

YPAS Bus Reimbursement Application

2019-2020



The Performing Arts Society is pleased to offer 100% reimbursement for each bus required to attend events you have selected. Even with the generosity of our sponsors, funding still needs to be significantly stretched throughout this academic year. We urge you to consider carefully how critical reimbursement will be for your school district. It is our hope, however, that providing this funding will remove any remaining barriers you may be facing in order to enjoy the quality arts programs offered this year.

PLEASE NOTE: Teachers must confirm attendance numbers with YPAS Representative at the show, in order to be eligible for reimbursement.

Application is easy:

1. Fill out the form below. To avoid delay please ensure ALL fields are completed.
***Required Field.** If ALL Required fields are not completed, Payment cannot be processed
2. If an outside contractor provided bus transportation, submit a copy of the invoice marked **PAID**. If your school provided the bus service, please submit a copy of your invoice.
3. Mail this **FORM** and **INVOICE** to:

YPAS
Browne Hall 114, 1 University Circle
Macomb, IL 61455

One form must be submitted PER SHOW within 60 days of attendance (See calendar on back for dates and details.) You may make copies of this form as needed.

*School Name _____

*Contact Name _____ *Contact Phone _____

*Address _____ *E-mail _____

*Nine digit Federal Employer ID # of **School** requesting Bus Reimbursement _____
(NOT Tax Exempt #)

*Number of **Students** in Attendance _____ *Number of **Adults** in Attendance _____

*Number of Buses _____ *Total Bus Cost _____

(If applicable) Number of drivers _____ Cost per Driver _____ Cost per Mileage/Gasoline _____

*The Performing Arts Society will prepare a bus reimbursement check payable to the following:

*Reimbursement should be mailed to the following address (address, city, state, zip)

Special Notes or Comments:

Payment Calendar

Please remember PAS will be unable to reimburse bus costs if the completed **Bus Reimbursement Application** and invoice **for each show attended** are not received by the due date.

Please Check show attended

YPAS Show	Attendance Date	Due Date
Jazz Storytime	October 23 rd 2019	December 23 rd 2019
Steel Band	November 1 st 2019	January 2 nd 2020
Rumpelstiltskin	November 6 th 2019	January 6 th 2020
Holiday Music Celebration	December 5 th 2019	February 5 th 2020
Neolithic Fairy Tales	April 14 th 2020	June 15 th 2020
World Tour of Percussion	April 29 th 2020	June 22 nd 2020*

*Deadline is one week early, due to the closing of fiscal year.

In order to ensure ongoing service to as many children as possible we are gathering information for billing/funding/budgeting purposes. Please check the billing process your district uses. Please check all that apply.

- We charged mileage only.
- We charged mileage and an hourly fee for bus driver.
- Our fees are based on number of students.
- Other: _____

Following Section to be completed by person filling out this Bus Reimbursement Form

Name (Printed)

Cell Phone

Signature

Thank you for participating in the 2019-2020 YPAS Season!

If you have any questions, comments, or concerns please contact:

COFAC 309 298-1618 or E-mail: YPAS@WIU.EDU

