

# ArtsConnect9 Travel Claim Form

1. SCHOOL DETAILS	
Name of School	
Address	
	POSTCODE
Contact Name	
Telephone Number	
Facsimile Number	
2. EXCURSION DETAILS	
Name of Performance	
Date visited the Arts Centre	/ / 2009
Number of Year 9 students	
Number of adults	
3. TRANSPORTATION	
A) HIRE* Including self-drive hire	*Two written quotations should be obtained, where practicable, for bus hire. These quotations and a Tax Invoice from the transport company, <b>PLUS a Tax Invoice from the school to the Arts Centre</b> must be forwarded with this form.
Name of bus hire company used	
Size of bus (number of seats)	
Period of hire (Special approval must have already been obtained if this exceeds one day)	FROM: / / 2009 To: / / 2009
<b>OR</b>	
Schools Using Their Own Bus [Reimbursed @ 0.50 cents per kilometre]	A Tax Invoice from the school to the Arts Centre must be forwarded with this form.
Size of bus (number of seats)	
Distance travelled for round trip visit to the Arts Centre	
Date of travel	FROM: / / 2009 To: / / 2009

PLEASE COMPLETE DETAILS OVER

B) PUBLIC TRANSPORT		A Tax Invoice from the school to the Arts Centre must be forwarded with this form.	
Transport provider (eg. V-Line)			
Date of travel		FROM:	/ / 2009 To: / / 2009
Number of fares		STUDENTS:	@ \$
		ADULTS:	@ \$
<b>4. PAYMENT DETAILS</b>			
the Arts Centre will forward reimbursement by <u>EFT</u> to the <u>school</u> only.			
<p><b>REIMBURSEMENT TO SCHOOLS WILL ONLY OCCUR IF YOU SUBMIT THE FOLLOWING:</b></p> <ol style="list-style-type: none"> <li>a completed ArtsConnect9 Travel Claim Form</li> <li>a Tax Invoice from your school to the Arts Centre with NO GST included (The Arts Centre cannot reimburse your school for the GST paid.)</li> <li>a copy of the bus invoice or V-Line receipt - quotations will not be accepted as proof of expense.</li> </ol>			
Amount being claimed			GST FREE
SCHOOL EFT DETAILS:		Banking Institution:	
Name of Account:			
BSB:		Account number:	
<b>5. CERTIFICATION</b>			
I certify that			
a) the information provided in this claim is true and correct			
b) the attached tax invoices / receipt is for transport services that were provided to Year 9 students of this school and the necessary accompanying adults			
c) this claim is for costs incurred for the visit to the Arts Centre on the date indicated in Part 2 of this Claim form.			
Signature of Principal or Bursar			
(Please print)		Name:	
		Date: / / 2009	
<p><b>STOP! IS IT SIGNED ?</b></p> <p><b>AND</b></p> <p><b>HAVE YOU INCLUDED THE THREE PIECES OF PAPERWORK?</b></p>			
<b>6. SEND TO:</b>			
This form must be mailed. DO NOT FAX.		<p>Jemma Galvin  Outreach &amp; Access Programs Officer  the Arts Centre  PO Box 7585  Melbourne VIC 8004</p>	