

# Discover the Wonder at the Stafford Air & Space Museum!



## WE PAY FOR YOUR GAS TO VISIT THE STAFFORD AIR & SPACE MUSEUM!

The **Stafford Air & Space Museum** located in Weatherford, OK is now offering bus or school owned and identified vans reimbursement for gas at the rate of .585 per mile. This reimbursement program is sponsored by the Inasmuch Foundation. The funds are limited and are available on a first-come, first-served basis.

### Tons of FUN for everyone!

- \*Flight Simulation Computer Lab
- \*Exhibits from Early flight to the Space Program
- \*Digital Inflatable Planetarium
- \*Exhibit of Oklahoma Astronaut, General Thomas P. Stafford

### How do I start?

1. Call and set up a tour with the museum staff
2. Send a request to the museum for reimbursement
3. After your visit, send the museum an official invoice

For more information, please look over the procedure and funding request papers. Or call 580.772.5871.

**Apply for a grant for your school today!**

### Stafford Air & Space Museum Field Trip

- ▶ **Call Today!**
- ▶ **Limited Funds!**

3000 E. Logan Rd.  
Weatherford, OK  
73096

Located on Historic Route 66!

On I-40, exit at Airport Rd. (Exit 84). On the north side of the Interstate, head west on Route 66(Main Street). Turn right at the airplane!

### Stafford Air & Space Museum

3000 E. Logan Rd.  
Weatherford, OK 73096  
**Phone: 580.772.5871**  
**Fax: 580.772.0498**  
**Web: [staffordmuseum.com](http://staffordmuseum.com)**

### Admission

Students: \$2  
Adults: \$5

\*Tours are available for 2nd grade and up





The Stafford Air & Space Museum is located in Weatherford, OK

#### Bus Trip Expense Reimbursement Procedure

Sponsored by the Inasmuch Foundation, school groups that come to the Stafford Air & Space Museum may receive reimbursement for their bus transportation to the museum in an amount not to exceed \$250.00 per bus and not to exceed \$500 per school per school year.

Reimbursement is available to public, private and parochial schools. However reimbursement will be provided only for expenses related to school buses, charter buses, or school owned and identified vans. Reimbursement will not be provided for expenses associated with cars or trucks. If you need clarification on this point, contact the museum staff listed below.

**Important note:** This grant has a finite amount of money available. When these funds are expended, there will be no further reimbursements. These funds are available on a first-come, first served basis.

#### Procedure:

1. Make a confirmed arrangement with the museum staff for your students to visit the museum.
2. Before your visit, request funding from the museum for your bus expenses between your school and the museum. Make that request by using the form provided.
3. After the museum provides approval of your funding request, you are assured of reimbursement for up to \$250 per bus but not to exceed \$500 per school per school year. \$250 is not an automatic amount of reimbursement, it is the maximum amount allowed per bus.
4. After your students' field trip to the museum, send an official school or district invoice to the Stafford Air & Space Museum stating beginning odometer reading, ending odometer reading, and total round-trip mileage. Reimbursement will be based solely on mileage, at the rate of .585 per mile.\*
5. Your invoice is to be received by the museum office within 10 days following your visit to the museum. No reimbursement will be provided for invoices received more than ten days after the museum visit.

**\*The Stafford Air & Space Museum will use MapQuest.com to confirm approximate mileage. Stafford Air & Space Museum will determine final payment amount in the case of a dispute.**



## Funding Request

Fax to: (580)772-0498

Sponsored by the Inasmuch Foundation, school groups that come to the Stafford Air & Space Museum may receive reimbursement for their bus transportation **not to exceed \$250 per bus and not to exceed \$500 per school per school year.**

**Reimbursement will be provided for students transported in buses or school owned and identified vans only.**

To request funding, please provide the information requested below.

Today's date \_\_\_\_\_ Contact person's name \_\_\_\_\_

Contact's phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

School's Name \_\_\_\_\_ District \_\_\_\_\_

School's mailing address \_\_\_\_\_

FEI number\* \_\_\_\_\_ Total number of students \_\_\_\_\_

Students' grade level(s) \_\_\_\_\_ Field trip date \_\_\_\_\_ Number of buses \_\_\_\_\_

Please include your mileage beginning at your school, going to the Stafford Air & Space Museum and back to school. Do not include other stops in the mileage to and from the museum.

Approximate mileage (The Museum will pay 0.585 per mile) \_\_\_\_\_

The Stafford Air & Space Museum will confirm your mileage using MapQuest.com.

**After your trip to the museum:**

**Please complete an official school or district invoice for each bus that was a part of the field trip.**

Please send the completed invoice(s) to:  
Stafford Air & Space Museum  
3000 E. Logan Rd.  
Weatherford OK, 73096

If you have any questions please call or email:  
Katie Yeager at 580-772-5871 or  
Katie@staffordmuseum.com

\*An FEI number is the Federal Employment Identification number. Your finance office should have this number.