



Bus Reimbursement Form

The Friends of the Palmer Museum of Art are proud to support the K-12 community in Central Pennsylvania by providing reimbursement for bus transportation costs on a first-come, first-served basis.

To submit for bus reimbursement, please complete and return this form along with a paid statement from your bus company within four weeks of your visit. Reimbursement requests must be received no later than four weeks after your tour. For payment, allow at least three weeks for the museum to process your request.

Email to: Brandi Breslin, Museum Educator, bgb56@psu.edu (or)

Mail to: Palmer Museum Education Dept., 309 Palmer Museum of Art, University Park, PA, 16802.

Contact Name _____ Today's Date _____

Contact Phone Number and Email _____

School _____ District _____

Date of Tour _____ Reimbursement Amount \$ _____

Please note the following maximum amounts for reimbursement:

- SCASD: Max reimbursement \$100/per school/per academic year.
- Central Pennsylvania schools outside of SCASD: Max reimbursement \$300/per school/per academic year.

Make check payable to _____
(school district/school)

Address where payment should be sent

