

## Digital Divas Transportation Assistance Program

Transportation can be a barrier to accessing our conference. In an attempt to break this barrier we offer assistance to schools that have expressed need on a first-come first-served. We ask that schools first ask their district for assistance before requesting assistance from the Digital Divas Program as our aid is also limited. We ask that school choose the most economical option as to allow us to help as many schools as possible. Transportation assistance aid is limited and is not guaranteed. Please read this document in its entirety and follow the procedure and guidelines below.

### Procedure:

1. Ask your district/ governing board for transportation aid options
2. If assistance is still needed, email [digital\\_divas@emich.edu](mailto:digital_divas@emich.edu) and explain your situation.
3. Find a bussing service that can pick up in your area and drop off at:

Eastern Michigan University  
Student Center  
900 E Oakwood St  
Ypsilanti, MI 48197

4. Obtain a quote and send to Aaron Kempa ([digital\\_divas@emich.edu](mailto:digital_divas@emich.edu)) for review no later than March 08, 2019.
5. You will receive an email from Digital Divas approving or denying the price.
6. Once approved, your school will need to finalize the agreement with the transport service. The Digital Divas program cannot sign the agreement. The agreement must be between your school/ organization and the transport service provider.
7. When you finalize the agreement with the transport service, have them bill.

Bia Hamed  
150 Sill Hall  
Eastern Michigan University  
Ypsilanti MI 48197  
734-487-8659  
[Digital\\_divas@emich.edu](mailto:Digital_divas@emich.edu)

8. The main contact on file will be sent an email notification once the bill has been paid.

Please ensure your transport service provider accepts MasterCard as that is the only payment method Digital Divas will use.

The Digital Divas program cannot reimburse districts for transportation costs. All billing must be sent directly from the transportation service provider to the billing information listed above.

If you have any questions please email [digital\\_divas@emich.edu](mailto:digital_divas@emich.edu) or call 734-487-4698 before you make any agreements.

### Tip:

Some districts will allow third party organizations, like EMU, to cover the cost of district school busses for trips. Check with your district bus managers for their rates. This tends to be a popular option since the district busses are insured to your district's standards.

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