



Overture Center  
FOR THE ARTS

# Overture OnStage Bus Transportation Reimbursement Request Form

Return this form **after** the performance for bus transportation reimbursement. Overture Center does not pay the transportation company as reimbursement awards are made to the school.

The following is required to process your reimbursement:

- A copy of the transportation receipt or a copy of the bus bill and your check, if possible.
- Submit within 60 days **after** the performance. Requests for April or May performances must be postmarked no later than **May 31, 2011**.

## School Information

School name		School Contact for Transportation	
Reservation Coordinator		Res Coord Phone #/e-mail	
School Address	City	WI State	Zip

## OnStage Performance Information

Title of Performance	
Date/Time	Total Attendance: include Paid/Comp/Subsidized and all adults

## Transportation Information

Company Name		Company Contact	
Company Phone Number	City	State	Zip

**Mail to: Overture OnStage, 201 State Street, Madison, WI 53703**  
**FAX: 608-258-4971**

Make a copy for your records.

### FOR OFFICE USE ONLY

Processed	Staff Initials	Percentage:	Maximum \$ Award Allowed:
Trip Cost: \$	\$ X .	% =	<b>Payment Authorized:</b>

The reimbursement determination is based upon the pre-approved percentage, the performance and the "Reservation Coordinator" specified in the award letter.