



# Busing Information

Busing reimbursements and transportation stipends of **up to \$250** are available for all school groups.

## How Does It Work?

- 1.) Book your field trip to SBMA online, then reserve a bus! **Teachers are responsible for making their own transportation arrangements through the school's busing company.**
- 2.) After your field trip takes place, mail the Museum a copy of your **paid** invoice. Please be sure to include the date of your field trip, your preferred mailing address, and to whom the check should be made out to.
- 3.) The Museum will mail a reimbursement check within two weeks of receipt.

### Additional Information:

**Teachers are responsible for communicating changes and/or cancellations to the bus company. Cancellation costs will not be covered by the Museum.**

Make your busing arrangements as soon as your field trip is confirmed to ensure buses are available.

In order to receive reimbursement from the Museum, all invoices must be submitted by **June 30**.

Our transportation budget is limited. Please only submit for reimbursement if your site has a need. Submit early to ensure funds are available.

### **SBMA mailing address:**

**Attn: Education Department**

**1130 State Street, Santa Barbara, CA 93101**

