

GENERAL Bus Expense Reimbursement Form

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

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 schooltours@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 schooltours@seattleartmuseum.org.

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