

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, basic school bus transportation funding to and from the Clark is provided, in part or in full, for school groups that could not otherwise pay for transportation. To qualify for funding, groups must be able to make the round-trip journey on a school bus to the Clark in one day during the school year. **Transportation reimbursement is available for both guided and self-guided visits.** To receive a partial or full transportation reimbursement after a visit to the Clark, schools must provide an itemized invoice from their bus company along with a completed transportation reimbursement form (attached below).

Our policy:

- 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 \$150.
- For schools visiting within a 30-mile radius that spend more than 3 hours at the Clark and are charged an additional hourly rate by the bus company, the Clark will reimburse \$35 an hour.
- For schools that are more than 30 miles away, the Clark will reimburse an additional \$3.00 per mile traveled.

Please note, the Clark will use the mileage number from the shortest route. If the bus takes a longer route, please let us know.

If this policy prohibits your class from visiting, please contact the Education Department Coordinator at 413-458-0563, or by [email](#), to discuss your situation. Our goal is to make it possible for all school groups to visit the Clark.

School Transportation Reimbursement Request

Name of school: _____

Date of visit: _____

Grade/# of students: _____

Contact person: _____

Phone number: _____

Make check payable to: _____

Mail check to (name and address): _____

Amount: \$ _____

Please attached a copy of the/your bus bill to this form

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

Clark use only below this line:

API: _____		Inv. #: _____		
Reviewed by: _____		Effective date: _____		
Fund:	GL Acct:	Dept:	Proj. Task	Amount:
100	-520353	-040	--- - ---	\$ _____