



The Foundation for Liberty and Justice

With Liberty and Justice for All

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Reimbursement Form for the attendance to The National Memorial for Peace and Justice & The Legacy Museum: From Enslavement to Mass Incarceration. PLEASE NOTE: Use this form to be reimbursed after the field trip has occurred. Please fill out all that apply below and return this form to the Foundation within 2 weeks of your field trip.

Reimbursement Form:

Staff Member Completing the Form: _____ Position: _____

Email address: _____ Cell Phone Number: _____

School Name: _____ Class Grade/Age Attending: _____

Number of Students: _____ Date of Trip: _____ Date of Request: _____

School District and Address: _____

Check Payable to: _____

Address to mail check: _____

Costs:

The total cost of our bus(es) was: _____

** attach a receipt or equivalent document*

The cost of meals not covered by school was: _____

** attach a receipt*

The cost of admission not covered by EJI was: _____

** attach a receipt of equivalent document*

The total miscellaneous costs were: _____

** attach a receipt of equivalent document*

The total cost of our field trip was: _____

Reimbursement Checklist:

- ✓ I have filled out my Field Trip Fund reimbursement form completely.
- ✓ I have attached all of my receipts
- ✓ I have taken and submitted at least five rights-free photos of my field trip.
- ✓ I have submitted at least five thank you notes from my students along with a brief summary of our trip.

Submit all these materials to The Foundation For Liberty and Justice:

Mail everything to:
The Foundation for Liberty and Justice
PO Box 63
Montgomery, AL 36101