



**WORLD
SALMON
COUNCIL**

Salmon Watch Expense Reimbursement Form

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 of \$400 per field trip for bus transportation.

If you are requesting reimbursement, please complete this form and attach to your invoice (if applicable) to World Salmon Council. This form must be filled out, with requested amounts, for each field trip. For multiple classrooms in a school or school district, school/district may total all amounts into one form.

All forms must be submitted and received by February 15th, 2020. Failure to do so in a timely manner may jeopardize future involvement in the Salmon Watch program.

School: _____

School Address: _____

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 nicholas@worldsalmoncouncil.org.

Thank you!