



Tour Transportation Reimbursement

The Portland Museum of Art (PMA) is pleased to offer bus/transportation money reimbursement to Portland Public Schools scheduling visit to the PMA as part of the *Culture Club-Portland* program.

1. Schools book PMA visit and mention you are applying for Culture Club-Portland bus reimbursement.
2. Schools schedule, book, and pay for the bus.
3. Upon tour confirmation, complete this form and email to PMA Department of Learning and Interpretation at tours@portlandmuseum.org.
4. Schools send transportation invoice to PMA Business Office at 7 Congress Sq, Portland ME 04101 or email business@portlandmuseum.org.
5. Within two weeks of receiving invoice, PMA sends the school a check (reimbursement amount is up to \$100 dollars per bus).

School Name: _____

School Phone: _____

Teacher Name: _____

Teacher Email: _____

Date of Visit: _____

Number of Busses: _____

Grade(s): _____

Have you used Culture Club transportation reimbursement before? Yes No

By completing and submitting this form, you guarantee that funds will be used to offset the transportation costs of a field trip to the PMA.

For Office Use Only

Field Trip Confirmed

Date _____

Number of Students _____