



GUIDED TOURS REIMBURSEMENT INFORMATION

School tour funds are available to help facilitate guided tours of MMoCA for K-12 public school students. MMoCA will reimburse your school for up to \$250 in bus transportation and/or substitute teacher costs.

- Funds are limited and disbursed on a first-come, first-served basis.
- Preference is given to urban and rural schools with limited field trip funds and to schools that serve students who are economically disadvantaged.
- Funds are only available for teachers who sign up for a docent-led tour (not self-guided visits or drop-in groups).
- Only public schools qualify for reimbursement.
- Substitute teacher costs must cover a K-12 public school art teacher.

Reimbursement procedures:

1. Notify MMoCA of the desire to use school tour funds when signing up for a tour using the [online form](#). MMoCA staff will confirm fund availability when discussing logistics for the trip.
2. Send an invoice or detailed letter on school letterhead that lists bus/and or substitute teaching costs.

Invoices must include:

Name of the School
Date of Field Trip
Teacher name
Grade and total number of students
Total transportation costs (or cost of substitute teacher)

3. Email the invoice no later than two weeks after the tour to the MMoCA Director of Education and Programs, Bob Sylvester, at bob@mmoca.org. Checks will be mailed within 30 business days after the museum receives the invoice.

Contact the Director of Education and Programs to discuss potential delays in invoicing the museum.