



**Bus Reimbursement:**

**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 completed form to your district transportation department.
4. Your district may email or fax their invoice to the Santa Rosa Plateau attention: Mary Ruth Johnson.
5. Each transportation department invoice must read "**bill to**":

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

**Bus Reimbursement Invoice Form:**

School:	
Date of Trip:	
Invoice Date:	Invoice #:
Trip Contact Name:	
Trip Contact Phone: (      )	ext #
Trip Contact Email:	

**Bus reimbursement information:**

School District:	Phone:	Fax:
Address:	City:	Zip:
Contact Person:		

Miles x cost per mile                      x \$ \_\_\_\_\_ per mile =

Hours x cost per hour  x \$ \_\_\_\_\_ per mile =

**Total Reimbursement Amount Requested**