



## TRANSPORTATION REIMBURSEMENT REQUEST FORM

SUPO will reimburse schools up to \$1,000 for transportation costs for 8<sup>th</sup> grade visits and will reimburse all transportation costs for 11<sup>th</sup> grade visits to the SVSU campus. Pre- and post-surveys must be completed by all visiting students to receive travel reimbursement.

Today's Date: \_\_\_\_\_

School Name: \_\_\_\_\_

Requester Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Total Expense: \_\_\_\_\_

Reimbursement Request Amount: \_\_\_\_\_

Email your completed form along with proof of payment and supporting documentation to:  
[psa@svsu.edu](mailto:psa@svsu.edu)

If you have questions, please call the office at 989-964-4623.