

Scholarship Reimbursement Form

INSTRUCTIONS:

Please complete this form and attach receipts and/or other documentation verifying each expense. Mileage may be documented with a printed trip summary from an online mapping service such as mapquest.com.

Reimbursement requests must be submitted with supporting documentation within 30 days of the conclusion of the training/work-shop/seminar you received the scholarship for.

REIMBURSEMENT RATES

- Personal Vehicle Mileage - Mileage is reimbursed at a rate of 50 cents per mile.
- Other Transportation - Other modes of transportation, including airplanes, rental cars, buses, trains, etc. will be fully reimbursed if the cost of such transportation is demonstrated to be lower than driving a personal vehicle. If a rental car is used, mileage will not be reimbursed.
- Lodging - Actual cost of accommodation is reimbursed up to \$100/night. Lodging costs over \$100/night require special approval unless they are part of a conference group rate.
- Meals, Salary, Parking - Meal, salary and parking expenses are not reimbursed.

Agency Name: _____	Requestor's Name: _____
Address Line 1: _____	Requestor's Signature: _____
Address Line 2: _____	Phone: _____
Make Check Payable To: _____	Event Title/Date: _____

Reimbursable Expense Information		
<i>Please attach receipts and/or other documentation verifying each expense.</i>		
Expense Description	Date	Amount

Completed applications and additional documentation required should be sent to:

Deeanna Mondragon, CASTA	Phone: 303.839.5197
1580 Lincoln Street, Suite 780	Fax: 303.832.3053
Denver, CO 80203	Email: deeannam@coloradotransit.com

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For CASTA use only:

STAD RTAP Amount Paid: _____ Date Paid: _____ Check Number: _____