



Invoice

School Bus Reimbursement Form

Invoice Date:

For: School Bus Transportation to
the Conservation Garden Park

Field Trip Date:

Grade:

Approximate# (Students)

Approximate # (Adults)

Schools Contact for Reimbursement:

Name:

Phone:

Email:

School District:

School Name:

Address:

City/State/

Zip:

Total Amount Due: \$

Jordan Valley Water Conservancy District will reimburse the school upon receipt of this completed invoice form and documentation showing proof of funds spent. A transportation billing report or travel receipt is required to be attached with invoice.

The school is responsible for payment of all field trip transportation costs. The District will reimburse only the cost of travel to and from the school and the garden.

By completing and submitting this form, the school acknowledges they are a part of a school district located within Salt Lake County and that the appropriate documentation has been attached to this invoice.

Any Questions? - Contact infoc@jvwcd.gov or call 801-256-4400

Email this Invoice to*:

infoc@jvwcd.gov

Subject Line- Attn: Conservation Garden Park- School Bus
Reimbursement

Ensure invoice and receipt is attached to email!

Contact: Jordan Valley Water Conservancy District
Conservation Garden Park
8215 South 1300 West
West Jordan, UT 84088
801-256-4400