



# Waterwise Community Center

## Field Trip Program | **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](mailto: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](mailto: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 \_\_\_\_\_