

School Boat Tour Program

BUS SUBSIDY INFORMATION



Each school is responsible for making its own bus arrangements. The Port of LA will NOT make bus arrangements. Bus subsidies are available - for elementary, middle and high schools - of up to \$300 per school, per year. When completing the School Boat Tour Program online reservation, it must be noted that you will be applying for a bus subsidy and you must follow-up with the appropriate paperwork as noted below.

LAUSD SCHOOLS

1. Must use LAUSD Transportation Services Division for bus reservations.
2. Complete Form 78 20R entitled authorization for Payments of Student Body and/or Reimbursable Trips. This form can be found at the Port of Los Angeles School Boat Tour Program web page.
3. Your school representative must complete the top portion of Form 78 20R then fax it to the Port of Los Angeles Educational Coordinator at 310-547-4611 or email it to edtours@portla.org.
4. The Port of LA will then complete, sign and return the form to your school representative/teacher.
5. Please make a copy for your records.
6. Your school representative must submit the completed form to LAUSD Transportation Division. By completing this form, LAUSD will invoice the Port directly for up to \$300 towards your transportation costs. Your school will be responsible for any difference over the \$300 allotment per school for transportation.

NON-LAUSD SCHOOLS

Please contact the Port of Los Angeles Educational Coordinator at 310-732-3960 as soon as possible for options available to your school.



www.portoflosangeles.org

**LOS ANGELES UNIFIED SCHOOL DISTRICT
TRANSPORTATION SERVICES DIVISION**

AUTHORIZATION FOR PAYMENT OF STUDENT BODY AND/OR REIMBURSABLE TRIPS

School _____ Location Code _____

Principal _____ E-Mail Address _____

Phone No. _____

TRIP DETAILS:

Number of Buses _____ Date of Trip _____
(mm/dd/yy) _____ Day of Week _____

Destination Berth 85, Port of Los Angeles, San Pedro, CA 90731
(foot of 6th Street, just north of the Los Angeles Maritime Museum)

Please **CHECK ONE** for the appropriate funding:

This trip is to be **CHARGED** to **STUDENT BODY FUNDS**. Please send the bill to my attention. I have supplied the School Financial Manager with a copy of this form. I understand that the bill is payable upon receipt.

Authorized By  _____ E-Mail Address _____
Principal/Administrator Signature

This trip is to be **PAID FOR BY** the following **INDIVIDUAL(S)** OR **NON-DISTRICT ORGANIZATION**:

PLEASE PRINT

**** THE CITY OF LA, HARBOR DEPARTMENT WILL PAY UP TO \$300 ONLY. ALL OTHER CHARGES ARE THE RESPONSIBILITY OF THE SCHOOL.****

NAME (Individual or Organization) **City of Los Angeles, Harbor Department**


Address 425 S. Palos Verdes Street

City San Pedro State CA Zip Code 90731

Bill To (Sponsor's Name) Attn: John Yoon, Community Relations

Telephone No. (with area code) 310-732-3960

**I/We are assuming responsibility for payment of charges for school bus transportation as stated above.
I/We understand payment is to be made immediately upon receipt of the invoice from the Los Angeles Unified School District, Transportation Services Division.**

Approved by:  _____ E-Mail Address _____
(Signature of Sponsor)

Submit Signed Original to Transportation Services Division. Retain a Signed Copy at School.