

# 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](mailto: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 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 ages 7–17 and/or high school students, teachers and chaperones) **plus \$2.50 handling/processing fee**. For example, a teacher and 30 students would cost \$31 plus \$2.50 for handling/processing, or \$33.50 total. 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