

West Virginia State Museum

50/50 School Transportation Fund



Through the generosity of Mylan Laboratories the West Virginia Division of Culture and History and the West Virginia State Museum are pleased to introduce a new transportation grant program to help pay transportation expenses for student and teachers who take school field trips to the West Virginia State Museum.

Transportation costs include buses, driver's wages and gasoline.
The funds may not be used for food, lodging or other activities.

Successful applicants will receive a 50% reimbursement of all qualifying expenses upon receipt of proper documentation up to \$1,000.00.

The following simple steps will fulfill the requirements for participating in the program.

1. Schedule your visit to the West Virginia State Museum with the Museum Education Staff. Call 304-558-0162 or on-line www.wvculture.org and go to the museum education page.
2. Submit [your grant application](#). Electronic versions are not eligible. Original documents and signatures are required on all agency financial documents.

Successful applicants will be notified by e-mail and receive a Reimbursement Application form.

3. After your trip to the state museum, submit the reimbursement application accompanied by a copy of your original invoice for your transportation cost. Invoice(s) must include total cost of qualifying expenses and indicate the date of the trip. Original signatures are required on the application.

Reimbursements should be received within thirty working days.

Any questions or concerns please contact: Nancy Herholdt, Museum Education Manager
304-558-0220 x175 or nancy.p.herholdt@wv.gov