George W. Bush Foundation  
Student Transportation Fund

The George W. Bush Foundation, with generous support from CFP Foundation, has established a fund to provide free transportation for qualifying school groups to visit the George W. Bush Presidential Library and Museum. The goal is to make it easier for teachers and students to access the exhibits and many educational resources offered by the Library.

Funds to reimburse the costs of transportation are currently available, on a first-come, first-served basis, to Title I Schools in all Texas ESC Regions. Funds are limited. To apply for funds, please verify that you meet the eligibility criteria outlined below and email or fax the following form along with your Field Trip Request Form to the Visitor Services Coordinator at Bush43Visitors@nara.gov or (214)346-1699.

Eligibility Requirements:

- The school receiving the funds must be a K-12 school located in a Texas ESC Region.
- The school receiving the funds must be a Title I School for the year in which the field trip is completed.
- The requesting teacher and school principal must sign the request form.
- Schools may not request reimbursement for more than 4 buses per academic year. Please contact your transportation service center and provide an actual dollar amount on the attached form.
- The purpose of the trip to the Library must be educational. You will be required to document this on the Evaluation and Request for Reimbursement.

Please note the following additional guidelines placed upon the funds:

- To maximize the benefit to students, we expect each bus you bring will be full.
- Funds will be used to reimburse expenses only; no advances will be given.
- Funds may only be used to cover the cost of transportation; substitute teacher fees and bus driver lunches will not be covered.
- Funds may not be used to rent charter buses.
- Reimbursement of funds will not exceed the estimated expense provided by the school.

Process for Reimbursement:

Funds will not be reimbursed unless the following items are submitted within one month of the date of the field trip. All forms listed below are included in the fund confirmation packet.

- Itemized, paid receipt including the school’s name; bus fees are not to exceed the estimated amount
- Completed Evaluation and Request for Reimbursement form
George W. Bush Presidential Library and Museum
Transportation Fund Request Form

School District: ___________________________  Texas ESC Region Number: ___________________________
Name of School: ______________________________________________________________________________
School Address: ______________________________________________________________________________

Are you a Title I School for the school year in which the field trip will occur?  ☐ Yes  ☐ No

Contact Name: ______________________________________________________________________________
Contact Number: ___________________________  Contact Email: ______________________________________________________________________________
Principal Name: ______________________________________________________________________________
Principal Number: ___________________________  Principal Email: ______________________________________________________________________________

Field Trip Information:
Estimated Number of Students: _____________  Estimated Number of Chaperones: _________________
Number of Buses Requested:  ☐ 1  ☐ 2  ☐ 3  ☐ 4  Actual Bus Cost Estimate: $_____________________
Reason for Trip: ______________________________________________________________________________

Acceptance of Terms of Agreement:
☐ I certify that the school is a Title I school, grades K-12, for the year in which the field trip will occur.
☐ I understand a request does not guarantee funds and funds are available on a first-come, first-served basis.
☐ I understand advances will NOT be given and reimbursement will NOT exceed the estimated amount.
☐ I understand charter buses will NOT be reimbursed.
☐ To receive reimbursement, all receipts and the Evaluation and Request for Reimbursement form must be received by
  the Museum no later than one month from the date of the trip.

Contact Signature: ______________________________________________________________________________
Principal Signature: ____________________________________________________________________________

To be considered, you MUST submit this Transportation Fund Request Form with your Field Trip Reservation
Request following the instructions on that form. If you have questions, please email Bush43Visitors@nara.gov.

For Museum Use Only

Date of Request: ___________________________  Received by: ___________________________
Funding Approved:  ☐ Yes  ☐ No
Reason for Denial: ___________________________
Final Paperwork Received: ___________________________
Pending Availability of Funds:  ☐ Yes  ☐ No  ☐ Receipts  ☐ Program Evaluation
Date Notified of Approval/Denial: ___________________________
Final Bus Cost: ___________________________
Notified by: ___________________________
Date Submitted for Payment: ___________________________