



SCHOOL BOAT TOUR PROGRAM BUS SUBSIDY REQUEST FOR REIMBURSEMENT FOR NON-LAUSD SCHOOLS

(OR SCHOOLS UNABLE TO UTILIZE LAUSD TRANSPORTATION SERVICES DIVISION)

Thank you for participating in the Port of Los Angeles School Boat Tour Program! The Port of Los Angeles provides limited bus subsidies of no more than \$300 per school per year for participation in the Port of Los Angeles School Boat Tour Program. Non-LAUSD Schools (and LAUSD schools unable to use LAUSD Transportation Services) that request bus reimbursement must complete the following steps:

1. Complete the *Bus Subsidy Request for Reimbursement* form below and submit via email to edtours@portla.org or via fax to 310-547-4611.
2. If approved, the Port of LA will sign and return the form to the school coordinator/teacher.
3. Please make your bus reservation (if you are an LAUSD school, the bus company used must be on the LAUSD approved list).
4. **Your school or school district is responsible for paying the bus company for transportation costs.** If your *Bus Subsidy Request for Reimbursement* form is approved and you submit an invoice as noted below, within one month of your trip, the Port of Los Angeles will reimburse you for up to \$300 of your bus transportation cost.
5. Within one month of your trip, please submit an invoice from your school. This invoice cannot exceed \$300. An invoice template is attached for your convenience or you could submit your own invoice with the following information:
 - a. The “remit to” (school, school district, or school organization that paid the bus company) name, contact, address, phone number, fax number and email address. **The “remit to” information on the Port of LA invoice must match the “bill to” information on the bus company invoice.**
 - b. Address to:
Port of Los Angeles
Attn: School Boat Tour Coordinator
425 S. Palos Verdes Street, San Pedro, CA 90731
 - c. **The Port of Los Angeles invoice for bus reimbursement can be for no more than \$300. Your school is responsible for any remaining amount.**
 - d. As back-up, please include a copy of the invoice from the bus company used.
6. Please submit the invoice to the School Boat Tour Coordinator via email at edtours@portla.org, fax at 310-547-4611, or US Mail at the address noted above.

LAUSD Schools

For bus subsidy reimbursement, LAUSD Schools are asked to utilize LAUSD Transportation Services for bus transportation. LAUSD schools using LAUSD Transportation Services are NOT required to fill out this form. Instead, LAUSD schools using LAUSD Transportation Services must complete *LAUSD Form 78.20R - Authorization for Payments of Student Body and/or Reimbursable Trips*. Please see “Bus Subsidy Instructions” on the Port of Los Angeles School Boat Tour Program webpage for details.



**SCHOOL BOAT TOUR PROGRAM
BUS SUBSIDY REQUEST FOR REIMBURSEMENT
FOR NON-LAUSD SCHOOLS**

(OR SCHOOLS UNABLE TO UTILIZE LAUSD TRANSPORTATION SERVICES DIVISION)

School _____

Principal _____

Teacher _____

Coordinator _____

Email _____ Phone _____

School District _____

If you are an LAUSD school, why are you not able to utilize LAUSD Transportation Services Division?

School/School District/School Organization that bus company will invoice **(This is the organization that must be listed on the “remit to” section of the Port of LA invoice. It must match the “bill to” information on the bus invoice.)**

School Boat Tour Details:

Date _____ Time _____

Bus Company _____

Principal / Administrator Approval:

Signature _____

Date _____

For Office Use

APPROVED: _____

Date _____

**PORT OF LOS ANGELES
SCHOOL BOAT TOUR PROGRAM
BUS SUBSIDY INVOICE FOR NON-LAUSD SCHOOLS
(OR SCHOOLS UNABLE TO UTILIZE LAUSD TRANSPORTATION SERVICES DIVISION)**

REMIT TO: _____ **

Street Address _____

Date _____

City, State, Zip _____

Invoice # _____

Phone _____

Fax _____

Email _____

***"Remit to" name and other details above must be the same as the "bill to" information on the invoice you provide attached from the bus company utilized."*

Bill To:
Port of Los Angeles
Attn: John Yoon
School Boat Tour Program
P.O. Box 151
San Pedro, CA 90733-0151

Amount Due \$ _____
(no more than \$300)

SCHOOL BOAT TOUR PROGRAM BUS SUBSIDY

SCHOOL NAME _____

SCHOOL CONTACT NAME _____

SCHOOL CONTACT PHONE/FAX _____

SCHOOL BOAT TOUR DATE _____

AMOUNT DUE: \$ _____
(Not-to-exceed \$300. The Port of LA will reimburse up to \$300.)

TOTAL AMOUNT DUE \$ _____

FOR OFFICE USE ONLY:

City of Los Angeles Business Tax Registration Certificate Number _____