

# **Genesee County Educational Foundation**

## **Transportation Reimbursement Protocol**

### **July 1, 2011 through June 30, 2012**

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 appreciation 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 the Ligon Outdoor Center, the GCEF has appropriated a limited pool of funds in the amount of \$1,000 to reimburse transportation expenses to Ligon Outdoor Center, incurred exclusively during the months of December 2011, January 2012, and February 2012.

#### **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 \$ 2.14 per mile.

#### **Maximum Reimbursement:**

The GCEF Board of Directors wishes to support as many schools as possible in its effort to expand visitation to the Ligon Outdoor Center. Therefore, no school building may be reimbursed more than \$200.00 per fiscal year (July 1 to June 30).

#### **Process for Reimbursement:**

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 GISD website or may be requested by calling the GCEF Office at 810-591-4541.

Because the funds are made available by the GCEF on a first-come, first-serve basis, reimbursement requests may not be submitted prior to the date of the visit, and must be submitted within two weeks after the actual visit to Ligon Outdoor Center. All requests must be submitted directly to the GCEF Executive Director.

# GENESEE COUNTY EDUCATIONAL FOUNDATION

2413 W. Maple Ave. ❖ Flint MI 48507-3493  
(810) 591-4541 ❖ FAX (810) 591-4420

## TRANSPORTATION REIMBURSEMENT REQUEST

School District: \_\_\_\_\_ County:  Genesee  Lapeer

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 \$2.14 = \$** \_\_\_\_\_

Payee Name - Please **PRINT**

\_\_\_\_\_  
*Street Address/P.O. Box* *City*, Michigan *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:**

Jerry Johnson, Executive Director  
Genesee County Educational Foundation  
2413 West Maple Avenue,  
Flint, Michigan 48507-3493

## GCEF OFFICE USE ONLY

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Verified by: \_\_\_\_\_ Approved by: \_\_\_\_\_