

## RTAP Scholarship Application/Reimbursement Form

**To be completed before the event:**

**Step 1** Complete and submit this form to CASTA for approval. You will receive an email notification of approval and amount. Forms **must be submitted to CASTA before the event**. Only approved applications will be considered for reimbursement.

**To be completed after the event:**

**Step 2** Submit all receipts and/or documentation verifying each expense to CASTA along with original form containing approval of expenses. Reimbursement requests **must be** submitted with supporting documentation **within 30 days of the conclusion of the event**.

Please email or fax this form. Email: [info@coloradotransit.com](mailto:info@coloradotransit.com) Fax: 303.832.3053

Agency Name:	Requestor's Name:
Address:	Event Title:
City, State, Zip:	Event Date:
Name of Recipient :	Phone:
Check Payable to:	Requestor's Email:

Expense Description Mileage; Lodging; Registration Fee; etc.	Total Expense Amount \$\$	Amount Requesting for Scholarship \$\$	Amount Agency is Funding \$\$	<i>CASTA Use Only</i> \$\$ Granted	<i>CASTA Use Only</i> Date Documentation or Receipts Received
Grand Totals					

**REIMBURSEMENT RATES**

- **Vehicle Mileage:** Mileage is reimbursed at a rate of 0.535 cents per mile. Mileage may be documented with a printed trip summary from an online mapping service such as [Google Maps](https://www.google.com/maps). If a rental car is used, mileage will not be reimbursed.
- **Meals and Salaries:** Meals and salaries **are not reimbursable expenses** – this includes daily per diem rates.

***For CASTA use only:***

Date Entered Into System: \_\_\_\_\_ Agency notified of RTAP Award: \_\_\_\_\_

Total Scholarship Amount Granted: \_\_\_\_\_ Total Amount Agency is Funding: \_\_\_\_\_

Amount Applied to CASTA Registration Costs: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Notes: \_\_\_\_\_