

# George W. Bush Foundation

## Student Transportation Fund

The George W. Bush Foundation, with generous support from CFP Foundation, has established a fund to provide free transportation for qualifying school groups to visit the George W. Bush Presidential Library and Museum. The goal is to make it easier for teachers and students to access the exhibits and many educational resources offered by the Library.

Funds to reimburse the costs of transportation are currently available, on a **first-come, first-served basis**, to Title I Schools in Texas ESC Regions 10 and 11. Funds are limited. To apply for funds, please verify that you meet the eligibility criteria outlined below and email or fax the following form along with your Field Trip Request Form to the visitor services coordinator at [Bush43Visitors@nara.gov](mailto:Bush43Visitors@nara.gov) or (214)346-1699.

### Eligibility Requirements:

- The school receiving the funds must be a K-12 school located in a Texas ESC Region 10 or 11 district.
- The school receiving the funds must be a Title I School for the year in which the field trip is completed.
- The requesting teacher and school principal must sign the request form.
- Schools may not request reimbursement for more than 2 buses per academic year. **Please contact your transportation service center and provide an actual dollar amount on the attached form.**
- The purpose of the trip to the Library must be educational. You will be required to document this on the Evaluation and Request for Reimbursement.

### Please note the following additional guidelines placed upon the funds:

- To maximize the benefit to students, we expect each bus you bring will be full.
- Funds will be used to **reimburse expenses only**; no advances will be given.
- Funds may only be used to cover the cost of transportation; substitute teacher fees and bus driver lunches will not be covered.
- Funds may not be used to rent charter buses.
- Reimbursement of funds will not exceed the estimated expense provided by the school.

### Process for Reimbursement:

Funds will not be reimbursed unless the following items are submitted within **two weeks** of the date of the field trip. All forms listed below are included in the fund confirmation packet.

- o Itemized, **paid** receipt including the school's name; bus fees are not to exceed the estimated amount
- o Completed Evaluation and Request for Reimbursement form



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GEORGE W. BUSH  
PRESIDENTIAL LIBRARY  
AND MUSEUM



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GEORGE W. BUSH  
PRESIDENTIAL CENTER



# George W. Bush Presidential Library and Museum

## Transportation Fund Request Form

School District: \_\_\_\_\_ Texas ESC Region Number: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_

Are you a Title I School for the school year in which the field trip will occur?  Yes  No

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Principal Name: \_\_\_\_\_

Principal Number: \_\_\_\_\_ Principal Email: \_\_\_\_\_

### Field Trip Information:

Estimated Number of Students: \_\_\_\_\_ Estimated Number of Chaperones: \_\_\_\_\_

Number of Buses Requested:  1  2 Actual Bus Cost Estimate: \$ \_\_\_\_\_

Reason for Trip: \_\_\_\_\_

### Acceptance of Terms of Agreement:

- I certify that the school is a Title I school, grades K-12, for the year in which the field trip will occur.
- I understand a request does not guarantee funds and funds are available on a first-come, first-served basis.
- I understand advances will **NOT** be given and reimbursement will **NOT** exceed the estimated amount.
- I understand charter buses will **NOT** be reimbursed.
- To receive reimbursement, all receipts and the Evaluation and Request for Reimbursement form must be received by the Museum no later than 14 days from the date of the trip.

Contact Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

**To be considered, you MUST submit this Transportation Fund Request Form with your Field Trip Reservation Request following the instructions on that form. If you have questions, please email [Bush43Visitors@nara.gov](mailto:Bush43Visitors@nara.gov).**

### FOR MUSEUM USE ONLY

Date of Request: \_\_\_\_\_

Received by: \_\_\_\_\_

Funding Approved:  Yes  No

Reason for Denial: \_\_\_\_\_

Final Paperwork Received: \_\_\_\_\_

Pending Availability of Funds:  Yes  No

Receipts  Program Evaluation

Date Notified of Approval/Denial: \_\_\_\_\_

Final Bus Cost: \_\_\_\_\_

Notified by: \_\_\_\_\_

Date Submitted for Payment: \_\_\_\_\_