

Santa Clara Valley Open Space Authority

Process for Receiving a Transportation Reimbursement

Eligibility

To be eligible for a transportation reimbursement, a school must meet the following two criteria:

1. **The school must be Title I and have at least 40% of students eligible for Free & Reduced Price Meals (FRPM).** Eligibility will be determined using data from the preceding academic year in the California Department of Education's annual report. For example, for 2026-27 academic year eligibility, the 2025-26 academic year data will be referenced.
 - If you are unsure, you can check the report at this link: <https://tinyurl.com/2mucvrdk>
2. **The school must be located within the Santa Clara Valley Open Space Authority's jurisdiction.** If you are unsure, you can use the interactive Districts Map found at this link: <https://www.openspaceauthority.org/board-directors>
 - If your address shows as "No Results Found", the address is not within our jurisdiction and is ineligible.

Stipends are contingent upon available funding and may be limited to ensure equitable distribution.

Process

Step 1

Submit a School Program Request Form and note that your group is requesting a reimbursement.

Step 2

You will receive an email from an Education Team member at SCVOSA that will either:

1. Confirm your request
2. Ask for more details or
3. Inform you that your request was not approved at this time

Process continued on next page.

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Step 3

If approved, your group will need to submit an invoice from the transportation company/department that outlines the program date, time and cost.

Notes about the reimbursement:

1. The invoice must be submitted to Santa Clara Valley Open Space Authority Education Team **within 30 days following the program date for reimbursement.**
2. The reimbursement payment will be made directly to the school office or district as indicated on the invoice.
3. When submitting the invoice, the teacher/field trip organizer must provide the specific SCVOSA-issued request number.
4. The organizer must sign the Reimbursement Process Confirmation, as well as the Field Trip Transportation Reimbursement Program Agreement **within two weeks of receiving the program confirmation** for the reimbursement to be confirmed.

Step 4

Once an invoice is received, SCVOSA will process a check for up to \$350 to reimburse the cost of transportation.

- If the cost exceeds \$350, SCVOSA will issue the agreed upon \$350 reimbursement check. The school can request additional funding, but this is not guaranteed and is contingent on existing funds.
- If the cost is below \$350, the school will be issued a check for the amount listed on the invoice and SCVOSA will retain the remainder to allow more opportunities for other schools to benefit from these funds.

