



Exhibit Field Trip Transportation Guidelines

Embracing Our Differences (EOD) is pleased to provide free field trip transportation to and from its exhibits subject to the following guidelines:

1. To qualify for free or subsidized transportation, teachers must first obtain an EOD Transportation Authorization Code by registering online at EmbracingOurDifferences.org/free-exhibit-field-trips.
2. Teachers are responsible for making all necessary arrangements with their respective school district transportation departments, private school bus service or coach bus company.
3. EOD will pay all transportation costs for groups of 15 or more students who utilize Pinellas County Schools (PCS), School District of Manatee County (SDMC) or Sarasota County Schools (SCS) buses, provided district school buses are available.
 - EOD has direct relationships with SDMC and SCS transportation offices and will be billed directly.
 - Art teacher PCS groups should follow the steps listed [here](#) on the PCS Visual Arts department website to secure transportation and substitute funding through Visual Arts Referendum Funding.
 - Non-art teacher PCS groups must utilize internal funds when booking PCS bus transportation and, after the field trip occurs, send an invoice to EOD reflecting: (1) date and time of the trip; (2) destination visited; (3) number of buses involved; and (4) itemization of all charges. A reimbursement check for full transportation costs will be mailed to your school within 15 business days.
4. For PCS, SDMC and SCS public, charter and private schools who are unable to obtain school district bus transportation, EOD will reimburse all transportation costs for groups of 15 or more students who utilize private school bus services. Reimbursement is conditioned upon receipt of an invoice reflecting: (1) date and time of the trip; (2) destination(s) visited; (3) number of buses involved; (4) number of students transported; (5) EOD Transportation Authorization Code; and (6) itemization of all charges.
5. Public, charter and private schools located outside of Pinellas, Manatee and Sarasota counties will be reimbursed for actual expenses up to \$6.00 per student. Reimbursement is conditioned upon receipt of an invoice reflecting: (1) date and time of the trip; (2) destination(s) visited; (3) number of buses involved; (4) number of students transported; (5) EOD Authorization Code; and (6) itemization of all charges.
6. ESE groups are exempt from the *15 or more students* requirement for full or partial transportation reimbursement.
7. Public, charter and private schools electing to use private coach bus companies will be reimbursed for actual transportation expenses up to \$6.00 per student. Reimbursement shall be conditioned upon receipt of an invoice from the charter company reflecting: (1) date and time of the trip; (2) destination(s) visited; (3) number of buses involved; (4) number of students transported; (5) EOD Transportation Authorization Code; and (6) itemization of all charges.
8. The availability of a scheduled date to visit the exhibit depends upon the teacher's ability to make adequate transportation arrangements. Should changes to the date, time or number of students participating be necessary, groups must provide EOD with email notification of any changes at least 72 hours in advance.
9. Transportation paid for in full by EOD shall only visit the exhibit and not more than one of our MAKE-A-DAY OF IT! partners. Visits to non-partner locations are not permitted and will invalidate your EOD Transportation Authorization Code.
10. EOD will not pay for any trips without a valid EOD Transportation Authorization Code, for cancellation charges or for transportation which does not actually visit the exhibit. Any such cost will be the responsibility of the individual school making the reservation.
- 11. As a condition of receiving free or subsidized transportation, each teacher involved in the field trip must complete a short online survey. A link will be provided prior to visiting the exhibit.**