



Thanks to generous donors the Friends of the Morton Museum have created a Field Trip Bus Fund to pay the cost of bus transportation for public and private school field trips to the Morton Museum (up to \$500). To be eligible for bus funding reimbursement, follow the steps below:

- 1) Schedule and take a Morton Museum Field Trip
- 2) Complete this Bus Funding Reimbursement Form
- 3) Make a copy of your bus transportation receipt
- 4) Mail form and receipt within 60 days of field trip to: **Friends of the Morton Museum – Bus Fund Reimbursement, 196 N Main Street, Collierville, TN 38017.**

Teacher's Name _____

School Name _____

School Phone _____

School Address _____

Teacher's Email Address _____

Date of Trip _____

Cost of Bus \$ _____ (Please note: A copy of your receipt is required)

***** CHECKS WILL BE MADE OUT TO THE SCHOOL *****

To be eligible, this form must be accompanied by a valid receipt or copy of the receipt. Reimbursement request must be made within 60 days of field trip date. Reimbursement funds are available on a first come, first serve basis. Availability may be limited. Please allow 2-3 weeks for reimbursement.

Questions? Contact Us!

Phone: 901-457-2650 or Email: Museum@ci.collierville.tn.us