

**RTAP GRANT REQUEST FOR EXPENDITURES**

Fiscal Year 2020

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

**TRAINING REQUESTED**

Description of Training (attach announcement)

| Location | Date | Estimated Cost |
|----------|------|----------------|
|----------|------|----------------|

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, 2020.

Mail or fax requests to:

Cindy Zolkowski, RTAP Administrator  
 Michigan Public Transit Association  
 1401 East Lansing Drive Suite 108  
 East Lansing, MI 48823  
 Phone: (517) 324-0858  
 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.**