



Exhibit Field Trip Transportation Guidelines

Embracing Our Differences (EOD) is committed to making its annual exhibition accessible to as many students as possible. Transportation assistance is available, subject to available funding and the following eligibility requirements and procedures.

1. Eligibility

Transportation assistance is available to public, charter, and private schools visiting an Embracing Our Differences exhibit. Teachers or school representatives must obtain an EOD Transportation Authorization Code by registering through the EOD field trip registration process before transportation is scheduled.

2. Scheduling Transportation

The participating school is responsible for arranging transportation through its school district transportation department or an approved transportation provider. The EOD Transportation Authorization Code confirms that transportation assistance has been approved and must be referenced on all reimbursement documentation.

An example of the Transportation Authorization Code: EOD BUS - 0051

3. Transportation Payment Options

- Sarasota County Schools (SCS) and the School District of Manatee County (SDMC): EOD will be billed directly for eligible district bus transportation when district buses are available. School bookkeepers should communicate and confirm with district transportation that EOD is to be billed and provide EOD Transportation Code.
- Pinellas County Schools (PCS): Schools should reserve district transportation using their normal procedures. Following the trip, submit the district transportation invoice to EOD for reimbursement. Complete reimbursement requests are generally processed within 15 business days.
- Private transportation providers: If district transportation is unavailable, eligible schools may utilize an approved private school bus or charter bus company. Reimbursement is based on actual transportation expenses (up to \$6.00/student) and EOD's reimbursement guidelines.
- Schools outside Sarasota, Manatee, and Pinellas counties: Transportation reimbursement is limited to actual transportation costs up to \$6.00 per student.

4. Reimbursement Requirements

To receive reimbursement, submit an official transportation invoice or billing statement that includes:

- Date and time of the trip
- Destination(s) visited
- Number of buses utilized
- Number of students transported
- EOD Transportation Authorization Code
- Itemized transportation charges

5. Special Circumstances

ESE groups may request an exception to the 15-student minimum requirement. Schools needing accessible transportation or other accommodations are encouraged to contact EOD as early as possible.

6. Changes and Cancellations

Please notify EOD by email at least 72 hours before your scheduled visit if there are changes to your visit date, arrival time, transportation provider, student count, or if the trip must be cancelled. Transportation assistance cannot be guaranteed for changes made after this deadline.

7. Make-A-Day-of-It! Partners

EOD-funded transportation may include travel to the exhibit and one approved MAKE-A-DAY-OF-IT! partner location. Additional or non-partner stops are not covered and may result in transportation costs becoming the responsibility of the school.

8. Funding Limitations

EOD transportation assistance is contingent upon available funding. EOD does not reimburse cancellation fees, transportation for trips that do not visit the exhibit, or transportation scheduled without a valid Transportation Authorization Code.

9. Post-Visit Survey

As a condition of receiving transportation assistance, each participating educator is asked to complete a brief online survey following the field trip. Survey responses help EOD evaluate program impact and sustain future transportation funding.

Questions?

For assistance with transportation, reimbursement, or scheduling, please contact the Embracing Our Differences Learning & Engagement Team at fieldtrips@embracingourdifferences.org