

Southern Research STEM Education Outreach

Field Trip Reimbursement Policy

The Southern Research STEM Education Outreach program will happily provide reimbursement to Alabama public schools for the cost of up to **2 substitute teachers** and the cost of **bus transportation** (charter bus if travel time is over 2 hours one way or district school bus if travel time is under 2 hours one way). To receive reimbursement, please submit an **itemized** invoice with the following information:

- daily cost of substitute teacher
- total number of substitute teachers
- cost of bus transportation
 - mileage cost
 - driver wage
- total cost of subs and transportation
- name, phone number, and mailing address of whom to send the check to*

*You may submit two separate invoices if reimbursement must be sent to two different mailing addresses (i.e., if substitute teacher payment differs from transportation).

Please send the invoice(s) via email to stem@southernresearch.org with subject line “[School Name] FT Reimbursement”. If you have any questions, please contact Liz Johnson at 205-581-2381. See attachment for invoice example. Expect to receive reimbursement within 2-4 weeks from submission.

STEM High School

Attn: Bill Nye
1234 STEM Road
Birmingham, AL 35205

EXAMPLE INVOICE

DATE 2-19-2020

TO:
Southern Research STEM
Attn: Liz Johnson
2000 9TH AVENUE SOUTH
BIRMINGHAM, AL 35205

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	MILEAGE 97 MILES @ 1.25 PER MILE	121.50	121.50
1	TEACHER SUB 1 DAY	\$65.00	\$65.00
1	BUS DRIVER	\$87.50	87.50
SUBTOTAL			\$274.00
SALES TAX			0
SHIPPING & HANDLING			0
TOTAL DUE			274.00

Thank you for your generosity!