with the following fields:

- Application Types: RTAP: 2020
- Application Name: (empty)
- Status: -- Select --
- Organization: Delane
- Year: (empty)

Buttons for 'SEARCH' and 'CLEAR' are located below the search form. Below the search form, there are options for 'Export Results to' (Screen) and 'Sort by' (-- Select --), along with a 'GO' button. The number of results is shown as 1.

The results table contains one entry:

Document Type	Organization	Name	Current Status	Year
RTAP 1	<a href="#">Delane Org</a>	<a href="#">RTAP[07/2020-06/2022]Delane Org*-0007</a>	RTAP Active	2020

Navigate to your application.

# RTAP Application – Materials Invoicing

The screenshot displays the RTAP application interface. At the top, there is a banner with 'E-GRANTS' and the ADOT logo. Below the banner, there are navigation links: 'My Home', 'My Applications', and 'My Reimbursement Requests'. On the right side, there are links for 'My Organization(s)', 'My Profile', and 'Logout', along with a 'SHOW HELP' button. A secondary navigation bar contains links for 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The main content area shows a 'Back' button and the title 'RTAP Menu - Forms'. Below the title, there is a message: 'Please complete all required forms below.' A section for 'Document Information' shows 'RTAP[07/2020-06/2022]Delane Org\*-0007' with a 'Details' button. A 'Forms' section contains a table with the following data:

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">Training and Events</a>			
	<a href="#">Materials and Other Training Requests</a>			

Under the **Forms** Menu, Click on **Materials and Other Training Requests**.

# RTAP Application – Materials Invoicing

The screenshot shows the ADOT E-GRANTS application interface. At the top, there is a banner with the text "E-GRANTS" and the ADOT logo. Below the banner, there are navigation links: "My Home", "My Applications", and "My Reimbursement Requests". On the right side, there are links for "My Organization(s)", "My Profile", and "Logout".

Below the navigation, there are several menu items: "Menu", "Forms Menu", "Status Changes", "Management Tools", and "Related Documents and Messages".

The main content area is titled "RTAP - Materials" and includes a "Back" link. Below the title, there is a section for "Fill out the stuff below" with a "Status:" dropdown menu and an "Invoices Due Now:" checkbox. A "FILTER" button is located below the checkbox.

At the bottom of the main content area, there is a yellow bar containing the organization name "Delane Org: RTAP[07/2020-06/2022]Delane Org\*-0007" and contact information: "Email Address: dohde@azdot.gov", "Phone Number: (760) 238-3503", and "Expiration Date: 06/30/22". A red box highlights a plus sign (+) next to the organization name.

Click on the Plus Sign next to your organization name.

# RTAP Application – Materials Invoicing

## RTAP - Materials

Fill out the stuff below

Status:

Invoices Due Now:

**Delane Org: RTAP[07/2020-06/2022]Delane Org\*-0007**      Email Address: dohde@azdot.gov      Phone Number: (760) 238-3503      Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	11/25/2020	01/22/21		Request Approved <input type="button" value="CHANGE STATUS"/>	<input type="button" value="SAVE"/>
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	11/25/2020	03/01/20		Request Approved <input type="button" value="CHANGE STATUS"/>	<input type="button" value="SAVE"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen		N/A		New Request <input type="button" value="CHANGE STATUS"/>	<input type="button" value="SAVE"/>

**Comment**

**ADOT Comment**

[Top of the Page](#)

For Non-ADOT Procured requests, enter the Actual Amount and attach a copy of the Materials Invoice for Supporting Documentation, then click on **SAVE**.

