



MSW Travel Reimbursement Application

Step 1: ____ I have completed the online portion of the field trip application

Step 2: ____ Print and complete the following form; scan, mail, or fax to the below address

Step 3: List all locations visiting on this field trip _____
_____ and the date _____

Number of Buses Requested: ____ Cost per Bus Reimbursement Request: \$ _____ (The Hamilton County Recycling and Solid Waste District will reimburse up to \$255 per bus to successful applicants. Contact your transportation manager or provider for a quote.) No more than 4 buses per year, per school.

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

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

The undersigned, on behalf of themselves and their participating school, understand and agree that neither the Hamilton County Recycling and Solid Waste District nor its principals or employees shall be held liable for damages or injuries that may in any way arise out of the field trip or the transportation.

School: _____

Teacher Signature: _____

Date: _____

Principal Signature: _____

Date: _____

Your pre-registration will not be complete until the online application as well as this form is completed with signatures. You will receive a confirmation email with further instruction once all paperwork is received.

Email, mail or fax this form to: jenny.lohmann@hamilton-co.org
Jenny Lohmann, Hamilton County Recycling and Solid Waste District
250 William Howard Taft Road, Cincinnati, Ohio 45219
Phone: 513-946-7736 Fax: 513-946-7778.