Bus Reimbursement Program
Tour Request & Information

Tour Request Information
Please complete this section to request a tour that includes reimbursement for bus travel.

Contact Name: _______________________________________________________________________
Phone: _____________________________ Email ___________________________________________
School: _____________________________________________________________________________
Tour Date: ________________________ Tour Time:  _______________________ 
Number of Children: ________________ Grade(s) or Age(s): _________________
Number of Adults: _________________ Number of Busses: __________________
Special Needs:  _______________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

How to Receive a Reimbursement

1. Complete this form and email to Griselle Gonzalez-Vazquez at gonzaleg@cf.edu.
2. You will receive a call or email to confirm your tour date and time.
3. Schedule your bus transportation.
4. Pay for your bus transportation.
5. Submit a copy of the receipt to the Appleton Museum of Art.
   By mail:  
   Appleton Museum of Art, Attn: Kathleen Balboni
   4333 E. Silver Springs, Blvd., Ocala, FL  34470-5001
   By fax:  
   Fax receipt to 352-291-4460 to the attention of Kathleen Balboni
   By email:  
   Attach a scan of your receipt and email to balbonik@cf.edu
6. We reimburse your school for your bus transportation cost to visit the Appleton.

Lunch:
You may bring sack lunches to eat in our Café, but we ask that you clean up before you leave. Drink and snack machines are available. Food and drink are not allowed in the galleries.

Drop Off and Pick Up:
Your bus driver can drop your students off at the main entrance of the museum, then park in the large spaces provided to the West of the building. Your bus driver is invited to join us for the tours and activities.

If you have other questions, please contact Griselle Gonzalez-Vazquez at gonzaleg@cf.edu or 352-291-4455, ext. 1836. We look forward to your visit!