# **Education Transportation Reimbursement**

The Keweenaw National Historical Park Advisory Commission has made it possible for public, private, and home-schooled students and youth groups (PK-12) within Baraga, Houghton, Keweenaw, and Ontonagon Counties to visit Keweenaw National Historical Park and any of the park’s 22 Keweenaw Heritage Sites with funding assistance.

This funding assistance includes transportation to and from the site(s). Does not include admission and/or tour fees if applicable.

Details:

* Funding is subject to availability. **Schools may submit up to 5 requests per fiscal year (Oct-Sep)**.
* Homeschool groups **are encouraged to rent vehicles and/or carpool**. Individual vehicles must submit mileage to and from the site plus individual fuel receipts for reimbursement consideration after approval has been made.
* School groups renting busses and/or large capacity vans will submit paid invoices to the Commission for reimbursement. There is no rate per student, but rather just rental costs.

If you want to visit a site, here’s what to do:

1. Contact the Keweenaw Heritage Site you wish to visit and make a reservation for your class.

If you want to visit the Keweenaw NHP’s Visitor Center in Calumet, email kewe\_information@nps.gov.

1. **Complete the Education Transportation Reimbursement form below** and submit to Sean Gohman via email at**sean\_gohman@partner.nps.gov****.**
2. You’ll receive an email from Sean Gohman confirming your transportation reimbursement. **Without confirmation, received invoices will be returned**.
3. Visit your site, have fun, and learn a lot. Submit a transportation invoice for reimbursement to the Keweenaw NHP Advisory Commission via email, fax or postal service (email preferred).

**Email:** sean\_gohman@partner.nps.gov

**Fax:** (906) 337-3169 Attn: Sean Gohman

**Mailing Address:**

Sean Gohman

Executive Director

Keweenaw National Historical Park Advisory Commission

25970 Red Jacket Road

Calumet, MI 49913

 Reimbursements can be expected within 30 days of receipt of invoice.

Questions? Please contact Sean Gohman via email (sean\_gohman@partner.nps.gov) or phone (906-483-3040).

**EDUCATION TRANSPORTATION REIMBURSEMENT FORM**

School or Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Group Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Leader Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Leader Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal/Administrator Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Vehicles: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximation of Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

