

BUS AUTHORIZATION FORM**School Information**

School Name:

Teacher Name:

Email:

Phone:

Trip Details

Destination: The Broad, 221 S. Grand Avenue, Los Angeles, CA 90012

Date of Visit:

Number of Students:

Grade Level: ☐ Elementary ☐ High School

Bus Capacity: Elementary cannot exceed 65 passengers; High School cannot exceed 50 passengers

Transportation Information

Bus Company Name:

Estimated Cost: \$

Invoice Submission: Send to groups@thebroad.org for reimbursement processing

Cost Center Code:

Funding Type (LAUSD form): Sponsorship

Program: OTHER

Authorization & Agreement

- The Broad will reimburse the full cost of the bus, round trip.
- Schools are responsible for coordinating bus reservations and transportation logistics.
- If multiple classrooms at your school wish to attend, we are happy to review those requests.

Sponsor Signature:

Date:

Sponsor Name: