



**Virginia LTAP**

**Virginia LTAP  
Low Cost Safety Improvements  
(LCS052208FSH)  
Fishersville, Virginia  
Thursday, May 22, 2008  
Registration Form**

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Cell ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

**VDOT EMPLOYEES ONLY:**

Current VDOT travel policy places restrictions on the number of employees that can attend VA LTAP workshops on an overnight basis. Therefore, VDOT employees are **strongly encouraged** to attend VA LTAP workshops on a day trip basis. VA LTAP is responsible for monitoring VDOT attendance at our workshops.

**Does your attendance at this workshop require an overnight stay? Yes/No (circle)**

**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

<b>Fee Schedule</b>	<b>Registration</b>
VDOT Employees	No Charge*
All Other Public Sector Employees	\$35
Private Sector Employees	\$80

*\*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 May 12, 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](mailto: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 May 19 in order to receive a full refund.** For cancellations after May 19, the full registration fee is payable as catering numbers are committed by that date.