



Avian Ecology in Schools

TRACY AVIARY ©2007 Salt Lake City, Utah www.tracyaviary.org 801/596-8500

Granite & Davis School District Aviary Outdoor Classroom Field Trips Transportation Cost Reimbursement Policy

We are pleased that teachers from your school are taking part in our award-winning AVES Project. Tracy Aviary is fortunate to have received funding, combined with support from Granite & Davis School Districts, for offsetting most of the cost incurred by qualifying schools for approved travel to and from the Aviary for the Outdoor Classroom portion of the Project.

LIMITATIONS TO REIMBURSEMENT

Tracy Aviary will reimburse participating schools for costs of up to four hours of bus time or \$180, *whichever is less*. Only one bus reimbursement is permitted per three participating classrooms at a school for each of the two AVES curriculum units in a given academic year (Units I and II). Two bus reimbursements per unit are permitted *only if* the participating school contains four total classrooms.

HOW TO RECEIVE REIMBURSEMENT

In order to receive reimbursement, a school must submit an invoice for costs of \$180 or less, in accordance with the above terms, within 90 days of a qualifying field trip, including an itemization of costs. Invoices should be sent to the address or FAX number below.

Please direct all questions pertaining to actual reimbursement to Denise Naylor, Director of Finance & Administration. Questions pertaining to the AVES Project or this reimbursement policy may be directed to Bruce Thompson, Director of Education.