



Virginia LTAP
Site Impact Analysis (SIA092909FRD)
Fredericksburg, Virginia
Tuesday, September 29 and Wednesday,
September 30, 2009
Registration Form

Virginia LTAP

Name _____

Position _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Fax () _____

Cell () _____

Email Address _____

VDOT EMPLOYEES ONLY:

VA LTAP workshop registration fees and related expenses for all VDOT employees will be paid from the VDOT Learning Center budget. VA LTAP will direct bill the VDOT Learning Center for workshop registration fees. However, registrants need to contact their District Training Office or the VDOT Learning Center (Central Office employees) for instructions on how to seek reimbursement for travel expenses. Please also note it is not sufficient to enroll in a VA LTAP workshop through the VDOT Virtual University. VDOT registrants MUST also complete and submit a VA LTAP registration form to the VA LTAP office.

Due to current travel restrictions, VDOT employees are strongly encouraged to attend VA LTAP workshops on a day trip basis. Overnight travel requires permission from your District Administrator or Chief – and in some cases higher levels of authority. If you require overnight lodging to attend a VA LTAP workshop, consult with your supervisor, District Training Manager, or VDOT Learning Center on travel approval procedures.

Registration: Mail your completed registration form along with a check – made payable to Center for Transportation Studies (VA-LTAP) – to:

Virginia LTAP (Attention: Jane Carlson)
 Center for Transportation Studies
 351 McCormick Road, Thornton Hall, Room D202
 PO Box 400742, Charlottesville, VA 22904-4742

Phone: (434) 982-2897
 Fax: (434) 982-2856

Fee Schedule	Registration
VDOT Employees	No Charge*
All Other Public Sector Employees	\$100
Private Sector Employees	\$195

**Registration fees for employees of the Virginia Department of Transportation (VDOT) will automatically be paid for by the VDOT Learning Center budget. However, VDOT employees must still register for the class per the instructions on this form.*

Registration sent by fax or mail will be considered as a “provisional booking” only unless accompanied by full payment. You will receive registration confirmation by email or fax within 10 days of the workshop date. If you do not receive confirmation by September 19, call us at (434) 982-2897. **Please do not come to the class without confirmation of enrollment.**

If you would like an invoice to help process payment, please request this by email at ltap@virginia.edu. Invoices are payable within 30 days of invoice date and full payment is expected by the workshop date unless prior arrangements have been made. Online payments, cash, and credit card payments are not accepted.

Cancellations must be made no later than September 25 in order to receive a full refund. For cancellations after September 25, the full registration fee is payable as catering numbers are committed by that date.