

# 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 or more. If you have any questions, please email us at [fieldtrips@trimet.org](mailto:fieldtrips@trimet.org) or call 503-238-RIDE.

## 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, teachers and chaperones) plus \$1.50 shipping & handling. For example, a teacher and 30 students would cost \$31 plus \$1.50 for shipping, or \$32.50 total. Payment is by check or money order only.

**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 #: \_\_\_\_\_ 3-digit code: \_\_\_\_\_ Exp. date (mm/yy) \_\_\_\_\_

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

**Mailing address:** TriMet Customer Service, 710 NE Holladay St., Portland, OR 97232

**Fax:** 503-962-2480

Thanks for choosing TriMet for your field trip transportation!

