



Deadline: June 7, 2013

Field Trip Transportation Reimbursement Form 2012-2013

School Name: _____
(Write your school district if check should be sent to the district and not the individual school)

School District: _____

School Address: _____

City, State, Zip: _____

School Phone: _____

Federal ID # (9 digits) _____ (Must have to process this funding request)

OR Social Security Number (HOME SCHOOL ONLY): _____

Teacher(s) Requesting Funding: _____

- Museum Visited (Please circle one):**
- | | |
|---------------------------------|-------------------------|
| Oklahoma History Center | Geoscience Center |
| The Sam Noble Museum | Museum of Osteology |
| Jasmine Moran Children's Museum | Woolaroc Museum |
| Goddard Children's Museum | Science Museum Oklahoma |

Please Note: Expense is paid per student, not per vehicle. The OERB will reimburse your school (or school district) \$0.04 per mile per student.

The OERB does not pay transportation expenses from an invoice. Please use this formula to calculate the amount you will be reimbursed for field trip transportation. **Please allow 4-6 weeks for processing.**

If there is a problem with your reimbursement form, the OERB will contact you within a week of receiving your form.

Formula for Reimbursement: (# of students (x) # of miles (x) \$0.04)

Date of Museum Visit: _____ Number of Miles Traveled, Round Trip: _____
(expense is paid per student, not per vehicle)

Mode of Transportation: _____
(i.e. School Bus, Charter Bus, Parent's Vehicles)

Number of Students that Attended: _____

Total Reimbursement Due: _____

Principal Signature

Teacher Signature

Date

If mailing, please mail to our new temporary PO Box! **Please return to our temporary PO Box, fax or e-mail:**
Taylor Todd, Education Coordinator
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