

LETTER OF RESPONSIBILITY
REIMBURSEMENT FOR PAYMENT OF CHARGES FOR BUS TRANSPORTATION

TO: _____
Community Based Organization Name

FROM: Organization Los Angeles Department of Water and Power
 Address 111 N Hope Street, Room 1513
 Los Angeles, California 90012

 Contact Person Kathryn Smith Ball
 Telephone (213) 367-0613

I am assuming responsibility for reimbursing the payment of charges for bus transportation, scheduled as follows:

DATE OF TRIP: March 11, 2023

FROM: _____
(Origin Address)

TO: LADWP Truesdale Facility – 11760 Truesdale Street, Sun Valley CA 91352

NUMBER OF BUSES _____

ESTIMATED # OF ATTENDEES: _____

COMMENTS: _____

This letter assumes responsibility for reimbursement of the payment of charges for transportation only. Except for a properly requested payment reimbursement, LADWP expressly does not, and will not, assume any responsibility or liability for any item including without limitation, matters pertaining to operation and maintenance of the bus transportation and/or any activities related to the trip. Requestor hereby agrees to completely and unconditionally release LADWP and each of its assigns, employees, agents, officers, directors, board members, past, present and future partners, successors, predecessors, representatives, attorneys, and insurers, of any and all claims, demands, losses, damages, written contracts, costs, attorneys' fees, actions, causes of action, and liabilities of whatever kind and nature, whether known or unknown, suspected or claimed, which arise from or are directly or indirectly related to, or are connected with LADWP considering your voluntary participation in requesting reimbursement of charges for school or charter bus transportation.

Bus Rates for event are (attach quote): _____

Total cost of reimbursement for this trip: _____

Requestor understands the requested payment is a reimbursement and requires LADWP's approval of this form and associated quote submitted by the community-based organization's representative requesting reimbursement. For charter bus price quotes, invoices must be provided to LADWP immediately following the event to ensure timely payment of reimbursable costs.

Los Angeles Department of Water and Power
APPROVED BY:

Kathryn Smith Ball

Remit payment to: Organization Name _____
 Mailing Address _____

 Attention: _____