

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/passes, or you can purchase a Class Pass – our discounted group fare. The Class Pass is only \$1 per person (students ages 7-18 and/or high school students, teachers and chaperones) round trip. 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