



THE HUNTINGTON
Library, Art Collections, and Botanical Gardens

Dear Educator:

Thank you for scheduling your students for one of The Huntington's 2019-2020 school programs. The Huntington will reimburse up to \$500.00 of your bus transportation costs, if you are a public school and will be bringing 25 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 ttweet@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 form) 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



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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 \$500 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 OR mail a physical copy to:

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