

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.

