



Teacher Lab

Reimbursement Form for American Art Field Trip to the Art Institute

During the 2009-10 school year, Teacher Lab schools will be reimbursed up to \$180 per Teacher Lab participant for bus transportation to the Art Institute of Chicago. Transportation must be used to take students on field trips to the Art Institute of Chicago to view the American art collection.

The Art Institute of Chicago (AIC) has introduced a new field-trip application process. Tour applications are being accepted online only and can be found at the following link: <http://www.artic.edu/aic/students/tours/index.html>.

Applications for both guided (docent-led) and self-guided tours (led by you and chaperones) for the 2009-10 school year are now being accepted. You may apply for a tour no more than six months before the date you plan to visit.

To receive reimbursement, mail a copy of the transportation invoice with this form to: Jennifer Siegenthaler, Terra Foundation for American Art, 980 N Michigan Ave., Ste. 1315, Chicago, IL 60611. **All requests for reimbursement are due by June 15, 2010.**

If you have questions, please call Jenny to discuss them: 312 654 2253.

Teacher Name: _____

School Name: _____

School Address: _____

Phone: _____

Date(s) of field trips	Amount
TOTAL REIMBURSEMENT AMOUNT	