Bus Invoice Payment Information

Please read this entire document

We expect that you or a designated representative or 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 for by the Forum. The Forum will process a direct payment to a transportation company as soon as an original invoice is received by the CSU Chancellor’s Office.

**Please note: it takes approximately 1-2 weeks for invoices to be processed, so please do not delay in submitting them to the Forum.**

Before submitting a transportation invoice, please make sure it includes the company's name, full address, phone number, a description of services and charges and that it also references **California Forum for Diversity in Graduate Education**. The Forum must be the “bill to” on the invoice- not the campus that ordered the service.

**When dealing with the bus company, please ask if they have a “State Rate”**. Many will quote you a reduced rate if they have a contract with the state. They can call me if they have a question regarding using a State rate for the reservation.

Please forward invoices via e-mail or mail to Maridith Janssen at mjanssen@calstate.edu or (562) 951-4706

Maridith Janssen
Director, Pre-Doctoral Program
CSU Chancellor's Office
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210

We encourage campuses located in close proximity to each other may work together in coordinating bus service. We can cut our expenses dramatically by **sharing buses**. Please encourage students to travel on the arranged transportation service to avoid paying student parking fees. As our goal is to get as many eligible and interested students to this event as possible, you may also advertise to those students who will drive to the event.