



School/District Name
123 Abc Drive
Anytown, USA 00000
(555) 555-5555

Bill TO: Lizzadro Museum
1220 Kensington Road
Oak Brook , IL 60523

Date:
Invoice No:

(If it is easy to insert bus invoice here, that is acceptable as long as other information is included.)

Description	Rate	Amount
Field Trip Transportation	\$ hourly rate/minimum cost	\$xxx.xx
Total Due:		\$xxx.xx

(We do not pay bus companies directly. Reimbursement checks are only eligible to go to school districts or schools, not bus companies)

Make all checks payable to: School/District Name
123 Abc Drive
Anytown, USA