



Dear Educator:

Thank you for scheduling your students for one of The Huntington's 2017-2018 school programs. The Huntington will reimburse up to \$250.00 of your bus transportation costs, if you are a Title I school and will be bringing 20 or more students.

**It is your responsibility to schedule the bus.**

To confirm that you will be eligible to receive a bus reimbursement, you will need to fill out the transportation funds request form and send it via email to [tweet@huntington.org](mailto:tweet@huntington.org). You will be notified whether you qualify for a reimbursement within 72 hours.

**After your program is complete, send copies of your transportation invoice and an updated request form (if there have been any changes to the initial reimbursement for) to The Huntington within two weeks after the date of your visit.**

We require a name, address, telephone number, date and the complete cost information of your field trip on the invoice. Once we receive your paperwork, we will process your information and remit a check to the payee requested.

Please contact me if you have any questions.

Sincerely,

Tessa Tweet  
School Programs Assistant  
[schoolprograms@huntington.org](mailto:schoolprograms@huntington.org)



### Transportation Reimbursement Request Form

Teacher: \_\_\_\_\_

School: \_\_\_\_\_

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

Address: \_\_\_\_\_

City & zip: \_\_\_\_\_

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

Name of tour: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Payment to be made to: \_\_\_\_\_

Address for payee: \_\_\_\_\_

\_\_\_\_\_

- Reason for funding request:  Title I  
 Public School  
 Other *Please explain below.*

\_\_\_\_\_

**IMPORTANT:** Mail or e-mail a copy of your invoice within two weeks from the date of your visit for payment of up to \$250 of your bus transportation cost. Please note, we cannot reimburse schools until after the date of your tour.

Send digital copies to Tessa Tweet, [ttweet@huntington.org](mailto:ttweet@huntington.org) OR mail a physical copy to:

The Huntington Library  
1151 Oxford Road  
San Marino, CA 91108  
Attn: Tessa Tweet – Education Division