

## RTAP Pre-approval Request

<b>Name of Agency:</b>			
<b>Grant Program:</b>	<input type="checkbox"/> 5311	<input type="checkbox"/> 5310	
<i>Agency Contact and Title:</i>			
<i>Agency Address:</i>			
<i>Phone:</i>		<i>FAX:</i>	
<i>E-mail:</i>			
<b>Name and Title of person attending:</b>			
<i>Name of Training / Event:</i>			
<i>Date of Event:</i>			
<i>Registration Fee \$:</i>			
<i>Estimated Lodging \$:</i>			
<i># of Miles Round Trip:</i>			
<i>Mileage \$:</i>			
<i>Estimated Meals \$:</i>			
<i>Training Materials \$:</i>			
<i>Estimated Other Transportation \$:</i>			
<b>TOTAL ESTIMATED EXPENSE \$:</b>			

By signing this form I certify that the information is a reasonable estimate of eligible expenses in accordance with the RTAP policy.

<i>Grantee Authorized Signature:</i>	
<b>Date:</b>	

- Submit this form with a copy of the event agenda and a travel map (if using ground transportation) via email to: [RTAP@azdot.gov](mailto:RTAP@azdot.gov)