

Field Trip Request Form



Complete and return this form to request a field trip if you wish to travel on TriMet with a group of 15 youths or more. If you have any questions, please email us at fieldtrips@trimet.org or call 503-962-2424 option 4.

Contact information

Teacher's name: _____ School name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email address: _____ Grade: _____

Please note: Your email address will be used for confirmation purposes only.

Field trip information

of students: _____ Age Range: _____ # of chaperones (including teachers): _____
Date of trip: _____ Starting point (address): _____
Destination (address): _____

Getting there Time your group needs to be at your destination: _____

Getting back Time your group will be ready to leave your destination: _____
Time your group needs to be back at school: _____

Payment information

Your group can use regular TriMet tickets or passes on the day of the trip, or you can pay in advance and get a TriMet Class Pass—our discounted group fare. A great value, the Class Pass is only \$1 per person, round trip (including students ages 7–17 and/or high school students, teachers and chaperones) **plus \$2.50 handling/processing fee**. For example, a teacher and 30 students would cost \$31 plus \$2.50 for handling/processing, or \$33.50 total. Payment is by check, money order or credit card only. Please do not email credit card information.

How will you be paying? (Please check one.)

- I want the discounted Class Pass: I'll pay by check.** Please return this form, along with a check for the total (payable to "TriMet"), to the address below. Remember: Full payment is due **two weeks** prior to the date of your field trip. In a few days, we'll send you your Class Pass and a customized itinerary by mail.
- I want the discounted Class Pass: I'll pay by credit card.** Please return this form, along with your credit card information at least **two weeks** prior to the date of your field trip. We will charge your credit card for the total. In a few days, we'll send you your Class Pass and a customized itinerary by mail.

Cardholder name (as shown on card): _____

Cardholder billing address: _____

Card #: _____ Exp. date (mm/yy) _____

- We'll pay with tickets or passes.** Please return this form to TriMet by mail or fax (see below).

Send me an invoice. I need an invoice before paying.

Mailing address: TriMet Field Trip Program, 701 SW 6th Avenue, Suite 196, Portland, OR 97204

Fax: 503-962-2482