



Field Trip Bus Reimbursement Request Form

Instructions for Google Chrome users:

1. Right click anywhere on this form and select "Save as..." from the pop-up window.
2. Save the document on your computer. (If it opens in another browser window, *do not complete the form using your Internet browser.*)
3. **Open the document** from your computer using Adobe Reader or Adobe Acrobat.
4. Complete and submit the form.

FIELD TRIP: _____

TEACHER'S NAME: _____

SCHOOL: _____

Applications must agree to the following:

I will turn in student reflections within 10 days of our field trip or my right to future field trips will be forfeited.

I understand that I am responsible for scheduling any required bus transportation to and from the field trip. If the trip is cancelled for any reason, I must notify the transportation provider at least two hours prior to the school pick-up time or I may be responsible for late cancellation expenses charged by the bus provider which are not subject to reimbursement.

I understand that a minimum of five weeks is required for processing reimbursements and reimbursement requests must be submitted within 90 days of the trip, (120 for America Recycles Day) or my right to reimbursement will be forfeited.

My principal is aware that I am applying for this field trip and has agreed to allow my students to miss class time to attend.

I, on behalf of myself and my school, understand and agree that neither the Hamilton County Recycling and Solid Waste District nor its principles or employees shall be held liable for damages or injuries that may arise out of the field trip or the transportation.

Teacher Signature

Date

Or return via email/mail:

Angela.Rivera@hamilton-co.org

Hamilton County Recycling and Solid Waste District
250 William Howard Taft, Cincinnati, Ohio 45219