



BUS REIMBURSEMENT

School-to-Zoo Field Trip

In order for your school to be reimbursed, this form needs to be submitted to Woodland Park Zoo **no later than 60 days** after your zoo visit. The final invoice, showing the total bus cost and how the total bus cost was calculated must be attached. *Estimates will not be accepted.*

Please Fill Out the Following:

- Today's Date: _____
- Date of Zoo Visit: _____
- Name of School: _____
- Make Check Payable To: _____
- Address to Send Check To: _____

- Name of Bus Company Utilized: _____
- Bus Company Contact: _____
- Bus Co. Phone #: _____
- Reimbursement Requested By: _____
- Contact Phone #: _____

To Be Reimbursed:

1. Fill out this form in its entirety.
2. Contact your transportation department or bus contractor to request a copy of the final invoice (with the actual cost of the trip and how the cost was calculated) be sent to you.
3. Include a copy of the bus company's **final invoice** with this form. **Please note:** We will not accept copies of the estimated cost.

Please Note:

The zoo will not be responsible for the cost of the bus if you do not arrive on your confirmed date or if your class cancels its visit for any reason.

Please Scan and Email, or Mail this form to:

E-mail to: wpzfinance@zoo.org

OR Mail to:

Woodland Park Zoo
Finance
5500 Phinney Ave N
Seattle, WA 98103

PLEASE FILL OUT BUS INFORMATION

Total # of Buses: _____

Total Bus Fee:

\$ _____

(The amount on the **final** invoice from the bus company.)

Reimbursement Rates:

King County schools will be reimbursed a maximum of \$300 per bus.

Expenses Code: 850-0-6470-0-910