

Bridges Workplace Connection

Business Tour Travel Reimbursement Form



In order to be reimbursed for transportation, please complete the following information and return to Bridges within 14 days of your tour. Thanks!

Business Toured _____

Tour Host Name _____ Date of Tour _____

Number of Student Attending _____ Number of Teachers Attending _____

Teacher Name (First & Last) _____

High School _____ Grade _____

Please ensure the following is included:

- Student Pre-Tour Surveys
- Student Post-Tour Surveys
- Teacher Evaluation
- Invoice for Transportation costs to be reimbursed

Mail the entire packet to:

Bridges Career Academies & Workplace Connection
Attn: Mary Gottsch
224 West Washington Street
Brainerd, MN 56401

A payment will be processed in 30 days.

If you have questions, please contact Mary at (218) 822-7117, or Mary@BridgesConnection.org