



Deadline: June 2, 2023

Field Trip Transportation Reimbursement Form 2022-2023

School Name: _____

Write your school district above if the check should be made payable to the district and not the individual school. If the check needs to be made out to the school and the school is not set up as a state vendor, please allow 6-8 weeks for processing.

School District: _____

School Physical Address: _____

School P.O. Box: _____

City / State / Zip: _____

School Phone: _____ School Fax: _____

Federal ID # (9 digits) _____ (Must have to process this funding request)

OR Social Security Number (HOME SCHOOL ONLY): _____

Teacher(s) Requesting Funding: _____

Museum Visited (Please circle one):

Cherokee Strip Regional Heritage Center / Discovery Lab / Gaylord-Pickens Museum

Goddard Children's Museum / Jasmine Moran Children's Museum

Leonardo's Children's Museum / Oklahoma Aquarium / Oklahoma History Center

Sam Noble Museum of Natural History / Science Museum Oklahoma / Skeletons: Museum of Osteology

Tulsa Port of Catoosa / Woolaroc Museum

Important: Please use the formula below to calculate the amount you will be reimbursed for your field trip transportation. **Allow 4-6 weeks for processing.** If there is a problem with your reimbursement form, the OERB will contact you within a week of receiving your form. **Please note: Forms received after May 1st will be processed in August. No checks will be mailed during summer unless arrangements are made with the OERB.**

Formula for Reimbursement: (# of students (x) # of miles (x) \$0.04)

Date of Museum Visit: _____

Number of Miles Traveled, Round Trip: _____

(expense is paid per student, not per vehicle)

Mode of Transportation: _____

Number of Students that Attended: _____

(i.e. School Bus, Charter Bus, Parent's Vehicles)

Total Reimbursement Due: _____

Please return by mail, fax or e-mail:

OERB

c/o Education Department

500 NE 4th St. Ste 100, Oklahoma City, OK 73104

Fax: 405-942-3435 • teachers@oerb.com