



**CHICAGO
TEACHERS
UNION**



BUS REIMBURSEMENT REQUEST FORM

May 22, 2019

Please fax this document to April Stigger at 312-329-6200

CONTACT INFORMATION

Name _____

Cell Number _____

SCHOOL/ORGANIZATION INFORMATION

Name _____

Cell Number _____

Fax Number _____

Number of Committed Passengers _____

BUS COMPANY INFORMATION

Name _____

Cost of Bus _____

Chicago Teachers Union will **NOT** reimburse for a bus with less than **25** passengers. To assure reimbursement, please submit the **ORIGINAL** receipt or invoice within 60 days of the trip. Payee will be reimbursed up to \$275.00 per bus which meets the maximum passenger requirement.

The flat for Culver's Transportation, Inc. is \$200.00 (first come first serve). For more info contact Sheri at 312-326-0511 (office) or 630-930-3192 (cell). Let her know that you are calling in regards to the CTU rally on May 22, 2019.

When submitting for reimbursement, please provide the name and address of the payee. Please include the passenger sign-up sheet with your remittance and mail to:

**April Stigger
Chicago Teachers Union
1901 West Carroll Avenue
Chicago, IL 60612-2401**