



# YELC – Transportation Reimbursement Request

(Signature required by teacher/advisor. Please write legibly.)

YELC Transportation Reimbursement is offered to help offset travel costs for teams within the High Desert portion of San Bernardino County, the Antelope Valley & Riverside County’s Palo Verde Valley to attend YELC who would otherwise be unable to participate. Limited funds are available; reimbursement will be based on estimated mileage to travel to and from the conference, and on the number of applications received. Successful applicants will be notified of reimbursement amounts by December 14. **Submit this form with your YELC Team Application - Deadline: November 30, 2011!**

## General Rules & Guidelines

1. **Grant recipients are responsible for setting up all travel arrangements, which include, but are not limited to:**
  - a. **Obtaining School District Board and/or Principal approval.**
  - b. **Coordinating student pick up and return location with parents.**
2. **A school district van (twelve passenger max.) is the encouraged mode of travel.** However a personal vehicle may be substituted. The MEEC Executive Board reserves the right to approve/disapprove the use of a school bus on a case-by-case basis.
3. If you are utilizing a school district van, please provide a cost estimate for travel from your school district transportation office.
4. If you are traveling by private vehicle, please include an online map/directional printout of travel route from school to YELC location in Apple Valley or Lancaster that displays estimated miles to and from the event. *See “Map Sample”.*
5. **Teams traveling the furthest distance (within YELC’s jurisdictional boundaries) will be given first consideration for funding.**
6. YELC Reimbursement funds are for teams attending YELC only. **NO EXCEPTIONS!** Please note: **Only one award per school. Consideration to fund more than one team per school may be considered, if funds are available.**
7. **Liability Clause:** MEEC & its agents are released from any and all liabilities which may arise from participation in this field trip. A completed “Certificate of Understanding and Release of Liability” form is required for each student traveling and **MUST** be submitted with reimbursement request or reimbursement may be forfeited.

Is your team’s attendance to YELC contingent on receiving reimbursement funds? Yes \_\_\_ No \_\_\_

Teacher/Advisor Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

School *and* District: \_\_\_\_\_ School Phone # (\_\_\_\_) \_\_\_\_\_

School Address: \_\_\_\_\_ City, \_\_\_\_\_ Zip: \_\_\_\_\_

Number of students on your team \_\_\_\_\_ Best Contact Phone # (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

***By signing below applicant acknowledges that vehicle/carrier insurance is the sole responsibility of the owner of the vehicle being used for this event.***

*For more information contact YELC Coordinator, Cindi Wray at 760-245-1661 ext. 6717.*

Advisor/Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_