

### **Bus Reimbursement Information:**

# 3<sup>rd</sup> grade public school field trip to the Santa Rosa Plateau Reserve

- 1. One bus reimbursement per day/ per school.
- 2. Complete this form for each school field trip to Santa Rosa Plateau Reserve.
- 3. Send this form to your district transportation department. They can use the information to complete their own invoice.
- 4. Your district transportation department will email their invoice to Mary Ruth Johnson.

### programs@santarosaplateau.org

5. Each transportation department invoice must read "bill to":

# Santa Rosa Plateau 39400 Clinton Keith Road Murrieta, CA 92562

### School completes this information:

School:		
Dates of Field Trips:		
Trip Contact Name:		
Trip Contact Phone: (	)	ext #
Trip Contact Email:		

# **District transportation completes this information:**

School District:			
Address:	City:	Zip:	
Contact Person:	Email:	Pho	ne:
Invoice Date:	Invoice #:		[
Miles x cost per mile x \$	per mile	9 =	\$.
Hours x cost per hour x \$	per mile	9 =	\$.
Total Reimbursement Amount Requ	\$.		