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 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. **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 invoice from their bus company along with a completed transportation reimbursement form (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 $200.

- For schools that are more than 30 miles away, the Clark will reimburse an additional $4.00 per mile traveled.

Please note, the Clark will use the mileage from the shortest possible route.

If this policy prohibits your class from visiting, please contact the Education Department Coordinator, Lily McGartland, at 413-458- 0563, or by email, at education@clarkart.edu to discuss your situation. Our goal is to make it possible for *all* school groups to visit the Clark.

THE
CLARK
ART
INSTITUTE

School 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 use only below this line:

API: _____ Inv. #: _____

Reviewed by: _____ Effective date: _____

Fund: GL Acct: Dept: Proj: Task:
 100 - 520353 - 040   _ _ _ - _ _ _   Amount: $_____