

RTAP GRANT REQUEST FOR EXPENDITURES
Fiscal Year 2018

Name of Transit System/Agency	Federal ID Number
Complete Mailing Address	Phone Number
Name of Person Receiving Training	Fax Number
	Email Address

TRAINING REQUESTED

Description of Training (attach announcement)

Location	Date	Estimated Cost
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System Manager Signature

RTAP Coordinator Signature

Date

Date

Mail request **at least 15 Days prior to the date of training** to RTAP Coordinator. Approval is granted when RTAP Coordinator countersigns this request and sends a copy to the requestor. No new grant requests for current fiscal year will be accepted after September 15, 2018

Mail or fax requests to: Cindy Zolkowski, RTAP Administrator
Michigan Public Transit Association
2875 Northwind Drive Suite 120
East Lansing, MI 48823
Phone: (517) 324-0858
Fax: (517) 324-7034
E-mail: mptacindy@comcast.net

Note: An expense voucher for eligible expenses must be submitted for reimbursement within 60 days after successful completion of the training activity or the grant request will be canceled and the agency will not be reimbursed for that training. Please inform the RTAP Coordinator if any approved grant requests should be canceled.