

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