



**Bus on Us Transportation Reimbursement Form**  
**2023-2024 School Year**

Teacher: \_\_\_\_\_ School: \_\_\_\_\_

Address \_\_\_\_\_

Date of Tour: \_\_\_\_\_ Time of Tour: \_\_\_\_\_

Teacher's Email Address: \_\_\_\_\_

**The Wiregrass Museum of Art will reimburse your school's transportation costs for a 3-hour field trip, covering mileage and bus driver time to the museum, during, and after the museum tour. These funds are generously provided by the Southeast Alabama Community Foundation.**

This form **must** be brought to the museum at the time of your tour for our records. Fill out the information below accurately based off of the Department of Transportation's charges for bus mileage and driver time.

Number of Buses \_\_\_\_\_

Mileage charges \$ \_\_\_\_\_ x (total miles) \_\_\_\_\_ = Total \_\_\_\_\_

Driver charges \$ \_\_\_\_\_ x (total hours) \_\_\_\_\_ = Total \_\_\_\_\_

**Total Cost** \_\_\_\_\_

Once the museum receives this completed invoice, a check will be mailed within 5-7 business days. Please contact the museum with any questions at (334) 794-3871 or [education@wiregrassmuseum.org](mailto:education@wiregrassmuseum.org).

\_\_\_\_\_  
Signature of School Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position or Title

*Unless otherwise stated, checks will be made out to the school listed above*  
**For museum use only**