



# Bus Fund Reimbursement Form

UPDATE, 12/1/11: Funds are limited and are not guaranteed without a confirmation number. See step #2 below for more information on confirmation numbers. All requests must be made within five days of the museum visit. Requests made after this deadline are not guaranteed.

### Eligible Schools:

- Any public or parochial schools located within the City of St. Louis

### Eligible activities:

- Attending a properly scheduled, guided program as part of K-12 programs at the Missouri History Museum.

### Procedure:

1. **Choose a guided field trip opportunity** from our array of school programming. You can find out more about our programs at [mohistory.org/schools](http://mohistory.org/schools). Don't hesitate to contact Education Coordinator Lisa Gilbert at 314-454-3116 for more information on these exciting, interdisciplinary, and FREE opportunities for your students.
2. **Make a reservation** by calling 314-361-9017. Reservations are required, and our openings are booking up fast. When you make your reservation, be sure to obtain a bus fund confirmation number. Applications without confirmation numbers will **not** receive reimbursement funds. As funds are limited, confirmation numbers are available on a first-come, first-serve basis.
3. **Schedule bus transportation** through your regular carrier once you have received a confirmation letter from the Museum regarding your visit. *Please note that the Museum will not make reservations or pay the bus company directly.*
4. **Submit the bus fund reimbursement form** and a copy of the invoice from the bus carrier within 5 days following your visit. We will then mail you a check for up to \$200 per bus, limited to two buses per school per school year. *All requests made after this deadline are not guaranteed.*

.....please print.....

Date of visit \_\_\_\_\_ School Name \_\_\_\_\_

Bus Money Confirmation Number (call 314-361-9017 to obtain) \_\_\_\_\_

District \_\_\_\_\_ Number of students \_\_\_\_\_ Cost of bus \_\_\_\_\_

Tour taken \_\_\_\_\_

Contact Person \_\_\_\_\_ Contact phone number \_\_\_\_\_

Address to send reimbursement check \_\_\_\_\_

Address City State Zip

Make check payable to \_\_\_\_\_

**Send this form and a copy of the bus company invoice within five days of your visit to:**

Missouri History Museum, Attn: Lisa Gilbert, P.O. Box 11940, St. Louis, MO 63112

**For more information, contact the Education Department at [lgilbert@mohistory.org](mailto:lgilbert@mohistory.org).**