

# Bus Reimbursement Application

Reimbursement of travel expenses for qualifying schools in Jefferson, Orleans, and St. Bernard Parishes generously underwritten by Elizabeth and Willy Monaghan. Please review following conditions and instructions to apply for bus reimbursement.

## **Conditions:**

- School must be located in Jefferson, Orleans, or St. Bernard Parish.
- Funds are available on a first come, first served basis.
- The bus reimbursement form must be submitted in its entirety for consideration.
- Reimbursement checks will be distributed only after the school visit.
- The reimbursement check will be made out to the school and 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 Learning and Engagement, New Orleans Museum of Art, P.O. Box 19123, New Orleans, LA 70179.

If you have any questions, please contact the Department of Learning and Engagement at either [grouptours@noma.org](mailto:grouptours@noma.org) or 504-658-4128.

# 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 Learning and Engagement

