

Transportation Reimbursement Program

Each year the Clark welcomes hundreds of school groups from communities in Massachusetts, Vermont, New York, Connecticut, and beyond. To ensure that as many schools as possible can take advantage of the Clark's educational programs, school bus transportation funding to and from the Clark is provided—in part or in full—for school groups that could not otherwise afford to visit.

To qualify for funding, groups must be able to make the round-trip journey on a school bus to the Clark in one day. **Transportation reimbursement is available for both guided and self-guided visits.** To receive partial or full transportation reimbursement after a visit to the Clark, schools must provide an invoice or bill from their bus company along with a completed Transportation Reimbursement Request form (included below).

Our Policy:

- For Title I schools, the Clark will reimburse the full amount of the cost of school busing to visit the museum.
- For schools visiting within a 30-mile radius and can make the trip within three hours (including round-trip travel and visit time), the Clark will reimburse up to \$200.
- For schools that are more than 30 miles away, the Clark will reimburse an additional \$4.00 per mile traveled both to and from the museum.

Please note, the Clark calculates mileage based on the shortest possible route.

If this policy prohibits your group from visiting, please contact us at education@clarkart.edu or by phone at 413-458-0563 to discuss your situation. Our goal is to make all school group visits to the museum accessible for all schools.

Transportation Reimbursement Request

Name of school: _____

Date of visit: _____

Grade and # of students: _____

Contact person: _____

Phone number: _____

Make check payable to: _____

Mail check to (name and address): _____

Amount: \$ _____

Please attach a copy of your bus bill to this form

Submit request to: Lily McGartland
Education Department Coordinator
Clark Art Institute
225 South Street
Williamstown, MA 01267
education@clarkart.edu

Clark Art Institute use only below this line:

API: _____	Inv. #: _____
Reviewed by: _____	Effective date: _____
Fund: GL Acct: Dept: Proj.: Task:	Amount: \$ _____
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