

Leach Theatre School Outreach Bus Funding Request 2016-2017

You will receive an e-mail notification within 5 business days of receipt of your bus funding request. If you do not receive the notification within 5 days, please contact the School Outreach Coordinator at 573-341-6365 or hustedr@mst.edu.

Every attempt will be made to pay your funding request in full; however, the maximum payment of your bus funding request may not exceed 75% of the amount of your student ticket reservation cost. Please submit an accurate account of your expenses and we will determine the eligibility of your request. Be aware that you may not receive the total amount of your request if it exceeds 75% of your admission fees. Please contact us with any questions you have on bus funding reimbursement. Our hope is that no school children will be unable to attend a school outreach event due to lack of bus funding. **Thank you.**

School Name: _____

Address: _____

Principal: _____

Contact Person: _____

Phone: _____

Email: _____

Please be sure to complete all columns, including total \$ amount; otherwise your request cannot be processed.

Be sure and submit your bus funding reimbursement request on or before the day of the performance.

Name of Show	Date & Time	# Students	# Buses	\$ Amount Requested

Mail To: School Outreach/Leach Theatre
 400 West 10th Street
 103 Castleman Hall
 University of Missouri-Rolla
 Rolla, MO 65409

Fax To: 573-341-6983
 Email: hustedr@mst.edu