



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 * \$0.56 (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 posties@wsdot.wa.gov

Applicant Signature _____ Date _____

Organization's Executive Officer Signature _____ Date _____