

Field Trip Factory / Hen House Bus Funding

Brought to you by:



To be eligible for bus funding reimbursement, follow the steps below:

- 1) Schedule and take a Hen House Be A Smart Shopper! Field Trip
- 2) Complete this Bus Funding Reimbursement Form
- 3) Make a copy of your bus transportation receipt
- 4) Mail or fax within 60 days of field trip to: Field Trip Factory - Bus Fund Reimbursement

Mail Address: Field Trip Factory/Hen House Bus Fund Offer 230 W Huron Street, Suite 400 Chicago, IL 60654	Fax: Field Trip Factory/Hen House Bus Fund Offer 312.483.1125
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Teacher's Name _____ School Name _____
_____ School Phone _____ School Fax _____ School
Address _____
Teacher's Email Address _____
City where you attended your field trip _____
Field Trip Site _____ Date of Trip _____
Cost of Bus \$ _____ (Please note: A copy of your receipt is required)

*** CHECKS WILL BE MADE OUT TO THE SCHOOL. MAXIMUM REIMBURSEMENT IS \$75 PER TRIP.***

To better serve you, please help us understand your bus funding challenges:

1. How are field trip busses funded in your school?

The School _____ The District _____ The Students and/or their families _____

2. How many field trips are you allowed per year? _____

3. What types of field trips do you take? _____

4. Other? _____

To be completed by FTF only:

Site Number _____ Field Trip Verified _____ FTF Personnel Approval _____ Date _____

To be eligible, this form must be accompanied by a valid receipt or copy of the receipt. Reimbursement request must be made within 60 days of field trip date. Reimbursement funds are available on a first come, first serve basis. Applies only to Hen House field trips taken between September 1, 2014 and July 31, 2015. Availability may be limited. Please allow 4-6 weeks for reimbursement.

Questions? Contact Us! Phone: 800-987-6409 or Email: info@fieldtripfactory.com