



## How to Receive Bus Reimbursement

Within 30 days after your tour, submit a typewritten invoice on letterhead from your school district or transportation department. Please be sure to include all of the following information:



- A contact name in case we have any questions
- Invoice on school letterhead. Please include an invoice number and date
- Name of school and district
- Amount of charges
- Who the check should be issued to
- Address where the check is to be mailed

### **Important** **Please Read**

**The invoice should be addressed to:**

**SWACO  
Attn: Kami Ward  
4239 London Groveport Road  
Grove City, Ohio 43123**

**You risk not receiving your bus reimbursement should SWACO not receive your invoice within thirty days. Please contact Kristi Michels at 614-871-5100 with any questions or concerns.**