



Transportation Reimbursement Program

To ensure that as many schools and students as possible can take advantage of the Hall Art Foundation's exhibitions, facilities and grounds, basic school bus transportation funding to and from the Foundation is provided in part or in full, for school groups that could not otherwise pay for transportation. To qualify for funding, groups must be able to make the round-trip journey on a yellow school bus in one day during the school year and participate in a guided tour with our staff.

To receive partial or full transportation reimbursement, schools must provide an itemized invoice from their bus company along with a completed transportation reimbursement form.

Our policy is as follows:

- For schools visiting within a 30-mile radius, who can make the trip within three hours (including round-trip travel time and museum visit time), HAF will reimburse up to \$150.
- For schools that spend more than 3 hours at HAF and are charged an additional hourly rate by the bus company, HAF will reimburse an additional \$35 an hour.
- OR -
- For schools that are greater than 30 miles away, HAF will reimburse \$3.50 per mile traveled.

* Please note: HAF retains the right to pay either additional mileage or additional hourly rate (usually whichever is more) based on final cost of transportation.

* Any school that wishes to send more than one bus per visit, and is seeking reimbursement for an additional bus should ensure that capacity of the first bus is adequately reached.

Reimbursement by the Hall Art Foundation will be made after the school's visit.

If this policy absolutely prohibits your class from visiting, please contact us at + 1 802 952 1056 or vermont@hallartfoundation.org to discuss your situation.

HALL

ART FOUNDATION

School Transportation Reimbursement Request

Name of School	
Date of visit	
Grade / # of students	
Contact person	
Phone number	
Make check payable to	
Mail check to: (Name and address)	
Amount	

Please attach a copy of the bus bill / receipt

Submit request to: Maryse Brand, Director
Hall Art Foundation
Administrative Office
544 VT Route 106
PO Box 127
Reading, VT 05062

By email: maryse@hallartfoundation.org