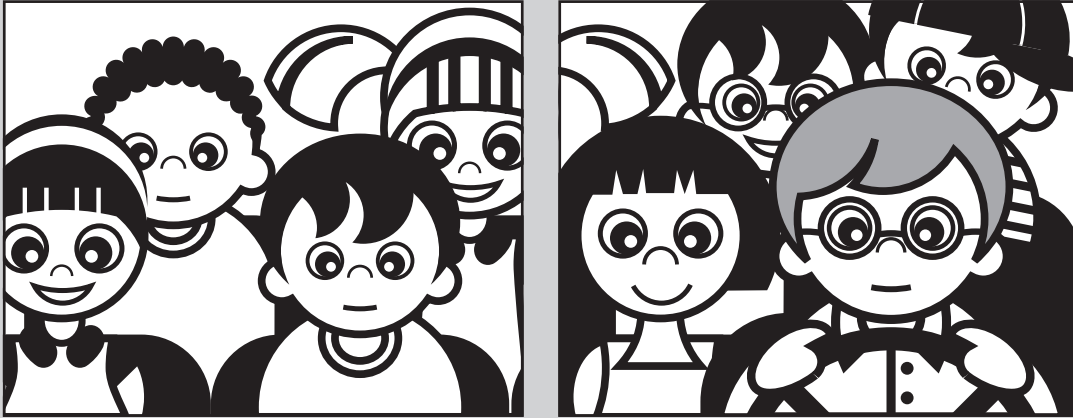


# School Boat Tour Program

## BUS SUBSIDY INFORMATION



**Each school is responsible for making its own bus arrangements. The Port of LA will NOT make bus arrangements.** Bus subsidies of up to \$300 are available per school, per year. When completing the School Boat Tour Program online reservation, it must be noted that you will be applying for a bus subsidy.

### **LAUSD SCHOOLS**

1. Must use LAUSD Transportation Services Division for bus reservations.
2. Complete Form 78 20R entitled authorization for Payments of Student Body and/or Reimbursable Trips. This form can be found at the Port of Los Angeles School Boat Tour Program web page.
3. Your school representative must complete the top portion of Form 78 20R then fax it to the Port of Los Angeles Educational Coordinator at 310-547-4611 or email it to [edtours@portla.org](mailto:edtours@portla.org).
4. The Port of LA will then complete, sign and return the form to your school representative/teacher.
5. Please make a copy for your records.
6. Your school representative must submit the completed form to LAUSD Transportation Division. By completing this form, LAUSD will invoice the Port directly for up to \$300 towards your transportation costs. Your school will be responsible for any difference over the \$300 allotment per school for transportation.

### **NON-LAUSD SCHOOLS**

Please contact the Port of Los Angeles Educational Coordinator at 310-732-3960 as soon as possible for options available to your school.



[www.portoflosangeles.org](http://www.portoflosangeles.org)