

School: _____

Champion: _____

**FY2017 Poetry Out Loud
Transportation to the State Finals Reimbursement Request**

Due: Wednesday, Feb. 16, 2017

Please send by email to jean.stjohn@ky.gov.

Number of students from school attending finals in Frankfort: _____

Transportation for school champion

Schools may request personal auto mileage reimbursement for their school champion and a parent or chaperone to attend the state finals, or funds to help subsidize the cost of bringing a group of students on a school bus. The mileage reimbursement amount will be calculated by arts council staff.

Please indicate which you would like to request funding for:

**Personal auto mileage reimbursement for school champion and chaperone
(up to one vehicle @.39/mile)**

OR:

Bus subsidy to bring a group of students (@\$2/mile)

How many buses will you bring? _____

Accommodations for school champion

If the one-way travel time to Frankfort exceeds two hours, schools may request hotel accommodations for the student and a parent or chaperone. In the event that the teacher and student both travel to Frankfort and need accommodations, two hotel rooms should be requested. Please indicate the requested accommodation:

Student and parent or chaperone (one room)

Student and teacher (two rooms)

Mileage and hotel expenses will be included on the reimbursement form that will be provided to you during the state finals check-in. You must provide a receipt for reimbursement of hotel expenses. **It is the school/student's responsibility to contact the Capital Plaza Hotel to reserve the rooms.** Call 502-227-5100 by Feb. 16, 2017 to ensure availability and ask for the Poetry Out Loud room block.

Form submitted by: _____

Phone: _____ **Email:** _____