



**WORLD
SALMON
COUNCIL**

Salmon Watch Bus Transportation & Substitute Teacher Reimbursement

World Salmon Council is able to provide reimbursement funding to cover Salmon Watch field trip expenses related to bus transportation and substitute teachers. *Private schools are not eligible for field trip cost reimbursement.* Maximum reimbursement of \$400 per field trip.

If you are requesting reimbursement, please complete the following form, with requested amounts, for each field trip taken and make sure World Salmon Council receives a copy.

It is required that we receive an official invoice from your school/district (by mail or email) in order to complete reimbursement payment. This form is for our tracking purposes (though you can use it to submit reimbursement to your school). For multiple classrooms in a school or school district, school/district may total all amounts into one invoice.

Your school will not receive field trip reimbursement payments until Salmon Watch Participation fees have been paid.

We request that reimbursements be submitted to and received by World Salmon Council by December 31, 2016.

Please note that some schools have lengthy processes for reimbursement, so please submit to your administrators well in advance of our deadline. Failure to submit reimbursements to WSC in a timely manner may jeopardize future involvement in the Salmon Watch program.

School: _____

Teacher: _____

Field Trip Date: _____

Field Trip Site: _____

School Bus Transportation Reimbursement (amount requested): \$ _____

Substitute Teacher Reimbursement (amount requested): \$ _____

Total: \$ _____

Invoice to: World Salmon Council, PO Box 80311, Portland, OR 97280

You may mail the invoice and this form/s to the address above, or scan and email it to matt@worldsalmoncouncil.org.

Thank you!