Bus Reimbursement Application

With support from the GPOA Foundation, the New Orleans Museum of Art is pleased to offer reimbursement for bus transportation to NOMA for field trips. Please review following conditions and instructions to apply for the busing reimbursement.

Conditions:

- School must be located in Orleans or Jefferson Parish.
- Funds are available on a first come, first served basis.
- The busing reimbursement form must be submitted in its entirety for consideration.
- Reimbursement checks will be distributed only after the school group has completed its field trip.
- The reimbursement check will be made out to the school and then mailed to the school after the form and documents have been submitted and reviewed.

How to apply for busing reimbursement:

- All fields of the form must be completed.
- The form must be submitted with bus invoice and proof of payment.
- The completed form can be submitted only after the school group has completed its field trip.
- Once all documents have been received, please allow 2-3 weeks for processing.
- Depending on grant availability, a check will be mailed to the school at the address indicated on the form.
- Submit the form to Department of Interpretation and Audience Engagement, New Orleans Museum of Art, P.O. Box 19123, New Orleans, LA 70179.

If you have any questions, please contact the Department of Interpretation and Audience Engagement at either esolomon@noma.org or 504.658.4128.

New Orleans Museum of Art
Department of Interpretation and Audience Engagement

NOMA

Bus Reimbursement Application

Please fill out the following application:

School Name:

Mailing Address:

City, State, Zip:

Parish:

Teacher/Field Trip Coordinator:

School Phone Number:

Email:

Grade:

Date of Visit:

Number of Students:

Number of Buses Paid for:

Amount Paid for Busing:

Attach a copy of the bus invoice and proof of payment.

Pending grant availability, the check will be mailed to the school at the above address. Full reimbursement is available for each bus used for transportation to the New Orleans Museum of Art.

I hereby agree the above funds were expended on bus transportation to the New Orleans Museum of Art.

Signature:

Print Name:

Title:

Date:

Use this form to submit for reimbursement of bus transportation at the **conclusion** of your visit to NOMA. P.O. Box 19123, New Orleans, LA 70179

New Orleans Museum of Art
Department of Interpretation and Audience Engagement

NOMA