

# Museum Admission Reimbursement Program Request Form

Through this Program, the Mansfield Public Library trustees will reimburse admission charges to any museum in New England at a rate of \$30 per family (not to exceed the admission fees), with one reimbursement per cardholder per year.

To qualify, you must be a current library card holder with no overdue items or unpaid fines on your card. To receive reimbursement, qualifying patrons must submit a request form with receipt from your visit showing the full cost, the number of attendees, and the date. Please bring your completed form with receipt to the library, who will forward it to the trustees.

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**REMEMBER!** To receive reimbursement, you must include:

- Name and address of the person to receive the check
- Library card number
- The name and location of the museum
- The date of your visit and number in your group
- A receipt for admission to the museum. We accept ONLY receipts that indicate they are for admission.

## Museum Admission Reimbursement Form

Name: \_\_\_\_\_

Patron Card #: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

(The check will be made out to this person and sent to this address.)

Phone #: \_\_\_\_\_

Museum Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Number in your group: \_\_\_\_\_

Remember to attach your receipt!

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For SLA Use Only: Check #: \_\_\_\_\_ Date of Check: \_\_\_\_\_