



GENESEE COUNTY EDUCATIONAL FOUNDATION

Nurture ■ Nature ■ Learning

Transportation Reimbursement Protocol July 1, 2016 through June 30, 2017

The Genesee County Educational Foundation (GCEF) is committed to ensuring the broadest use of the Ligon Outdoor Center to foster its mission of environmental education and appreciate for the natural sciences. Encouraging and supporting increased attendance and participation in programs hosted at Ligon is a key strategy to achieve that end, particularly during periods when attendance at Ligon Outdoor Center is traditionally low. One common barrier that limits attendance at Ligon is the cost of transportation. There is an ongoing concern that school districts within Genesee County will not be able to afford to transport students to Ligon without financial support or incentive.

The GCEF Board of Directors will regularly review the available resources, determine the amount of funding that shall be designated for this purpose, and specify a focused period of time for which the resources are to be used. Additionally, the GCEF Board of Directors has established criteria for eligibility and procedures for disbursement. In an effort to help mitigate transportation costs for school districts in Genesee County and enhance attendance at Ligon Outdoor Center, the GCEF is providing \$4,500.00 to reimburse transportation expenses to Ligon Outdoor Center, incurred at any time during 2016-17 academic year, through June 30, 2017.

Eligibility:

All public school districts and public school academies located within the Genesee Intermediate School District service areas are eligible to apply for transportation reimbursement. Funds are available on a first-come, first-serve basis. Reimbursements will only be made directly to the school district or building that is requesting assistance. No third-party reimbursement requests will be considered.

Use of Funds:

Funds are to cover the per-mile cost of transportation from the school building to Ligon Outdoor Center and back. Reimbursement shall not exceed the per-mile Field Trip rate as established by the GISD Transportation Department on July 1 each year. Currently, that rate is \$2.25 per mile.

Process for Reimbursement:

In order to access transportation reimbursement, a two-step process must be followed. Step one is a pre-application to reserve the funds, and step two is the submission for reimbursement after the visit to Ligon Outdoor Center has occurred.

A Transportation Reimbursement Pre-application Form is available on the GISD website or may be requested by calling the GCEF Office at 810-591-4541. Once a completed pre-application is received, it will result in a reserve of funds for that single visit to Ligon. If multiple visits are planned, a pre-application must be submitted for each.

Once the visit to Ligon Outdoor Center has occurred, a request for reimbursement of transportation costs can be initiated by completing a Genesee County Educational Foundation Transportation Reimbursement Form and submitting it with required supporting documentation. This form is available on the Ligon website or may be requested by calling the GCEF Office at 810-591-4541. Reimbursement requests must be submitted immediately following the visit to Ligon.

A charitable organization affiliated with the Genesee Intermediate School District.

2413 West Maple Avenue ■ Flint, Michigan 48507-3493 ■ (810) 591-4541 ■ Fax (810) 591-4420 ■ gcef@geneseeisd.org



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TRANSPORTATION REIMBURSEMENT REQUEST

School District: _____

School Building: _____

Date of Visit to Ligon Outdoor Center: ____/____/____ Start Time: _____ End Time: _____

Visit Coordinator: _____
First Name Last Name

Trip Origination Point/School Location: _____
Street Address City

Number of Busses: _____ Number of Passengers: _____ Number of Roundtrip Miles: _____

AMOUNT OF REQUEST: _____ **TOTAL ROUNDTRIP MILES X \$2.25 = \$** _____

Payee Name - Please PRINT

_____, Michigan _____
Street Address/P.O. Box City Zip

Contact Person Telephone Number

Required Documentation: *(request will not be processed without attached documentation)*

- District billing Statement
- Other Supporting Documents: _____

Please complete this form and return it to:

Lisa Hook
Administrative Secretary
Genesee County Educational Foundation
gcef@geneseeisd.org
Fax: 810-591-4420

GCEF OFFICE USE ONLY

Date Received: ____/____/____

Verified by: _____ Approved by: _____