

Alexander Calder and Michelangelo

Bus Expense Reimbursement Form

Due to a generous gift, additional bus reimbursement funds are available to the Seattle Art Museum school tour program for the exhibitions *Alexander Calder: A Balancing Act* and *Michelangelo Public and Private*.

CRITERIA TO RECEIVE FUNDING:

- Must be a public school
- 40% or more of the school is on a subsidized lunch program- 100% of your cost will be covered
- 39% or less of the school is on a subsidized lunch program- 50% of your cost will be covered

INSTRUCTIONS:

After your visit, send completed form to 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 number of 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 _____

% OF STUDENTS ON SUBSIDIZED LUNCH PROGRAM _____

WHICH EXHIBIT DID YOU VISIT? ALEXANDER CALDER: _____ MICHELANGELO: _____

CHECK PAYABLE TO _____

ADDRESS WHERE PAYMENT SHOULD BE SENT _____

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