



**Scholarship Application Form for FTA Section 5311 Transit Operators and FTA Section 5310 Recipients**  
 Administrative Staff, Drivers, and Maintenance Personnel may request funds to attend training events, conferences, and seminars. Funds can be requested to reimburse registration fees, travel costs, lodging and meals up to \$1000 per individual.

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Title: \_\_\_\_\_

**This application must be accompanied by printed information on the program that will be attended such as an agenda, as well as printed estimates to document all costs outlined below.**

**REQUEST TO ATTEND THE FOLLOWING EVENT/CONFERENCE/SEMINAR:**

Name of Program: \_\_\_\_\_

Brief Description of Program: \_\_\_\_\_

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Name of Person Attending: \_\_\_\_\_ Title: \_\_\_\_\_

<b>COST BREAKDOWN</b>		
<b>Item*</b>	<b>Cost</b>	<b>Brief Explanation of Cost</b>
Registration		
Transportation (airfare, bus, train..)		
Lodging		
Meals		
Other (explain)		

<b>BUDGET</b>	
Total Cost of Program	
Scholarship Amount Requested	
If your agency is willing to fund a part of the expenses, how much?	

Copies of all receipts and proof of payment must be submitted within 7 days of attending the program. Please note that all receipts must be itemized to include details of purchases made and indicate proof of payment. The reimbursement amount will be based on these actual costs and may not exceed \$1000. For this reason, please note that the actual reimbursement amount may differ from the pre-approved amount.

All requests are approved based on demonstrated need, applicability of the training to the proposed attendee, and availability of funds. All applications are reviewed and approved by the Connecticut Department of Transportation.

**Please return this application to:**

**CTR TAP Program**

c/o TransAction Associates, 5 Wheeling Avenue, Woburn, MA 01801

email: [michele@ctrmap.org](mailto:michele@ctrmap.org) For more information, please call 781-404-5035

\*Note that federal per diem rates for meals and incidental expenses are dependent on the locality. Please view this link for a list of current rates <http://www.osc.ct.gov/2015memos/numbered/201515.htm>  
 The GSA mileage reimbursement rate as of 1/1/16 is \$.54 per mile.