



Roots & Shoots Scholarship Fund Transportation Reimbursement Agreement

This Roots and Shoots Scholarship Fund Reimbursement Agreement (“Agreement”) is entered into by and between Elizabeth F. Gamble Garden and the school or district named below (“School”) for the purpose of providing reimbursement support for student transportation costs associated with participation in the Roots and Shoots field trip program hosted by Gamble Garden.

School / District: _____

1. Purpose

The Roots and Shoots Scholarship Fund is intended to help reduce financial barriers to participation in Gamble Garden's educational field trip programs by reimbursing eligible transportation expenses incurred by participating schools.

2. Reimbursement Eligibility

The School may receive reimbursement for approved transportation expenses associated with transporting students and accompanying staff to and from the field trip program on the following date(s):

Field Trip Date: _____

Approved Reimbursement Amount (not to exceed): \$ _____

Only transportation expenses specifically approved by the Organization in advance are eligible for reimbursement under this Agreement.

3. Eligible Expenses

Eligible expenses may include:

- School district bus transportation costs
- Chartered bus transportation costs
- Public transit transportation costs directly related to the field trip

Ineligible expenses include, but are not limited to:

- Meals
- Driver gratuities not included in contracted transportation fees
- Administrative costs
- Late fees or cancellation fees
- Transportation costs unrelated to the approved field trip

4. Reimbursement Process

Reimbursements will be issued only after:

1. The field trip has occurred
2. The school submits all required documentation



Required documentation includes:

- A completed reimbursement request form
- A copy of the transportation invoice and/or receipt

All reimbursement requests and supporting documentation must be submitted within 30 days following the field trip date.

5. Payment Terms

The Organization will process approved reimbursements within 14 days of receiving complete reimbursement documentation. Reimbursement payments will be made payable to:

Payee Name:

Mailing Address:

6. Cancellation and Non-Attendance

If the School cancels the field trip or does not attend the program, Gamble Garden shall have no obligation to provide reimbursement unless otherwise agreed to in writing.

Gamble Garden reserves the right to deny reimbursement for incomplete documentation, unauthorized expenses, or failure to comply with the terms of this Agreement.

7. Use of Funds

The School agrees that reimbursed funds shall be used solely for the transportation expenses associated with the approved educational field trip described in this Agreement.

8. Non-Discrimination

The parties agree to comply with all applicable federal, state, and local non-discrimination laws and regulations.

9. Liability

Each party shall be responsible for its own acts and omissions and those of its employees, agents, and contractors. Gamble Garden assumes no responsibility or liability for transportation services provided by third-party transportation providers.

10. Entire Agreement

This Agreement constitutes the entire understanding between the parties regarding transportation reimbursement and supersedes any prior discussions or agreements related to this subject.

Any amendments to this Agreement must be made in writing and signed by both parties.



1431 Waverley Street, Palo Alto, CA 94301 | admin@gamblegarden.org

Gamble Garden Representative

Name:

Title:

Signature:

Date:

School / District Representative

Name:

Title:

School/District:

Signature:

Date:
