

## PRE-APPROVAL REQUEST

### SEATTLE PUBLIC UTILITIES FIELD TRIP BUS REIMBURSEMENT (**SUBMIT 2 WEEKS IN ADVANCE**)

Seattle Public Utilities (SPU) provides scaled transportation reimbursement to Seattle Schools for the programs below. Please note eligibility and criteria.

1. Review eligibility (on reverse) and schedule your program.
2. Print and fill out this Transportation Reimbursement Pre-Approval w/ principal signature. **Scan and email or fax** your request to [Beth.Miller@Seattle.gov](mailto:Beth.Miller@Seattle.gov), FAX: 206.684.8529
3. **You are responsible for scheduling and paying for your own transportation in advance.**
4. After your trip scan and email the **Bus Reimbursement Form and a copy of your receipt** to [Beth.Miller@Seattle.gov](mailto:Beth.Miller@Seattle.gov). Please allow 3-4 weeks for reimbursements to process.

#### Which program are you attending?

- Carkeek Park Salmon Search (Fall)** Active SIS classes, up to 60 students. One program per school only.
- IslandWood Land and Water/Community Waters Field Experience (*follows kit rotation*)** 4<sup>th</sup> or 5<sup>th</sup> grade. Must be teaching Community Waters or Land and Water Science Unit. Schools may request multiple buses if prerequisites are met.
- Salmon Release (Spring)** Active SIS classes. Any age (priority for lead SIS permit class). 1 bus per school -- up to 60 students. One date only (except for special circumstances and with prior permission).

Program Date \_\_\_\_\_

Program location \_\_\_\_\_

School Name: \_\_\_\_\_

Teacher names (all attending): \_\_\_\_\_

Grade level \_\_\_\_\_

Number of Buses Needed: \_\_\_\_\_ Number of Students: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

#### I will pre-pay the bus and then request reimbursement:

\_\_\_\_\_ (**initials pls.**) We recommend bus pickup and returns between 9:30 AM and 1:00 PM - School is responsible for any surcharges incurred due to scheduling outside of core bus availability.

#### \_\_\_\_\_ (**fill in FRL% and check box below**)

- Schools with 0%-36% FRL students will be reimbursed up to \$150 toward the cost of the bus. (If it appears your charges will exceed \$150, and that is a barrier for your participation, contact Beth Miller to discuss. We may still be able to help, 206.386.4621; [beth.miller@seattle.gov](mailto:beth.miller@seattle.gov))
- Schools with 37%-100% FRL students will be reimbursed for the full cost of the school district bus

FOR REIMBURSEMENT, YOU WILL NEED TO PROVIDE **DOCUMENTATION OF ACTUAL BUS CHARGES AFTER THE PROGRAM** (NOT THE SHOPPING CART/ BUS ORDER ESTIMATE)

Requestor name: \_\_\_\_\_ Phone \_\_\_\_\_ EMAIL \_\_\_\_\_

Principal \_\_\_\_\_ (print) \_\_\_\_\_ (sign) \_\_\_\_\_ (date)

SPU Approved \_\_\_\_\_ (SPU Staff). Date: \_\_\_\_\_



Scan and return this form to [Beth.Miller@Seattle.gov](mailto:Beth.Miller@Seattle.gov), FAX (206) 684.8529

	<b>Carkeek Salmon Search (Fall) Salmon in the Schools</b>	<b>IslandWood Land and Water/Community Waters Field Experience follows kit rotation</b>	<b>Salmon Release (Spring) Salmon in the Schools</b>
	Come see a real stream where volunteers have been working to restore salmon. Sightings of spawners are not guaranteed, but there's a lot to see creek-side (1.75 hrs).	Students make real world connections to the classroom unit at a local site as they investigate stormwater-related engineering (3.5 hrs).	Students participate in a scavenger hunt to explore salmon life history and habitat as well as a facilitated salmon release (1.5 hrs).
<b>Location</b>	Piper's Creek/Carkeek Park (NW Seattle)	<b>Nearest site to your school:</b> <ul style="list-style-type: none"> <li>• Thornton Creek Water Quality Channel</li> <li>• High Point</li> <li>• Beer Sheva Park</li> </ul>	<b>Per your Permit</b> (see SISS handbook) <ul style="list-style-type: none"> <li>• <b>North Lake WA</b> e.g. Matthews beach</li> <li>• <b>South Lake WA</b> e.g. Seward Park</li> <li>• <b>West Seattle</b> - Fautleroy Creek</li> <li>• <b>Northwest Seattle</b> - Piper's Creek</li> </ul>
<b>Eligibility/ age/ Capacity</b>	Active SISS classes. -- up to <b>60 students. One program per school</b> . (If you are teaching the CW kit this fall, please choose that trip.)	Must be using Community Waters or Land and Water science kit. <b>Schools may request multiple buses if prerequisites are met.</b>	Active SISS class. Any age (priority for lead SIS permit class). <b>1 bus per school -- up to 60 students. One date only.</b>
<b>Cost</b>	No charge	No charge	No charge
<b>Scheduling and info</b>	Seattle Public Utilities – Protect Our Waters: <a href="mailto:Beth.Miller@Seattle.gov">Beth.Miller@Seattle.gov</a>	IslandWood: <a href="mailto:CelinaS@islandwood.org">CelinaS@islandwood.org</a> 206.855.7072	West Seattle: <a href="mailto:Judy_pickens@msn.com">Judy_pickens@msn.com</a> Piper's Creek/ Lake WA: <a href="mailto:Beth.Miller@Seattle.gov">Beth.Miller@Seattle.gov</a>

**Transportation Reimbursement Pre-Approval**

**(See eligibility and capacity requirements above and apply using form on reverse)**

- Seattle Public Schools will be reimbursed up to \$150 or total bus cost depending on FRL% at the school.
- Pre-approval form must be submitted. Schools pay for and schedule bus on their own.
- Pick-ups should be scheduled carefully to avoid any surcharges (to be paid by school) which can be significant.
- For questions, contact [Beth.Miller@Seattle.Gov](mailto:Beth.Miller@Seattle.Gov) 206.386.4621.