



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!**