



Salmon Watch Expense Reimbursement Form

The World Salmon Council is able to provide reimbursement funding to cover Salmon Watch field trip expenses related to bus transportation and substitute teachers. Maximum of \$700 per field trip for bus transportation and \$315 for substitute costs. *Private schools are not eligible for field trip cost reimbursement.*

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

Note: Reimbursements are conditional upon Teacher Evaluations. Reimbursement forms are expected within a month of activities. Failure to do so in a timely manner may jeopardize future involvement in the Salmon Watch program.

School/District/Organization: _____

Teacher/Coordinator: _____

Billing Address: _____

Field Trip Date: _____

Field Trip Site: _____

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

Substitute Teacher (amount requested): \$ _____

Total : \$ _____

Invoice to: World Salmon Council, 1355 NW Everett St Suite 100, Portland, OR 97280 You may mail the invoice and this form/s to the address above, or email it to info@worldsalmon.org **Thank you!**