

Friends of State Parks, Inc.  
PO Box 37655  
Raleigh, NC 27627

Dear Friends of State Parks,

On \_\_\_\_\_, \_\_\_\_\_ students from \_\_\_\_\_ grade(s) took part in a *Schools in Parks field trip*. Students traveled \_\_\_\_\_ miles in \_\_\_\_\_ buses to \_\_\_\_\_ State Park/State Recreation Area.

We are requesting the following reimbursement for costs incurred:

Total amount:

Breakdown of calculation of costs:

Please make the check out to

Please send the reimbursement check to:

Organization:

Address:

City, State Zip Code:

Sincerely,

*Send your request to Randy Bechtel at [Randy.Bechteln@ncparks.gov](mailto:Randy.Bechteln@ncparks.gov) and Sean Higgins at [Sean.Higgins@ncparks.gov](mailto:Sean.Higgins@ncparks.gov). Upon receiving the check, please send a confirmation email to Randy. Thank you for your extra effort to help students learn by exploring North Carolina's great outdoors.*