



October 3rd and 4th, 2017  
 South Towne Expo Center  
 Sandy, Utah

### Transportation Reimbursement Form

Invoice for transportation is required for reimbursement from busing company. Reimbursement forms and invoices must be submitted within 14 days after the event to receive the reimbursement to the school/district.

**REIMBURSEMENT NOT TO EXCEED ACTUAL COST**

District \_\_\_\_\_

Name of school	Contact person	Number of Buses	Roundtrip Mileage <small>(school to venue and back)</small>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

**Send completed form to:**

Kadee Duclos  
 4770 S. 5600 W.  
 West Valley City, UT 84118

kadee@utahmediagroup.com  
 801.204.6826

Reimbursement Rates	
0 to 75 miles round trip	\$75.00
75 to 150 miles round trip	\$150.00
150 miles or more round trip	\$300.00