



From:

Jane Doe (School administrator or financial department staff)

Invoice Date:

January 1, 2022

To:

Attn: Education/Accounts Payable
Oklahoma History Center
800 Nazih Zuhdi Dr, Oklahoma City, OK 73105
education@okhistory.org

(Email completed invoice to education@okhistory.org. Physically mailed invoices will not be accepted)

Description:

Transportation reimbursement for field trip to Greenwood Rising on January 1, 2022.
(Examples of items to include if applicable)

Itemized Expenses:

Flat cost per bus:	\$90
Hourly cost per bus:	\$15 x 4 hours
Cost per mile:	\$0.85 x 100 miles
Driver’s meal:	\$20
Total amount of buses:	1
Total cost incurred:	\$275

Total Requested Amount:

\$275

Make Checks Payable to:

Oklahoma School Name

Attn: Treasury Department

500 N. Western Ave.

OKC, OK 73000