

## **Bus Reimbursement Information**

We expect that you or a designated representative/chaperone from your institution will accompany students to the event via chartered buses, vans or coordinated carpools. Your costs for the chartered buses or vans will be paid by the Forum. The Forum will process direct payment to the transportation companies as soon as the original invoices are received. When submitting invoices, please include the bus company's name, full address, phone number and description of services and charges. If you will pay for transportation and seek reimbursement later, an invoice on your campus letterhead and a copy of the transportation receipt is required. All invoices should reference the "California Forum for Diversity in Graduate Education" and be mailed to:

Dr. Keith I. Polakoff  
Director, California Pre-Doctoral Program  
CSU Chancellor's Office  
401 Golden Shore, 6th Floor  
Long Beach, CA 90802-4210

For those who are located in close proximity to each other, please feel free to work together in coordinating bus service; however, keep in mind that the expense will be reimbursed whether you use one or five buses. And if you are unable to coordinate bus transportation, please advertise the event to those who can drive themselves. Our goal is to get as many eligible and interested students to this event as possible.