



Public School Bus Fund

Travel reimbursement via the SUSV *Public School Bus Fund* is made possible through the generous support of private donors. Funds are limited and are available on a first come, first serve basis up to \$150. As a result, SUSV recommends schools submit a request at the time they schedule an education tour.

Eligibility Requirements:

- Any **public school*** (1st – 12th grades) at least 20 miles from SUSV.
- Purpose for travel must be to participate in a scheduled education tour at SUSV during the academic year, excluding special events.
- One request per school per academic year.
- Fund covers mileage by bus only. Requests for wage reimbursement for school personnel including drivers or assistants will not be considered.

Requesting Reimbursement:

- Must meet eligibility requirements above.
- Reimbursement can be requested for up to 2 buses. Total reimbursement not to exceed \$150.
- Submit completed *Public School Bus Fund* form to **Outreach@SouthUnionShakerVillage.com** subject line “Bus Form.”
- Forms received more than 10 business days after the tour date will be ineligible for consideration.

Calculating Reimbursement:

- Upon receipt of completed form SUSV will generate a mileage total by determining the most direct route from the school’s physical location to South Union Shaker Village and back.
- Reimbursement is calculated using the IRS Standard Mileage Rates for 2018, 54.5¢ per mile

Complete the form below and submit to Outreach@SouthUnionShakerVillage.com. Include “Bus Form” in the subject line. Notice of approval and mileage total will be forwarded within 5 business days.

School Name _____

School Address _____

County _____ Date of Tour _____ No. of Buses _____ No. of Students _____

Name of Teacher Requesting _____ Grade _____

Signature of Teacher Requesting _____ Date _____

Name of Administrator Approving _____

Signature of Administrator _____ Date _____

*Excludes private and homeschools.