

**STUDENT TICKET SUBSIDY TRAVEL INVOICE FORM**  
*The bookkeeper or bus company must complete this form.*

Student Ticket Subsidy (STS) grant awardees are required to submit this invoice if funds are used for transportation along with the artist invoice form and a Student Ticket Subsidy Evaluation before the Tennessee Arts Commission will process payment to the school. Please ensure that this invoice is complete and provided to the teacher or school official upon completion of the scheduled arts event. **The invoice date should be on or after the scheduled arts event.** Submit the evaluation and invoice to the Tennessee Arts Commission within 30 days after the project has taken place or by June 1, whichever comes first. Failure to do so may result in the grant not being funded.

INVOICE NUMBER (if applicable): \_\_\_\_\_

INVOICE DATE (if applicable): \_\_\_\_\_

**TRANSPORTATION INFORMATION:**

SCHOOL DISTRICT OR BUS COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**BILL TO:**

SCHOOL/DISTRICT NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT PROJECT TITLE	TRAVEL DATE	DESTINATION	AMOUNT DUE (Must be no greater than Transportation Funding Request as indicated in the approved application)

I certify that the information contained in this invoice is correct and reflect actual charges.

BUS COMPANY OR BOOKKEEPER SIGNATURE: \_\_\_\_\_

BUS COMPANY OR BOOKKEEPER TYPED NAME: \_\_\_\_\_