Bridges Workplace Connection
Business Tour Travel Reimbursement Form

To receive reimbursement for transportation, contact Mary before your tour for pre-approval. Teachers are now limited to reimbursement of ONE tour per year, and funds are available on a first-to-contact, first-awarded basis. Tour travel expenses are expected not to exceed $100 and/or occur during PEAK busing times.

To process a reimbursement, have your students complete a post-tour survey, complete the teacher tour evaluation, and mail all of these forms with your Bridges travel reimbursement form within 30 days of your tour.

Remember: only one tour is allowed per teacher/class with a maximum $100 travel allowance.

Business Toured ____________________________________________________________

Tour Host Name ___________________________________ Date of Tour _____________

Number of Student Attending ___________ Number of Teachers Attending __________

Teacher Name (First & Last) _____________________________________________________

High School _______________________________________________ Grade _____________

Please ensure the following is included:

☐ Student Post-Tour Surveys
☐ Teacher Evaluation
☐ Invoice for Transportation costs to be reimbursed

Mail the entire packet to:

Bridges Tour Reimbursement
Attn: Mary Gottsch
224 West Washington Street
Brainerd, MN 56401

A payment will be processed in 30 days.

If you have questions, please contact Mary at (218) 822-7117, or Mary@BridgesConnection.org.

www.BridgesConnection.org/tours