



CIVIL WAR TRUST

Saving America's Civil War Battlefields
Civilwar.org

Field Trip Reimbursement Form

Name: _____

School District Address: _____

Please fill out all that apply below and return this form to the Trust within 5 business days after your field trip. **The maximum reimbursement is \$1,500.00.**

Costs

The total cost of our bus(es) was: _____

**Attach a receipt or equivalent document*

The total cost of our meals was: _____

**Attach a receipt*

The total cost of admission was: _____

**Attach a receipt or equivalent document*

The total cost of our presenters/guides was: _____

**Attach a receipt or equivalent document*

The total miscellaneous costs were: _____

**Attach receipts or equivalent documents*

The total cost of our field trip was: _____

Reimbursement Checklist

- I have filled out my Field Trip Fund reimbursement form completely.
- I have attached all my receipts.
- I have taken and submitted at least five rights-free photos of my field trip.
- I have submitted at least five thank you notes from my students.

Submit all these materials to the Civil War Trust:

E-MAIL EVERYTHING TO: fieldtripfund@civilwar.org

MAIL EVERYTHING TO:

Field Trip Fund
Civil War Trust
1156 15th St. NW Suite 900
Washington D.C. 20005

FAX EVERYTHING TO: 202-367-1865