



BUS REIMBURSEMENT FORM MARION COUNTY K-12 SCHOOLS

Tour Request Information

Please complete this section to request a tour or group visit for Marion County K-12 students that includes a reimbursement for bus travel.

School: _____

Contact Name: _____

Phone: _____ Email _____

Tour Date: _____ Tour Time: _____

Number of Children: _____ Grade(s) or Age(s): _____

Number of Adults: _____ Number of Buses: _____

Special Needs: _____

How to Receive a Reimbursement

1. Complete this form and email it to Hollis Mutch, mutchh@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: Hollis Mutch
4333 E. Silver Springs, Blvd., Ocala, FL 34470-5001

By fax:

Fax receipt to 352-291-4460 to the attention of Hollis Mutch

By email:

Attach a scan of your receipt and email to mutchh@cf.edu

6. We reimburse your school for the bus transportation cost to visit the Appleton Museum of Art.

Lunch

You may bring bag 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 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 Hollis Mutch at mutchh@cf.edu or 352-291-4455, ext. 1613. **We look forward to your visit!**