TRANSPORT FUND APPLICATION FORM

School	Class/Room
Address	Year(s)
	Decile
Booking Contact	Phone (Term Time)
Email	
Trip Supervisor	Supervisor Mobile
Email	

Have you already booked your tickets with TICKETMASTER?	YES NO
What is the total cost of travel for the bookings?	$
How much money are you requesting from the Transport Fund?	$
How many individual students do you intend to bring?	No.
Please tick method of transport: Hired Bus Public Transport ☐ Other, please specify:	
Is there anything else we should know?	
HAVE YOU ATTACHED AN ESTIMATE OR QUOTE?	YES NO

APPLICATIONS CLOSE: FRIDAY 20 MAY
NOTICE OF OUTCOME OF APPLICATION: WEDNESDAY 25 MAY

Office Use Only: Transport Fund Applicant		
Date Received	/ / 22	No.
Response Sent	/ / 22	
Travel Reimbursement Amount		$
Invoices for Transport Grants to be received by Friday 9 September		
Invoice for Grant Received		/ / 22
Invoice Paid $		/ / 22

REIMBURSEMENT PROCESS

An invoice for reimbursement, with the original invoice attached MUST be dated no later than 31 August and received no later than 9 September for payment 20 September. Please ensure that your transport provider is able to work with this timeframe.

INVOICE FOR REIMBURSEMENT FINAL DATE: WEDNESDAY 31 AUGUST
DEADLINE FOR RECEIPT OF INVOICE BY AWF: FRIDAY 9 SEPTEMBER
INVOICE PAYMENT DATE: TUESDAY 20 SEPTEMBER

Please complete all sections of the form and email, along with a copy of your transportation quote, to: schools@writersfestival.co.nz

TRANSPORT FUND —Supported by The Potter Masonic Trust.