

# GENERAL Bus Expense Reimbursement Form

Seattle Art Museum, Olympic Sculpture Park & Seattle Asian Art Museum

**NOTE:** If you're coming to the Alexander Calder or Michelangelo exhibition and you are a public school, please fill out the Alexander Calder and Michelangelo bus reimbursement form.

Partial reimbursement for school bus transportation costs is available on a first-come, first-served basis to schools with 40 percent or more students on a subsidized lunch program.

Maximum bus reimbursement is **\$150** per bus or **\$300** total per visit.

## INSTRUCTIONS:

After your visit, send completed form to [tours@seattleartmuseum.org](mailto:tours@seattleartmuseum.org) or Docent Program Coordinator, Seattle Art Museum, 1300 First Avenue, Seattle, WA 98101. Include with form:

1. All invoices or copies of the bus bill.
2. A letter or other documentation from the school principal or administrator indicating proof of at least 40 percent or more students on a subsidized lunch program.

**NOTE:** Please do *not* have your transportation department bill the Seattle Art Museum directly. Reimbursement requests must be received no later than **one month** after your tour.

CONTACT NAME \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_ DISTRICT \_\_\_\_\_

FIELD TRIP DATE \_\_\_\_\_ TOTAL BUS EXPENSE \$ \_\_\_\_\_

NUMBER OF BUSES \_\_\_\_\_ BUS COMPANY \_\_\_\_\_

CHECK PAYABLE TO \_\_\_\_\_

ADDRESS WHERE PAYMENT SHOULD BE SENT \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUESTIONS?** Contact the Docent Program Coordinator at (206) 654-3123 or [tours@seattleartmuseum.org](mailto:tours@seattleartmuseum.org).

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