



# California State Parks Field Trip Reimbursement Form

To access reimbursements for your school site for these outdoor learning opportunities and field trips through the California State Parks please provide HCOE an **Interdistrict Transfer of funds** form filled out by your district office, a **Field Trip Invoice form** (i.e. an invoice that details mileage) from your district office that includes the charges for the vehicle(s) used, and fill out the overview form below. For any questions about reimbursements please reach out to **Shannon Morago** at [smorago@hcoe.org](mailto:smorago@hcoe.org).

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

Teacher Email: \_\_\_\_\_ Grade Level/s: \_\_\_\_\_

Field Trip Date: \_\_\_\_\_ Field Trip Location: \_\_\_\_\_

How many students attended? \_\_\_\_\_

Amount of Funding Requested: \$ \_\_\_\_\_

Brief Explanation of Funding (*Ex: Bus Fees*):

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Please turn in a completed interdistrict form **and** a trip invoice (district transportation log, etc.) to **Shannon Morago** ([smorago@hcoe.org](mailto:smorago@hcoe.org)) after the field trip for reimbursement and to fulfill grant requirements.