



Transportation Reimbursement Form 2024-2025 School Year

Once you have scheduled your field trip/tour via the Tour Reservation Form on our website,

<https://www.irvingartscenter.com/programs-education/tours-field-trips/>, and would like to request Transportation Reimbursement, please fill out this form. If you have questions, please send emails to cperreira@cityofirving.org or call 972-252-7558, ext. 1246.

Teacher: _____

Teacher's Email: _____

School: _____

Address: _____

Telephone(s): _____

Date(s) and Time(s) of field trip: _____

#of Students and Grade level: _____

#of Chaperones/Teachers: _____

There are limited funds available to assist schools with transportation costs. Transportation reimbursements will be on a first come, first served basis with a \$1000 cap per school for the 2024-25 school year. **Funding will be provisionally reserved once the field trip reservation has been made. Reimbursement will not be issued until the field trip has been completed and a receipt is submitted to Irving Arts Center. Please fill out and return this form with an estimate of cost.**

The 'per bus' reimbursement is for a standard full-size bus with the capacity to carry 40 or more people. This standard size is also applied to charter buses. **After the field trip, schools will need to submit invoices to receive transportation reimbursements.**

State/Region/City/School District	Reimbursement Amount
Twelve County DFW Metro including Collin, Dallas, Delta, Denton, Ellis, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant and Wise Counties	Up to \$200 per bus
Outside the Twelve County DFW Metro but within 200 Miles of the Irving Arts Center	Up to \$300 per bus

Estimated Number of Buses: _____

Estimated Overall Transportation Costs: _____

- Transportation and related arrangements are the sole responsibility of the school. The City of Irving, the City's Department of Arts & Culture and the Irving Arts Center assumes no responsibility whatsoever for any loss, cost, injury or damage to persons and property, which may arise and result from such transportation and related arrangements.
- The Irving Arts Center does not reimburse individual teachers. We will only pay individual schools or school districts directly for the cost of transportation.
- Classroom teachers and community educators must ensure the Irving Arts Center receives an invoice on institutional letterhead for the cost of the bus, based on the limits in the above chart, within 3 weeks following the group visit.

PLEASE NOTE: Reimbursement will **not** be made without the receipt of this Reimbursement Form. The Transportation Invoice and Reimbursement Form should be or emailed to cperreira@cityofirving.org.

Please contact Cindy Perreira with any questions at 972-252-7558, ext. 1246, or cperreira@cityofirving.org.