# RTAP Application – Materials Invoicing

## RTAP - Materials

Fill out the stuff below

Status:

Invoices Due Now:

**Delane Org:** RTAP[07/2020-06/2022]Delane Org\*-0007      Email Address: dohde@azdot.gov      Phone Number: (760) 238-3503      Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00	\$150.00	<a href="#">Download</a> <input type="button" value="Choose File"/> No file chosen	11/25/2020	01/22/21		Request Approved Invoice Submitted	<input type="button" value="SAVE"/>
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		<input type="button" value="Choose File"/> No file chosen	11/25/2020	03/01/20		Request Cancelled Invoice Submitted to ADOT	<input type="button" value="SAVE"/>
					<input type="checkbox"/>			<input type="button" value="Choose File"/> No file chosen		N/A		New Request	<input type="button" value="SAVE"/>

**Comment**

**ADOT Comment**

Select **Invoice Submitted to ADOT** from the dropdown list. Click on **CHANGE STATUS**.

# RTAP Application – Materials Invoicing

azshared.agatesoftware.com says  
As required by 2 CFR 200.415, by clicking okay below, the grantee is signing this report.

I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I have engaged in local and regional coordination activities to the best of my ability. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative sanctions.

**OK** Cancel

**Delane Org: RTAP[07/2020-06/2022]Delane Org\*-0007** Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00	\$150.00	Download Choose File No file chosen	11/25/2020	01/22/21		Request Approved Invoice Submitted CHANGE STATUS	SAVE
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		Choose File No file chosen	11/25/2020	03/01/20		Request Approved CHANGE STATUS	SAVE
					<input type="checkbox"/>			Choose File No file chosen		N/A		New Request	SAVE

Comment

ADOT Comment

SAVE COMMENT

Click **OK**, to certify the invoice is true, complete, and accurate . . .

# RTAP Application – Materials Invoicing

RTAP - Materials

Fill out the stuff below

Status:

Invoices Due Now:

**Delane Org: RTAP[07/2020-06/2022]Delane Org\*-0007**      Email Address: dohde@azdot.gov      Phone Number: (760) 238-3503      Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00	\$150.00	<a href="#">Download</a> <input type="button" value="Choose File"/> No file chosen	11/25/2020	01/22/21		Invoice Submitted to ADOT	<input type="button" value="SAVE"/>
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		<input type="button" value="Choose File"/> No file chosen	11/25/2020	03/01/20		Request Approved <input type="text" value=""/> <input type="button" value="CHANGE STATUS"/>	<input type="button" value="SAVE"/>
					<input type="checkbox"/>			<input type="button" value="Choose File"/> No file chosen		N/A		New Request	<input type="button" value="SAVE"/>

Comment

ADOT Comment

Your Invoice is now in **Invoice Submitted to ADOT** status and will be reviewed by ADOT Transit.

# RTAP Application – Materials Invoicing

Training Title	Begin Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid/Date Paid	Status
Drug & Alcohol Training	06/21/2021	06/22/2021	Drug & Alcohol Manu PO Number PO Date	3	<input checked="" type="checkbox"/>	\$0.00	\$100.00	Choose File No file chosen	04/07/2021	08/06/21		Invoice Paid
Test	01/01/2000	11/20/2001	Test 7 PO Number 100 PO Date 11/20/2000	1	<input checked="" type="checkbox"/>		\$125.00	Download Choose File No file chosen	06/10/2021	01/04/02		Invoice Paid
TEst	01/01/2000	11/20/2001	Test PO Number Test PO Date 11/20/2000	1	<input checked="" type="checkbox"/>		\$125.00	Download Choose File No file chosen	06/10/2021	01/04/02		Invoice Paid
asdfasdf	01/01/2020	01/01/2020	Aaron Test 4	1	<input type="checkbox"/>	\$100.00	\$100.00	Download Choose File No file chosen	08/16/2021	02/15/20	\$100.00 8/14/2021	Invoice Paid <a href="#">Reimbursement Request</a>

- Reimbursement Request link
- Paid Amounts & Date

# Questions ?

**THANK YOU!**

**E-Grants questions can be directed to:**

**Diane Ohde** at [dohde@azdot.gov](mailto:dohde@azdot.gov)

**RTAP specific questions should be directed to:**

**Sarah Wuertz** at [RTAP@azdot.gov](mailto:RTAP@azdot.gov) or 602-712-7385