



## 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. For 2025-26 maximum of \$715 per field trip for bus transportation and \$315 for substitute costs. Please contact the Program Manager if you need any accommodations. *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.

Date Requested: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Requested By: \_\_\_\_\_

School/District/Organization: \_\_\_\_\_

School's Accountant Name: \_\_\_\_\_

School's Accountant Email Contact: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Billing Address: \_\_\_\_\_

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](mailto:info@worldsalmon.org) **Thank you!**