

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) and a copy of your school or school district's W-9 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!