



THE HUNTINGTON
Library, Art Collections, and Botanical Gardens

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 receive your reimbursement, your school will need to fill out the transportation funds request form after you have attended your program. **Please fill out the form completely, attach your bus transportation bill, and return it 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



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: The original bus transportation bill must be attached to this form. We require complete information (name, address, phone, date and the complete cost) on the invoice and the **ORIGINAL** paperwork. Faxes are not accepted.

Return this form and the invoice to The Huntington within two weeks from the date of your visit for payment of up to \$250 of your bus transportation cost. Please note, we will not accept reimbursement requests until **after** the date of your tour. Mail to:

The Huntington Library
1151 Oxford Road
San Marino, CA 91108

Attn: Transportation Reimbursement Request – Education Division
