

Transportation Reimbursement Application

Reimbursement of travel expenses for qualifying schools in White County generously underwritten by Dean and Kay Swanson and Don Meaders in honor of Anita Meaders. Please review following conditions and instructions to apply for bus reimbursement.

Conditions:

- School must be located in White County
- 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 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.
- Schools that receive the Bus Reimbursement will also receive a free museum tour. However, it is optional to book the Heritage Tour and/or Additional Hands on Activity, or Heritage Tour with Hardman Farm Tour though they will still cost as priced.

How to apply for Transportation 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 scholarship availability, a check will be mailed to the school at the address indicated on the form.
- Submit the form to Anna Doll, Folk Pottery Museum Director; Folk Pottery Museum of Northeast Georgia, P.O. Box 460 Satee Nacoochee, Georgia.

If you have any questions, please contact Anna Doll, Folk Pottery Museum Director at either adoll@snca.org or (706) 878-3300 ext. 310



Bus Reimbursement Application

Please fill out the following application:

School Name: _____

Mailing Address: _____

City, State, Zip: _____

County: _____

Teacher/Field Trip Coordinator: _____

Principal's Name: _____

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 scholarship 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 Folk Pottery Museum of Northeast Georgia

I hereby agree the above funds were expended on bus transportation to the Folk Pottery Museum of Northeast Georgia

Signature: _____

Print Name: _____

Title: _____

Date: _____

Use this form to submit for reimbursement of bus transportation at the conclusion of your visit to the Folk Pottery Museum of Northeast Georgia. P.O. Box 460 Sautee Nacoochee, GA 30571

