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