



WASHINGTON STATE RURAL TRANSIT ASSISTANCE PROGRAM SCHOLARSHIP APPLICATION

APPLICANT INFORMATION

Applicant Name _____ Email _____

Organization _____ Federal ID # _____

Address _____

City, State, ZIP+4 _____

Phone _____

SCHOLARSHIP INFORMATION

Training _____

Date(s) _____ Location _____

What is your current position? Demonstrate your organization's financial need, and how your attendance at this training or conference will benefit your organization.

ESTIMATED COST

| EXPENSE CATEGORIES | ESTIMATED EXPENSES |
|--|--------------------|
| Registration Fee | \$ |
| Travel: Car – Round-trip mileage * \$0.51 (ridesharing or least expensive mode of transportation is encouraged) | \$ |
| Airfare – Round-trip | \$ |
| Shuttle, parking, ferry, etc. | \$ |
| Lodging (current per diem rate plus tax) * number of nights | \$ |
| Total Estimated Expenses | \$ |

SUPPORTING DOCUMENTATION

Please submit the following documents with your application:

- A training announcement, conference brochure, or meeting agenda that includes the location, cost, and schedule.
- A hotel estimate with the current per diem lodging rate, the total nights of stay, and applicable fees.
- A print out with the driving distance round-trip.
- An airline itinerary with estimated cost.

ADDITIONAL REQUIREMENTS

Applicants awarded RTAP scholarships are required to fill out and submit the following documents to receive reimbursement:

- An expense sheet detailing actual expenses with supporting documentation. This document is provided with the scholarship award letter and is due within 60 days after the training.
- A training evaluation. This report is provided with the scholarship award letter and must be submitted with the scholarship expense sheet.

AUTHORIZATION

Applications are accepted either by mail or by emailing a signed, scanned copy to rutledn@wsdot.wa.gov

Applicant Signature _____ Date _____

Organization's Executive Officer Signature _____ Date _____