TRAVEL REIMBURSEMENT POLICY

A. The Vero Beach Museum of Art has limited funding to provide reimbursement for transportation to and from the Museum for visiting school tour groups through our Museum Explorations program.

B. Vero Beach Museum of Art will only reimburse for pre-approved transportation expenses when the school or student organization provides documentation of the expense with SDIRC invoices or other verifiable documentation.

C. Schools must submit the invoice within two (2) weeks of visiting the Museum. The form must be fully and accurately completed and submitted to the School and Community Access Manager, Christina Kelley at ckelley@vbmuseum.org. All receipts should be scanned/attached and submitted with the form. Reimbursement will be provided in the form of a check.

D. Limited reimbursements are available on a first come, first served basis. When funds are depleted, we can no longer honor reimbursement requests.