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.
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: ______________________


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