



Waterwise Community Center

Field Trip Program FY 2018-19 | **TRANSPORTATION REIMBURSEMENT REQUEST**

To support conservation education in our community, reduce the barrier of bussing expenses, and provide access for the most students possible, we provide reimbursement:

- For up to \$400 of eligible transportation costs per field trip, per day
- For busses that transport at least 45 students, in addition to teachers and chaperones
- To schools in our service area

Questions? Contact us at education@cbwcd.org or (909) 626-2711

To Request Reimbursement, submit one form per trip with supporting documentation **within 4 weeks** of your field trip via:
Email: education@cbwcd.org **Fax:** (909) 626-5974 **or Mail:** Education 4594 San Bernardino St. Montclair, CA 91763

Date of Field Trip: _____ **Date of Billing:** _____

Name of School: _____ **Total Number of Students:** _____

Name of Teacher(s): _____

Who provided transportation for the trip?

School District

Bus Company (*Visser, Alliance, etc*)

What supporting documentation have you attached?

School District Invoice (*All Requests must have this*)

Bus Company Invoice (*Requests using an outside bus company must have this*)

Bus Charges: **Number of hours** _____ **Cost per hour** _____ **Any other fees** _____

Total Amount requesting to be reimbursed: \$ _____

The reimbursement check should be made out to:

(Please give District name exactly as it should appear on check)

The check should be mailed to:

(Street or Post Office Box)

For Office Use Only: Date Received _____ Necessary documentation _____ Within Service Area & Amount Approved _____

Added to Tracking _____ Submitted to Accountant _____ Status _____