

# THE CLARK ART INSTITUTE

Williamstown  
Massachusetts 01267  
413 458 2303  
clarkart.edu

## 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 yellow school bus to the Clark in one day during the school year. **Transportation reimbursement is available for both guided and self-guided visits.** We also prefer that the bus is at least 75% filled (about 33 students).

To receive a partial or full transportation reimbursement from the Clark, schools must provide an itemized invoice from their bus company along with a completed transportation reimbursement form.

### Our policy is as follows:

- For schools visiting within a 30 mile radius and can make the trip within three hours (including round-trip travel time and museum visit time), the Clark will reimburse up to \$150.
- For schools 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.

- OR -

- For schools that are more than 30 miles away, the Clark will reimburse an additional \$3.00 per mile traveled.
- The Clark will use the mileage number from the shortest route. If the bus takes a longer route, please let us know.
- Please note: The Clark retains the right to pay either additional mileage or additional hourly rate (usually whichever is more) based on final cost of transportation.
- The Clark will reimburse after the school's visit.

If this policy prohibits your class from visiting, please call the Education Department Coordinator at 413 458 0563 to discuss your situation. Our goal is to make it possible for all students to visit the Clark.

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## SCHOOL TRANSPORTATION REIMBURSEMENT REQUEST

Name of School: \_\_\_\_\_

Date of visit: \_\_\_\_\_

Grade/ # students: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Mail check to:  
(Name and address) \_\_\_\_\_

Amount: \$ \_\_\_\_\_

### ***PLEASE ATTACH A COPY OF THE BUS BILL TO THIS FORM***

Submit request to: Education Department Coordinator  
Sterling and Francine Clark Art Institute  
225 South St.  
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
<u>100</u>	<u>-520353</u>	<u>-040</u>	---	---	\$ _____