



HUYCK PRESERVE AND BIOLOGICAL RESEARCH STATION

P.O. Box 189 ~ 5052 DELAWARE TURNPIKE ~ RENSSELAERVILLE, NY ~ 12147

TRANSPORTATION REIMBURSEMENT REQUEST FORM

The Huyck Preserve field trip transportation reimbursement program was established to facilitate visits by schools from economically disadvantaged areas in the Greater Capital District, Greene and Schoharie counties. Priority is given to schools with demonstrated financial need. Applications must be submitted prior to the field trip, and an initial estimate of transportation costs is required at the time of application. A final invoice with actual trip costs must be submitted after the trip through your school's transportation department for reimbursements to be processed. Please note that this program reimburses only bus driver labor and mileage. Depending on money available, requests may be funded in-full or in-part.

REIMBURSEMENT APPLICATION INSTRUCTIONS

The Preserve's transportation reimbursement program is open to schools (K-12) requesting day programs of two-hours or more.

To apply, fully complete this form and email to Anne Rhoads, Director of Conservation and Education, at education@huyckpreserve.org.

Anticipated cost of transportation: _____

Transportation requests may be funded in-full or in-part. Please remember whatever amount your school can afford helps us to bring more students out to the Huyck Preserve for hands-on field research opportunities.

District's percentage free and reduced lunch: _____

ORGANIZATION INFORMATION

Name of School: _____

Mailing Address: _____

Phone: _____ Fax: _____

PRIMARY CONTACT INFORMATION

Contact Name: _____ Title: _____

Phone (If different from above): _____ Email: _____



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GROUP INFORMATION

Grade Level: ____ Number of students: ____ Number of teachers: ____ Number of chaperones: ____

Date(s) of Visit(s): _____

Please explain the importance of transportation reimbursement to your school.
