



Field Trip Reimbursement Policy

The Southern Research STEM Education Outreach program will happily provide reimbursement to Alabama public schools for the cost of **bus transportation (up to \$500)** plus the cost of up to **one substitute teacher**. Each school is eligible for reimbursement once per school year, so if a school attends more than one field trip in the same year, only one trip will be reimbursed unless otherwise agreed upon in advance.

An itemized invoice and a completed W-9 must be submitted to Southern Research no later than **60 days** following the field trip. Reimbursements submitted after this time will not be paid.

Steps to Receive Reimbursement

1. Submit an itemized invoice that includes the following information:
 - Daily cost of the substitute teacher
 - Cost of bus transportation
 - Mileage cost
 - Driver wage
 - Total cost
 - 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 (for example, if the substitute teacher payment differs from transportation).
2. Provide a copy of your school or school district's W-9.
3. Send both documents via email to **stem@southernresearch.org** with the subject line "[School Name] Field Trip Reimbursement."

If you have any questions, please contact Molly Kuzmich at **mkuzmich@southernresearch.org** or 205-484-5317.

Expect to receive reimbursement within 2 to 4 weeks from submission.

Sample Invoice

The invoice below is an example only. Please replace the placeholder information with your school's details and your actual costs.

FROM

STEM High School

Attn: Bill Nye

1234 STEM Road

Birmingham, AL 35205

TO

Southern Research STEM Education Outreach

Attn: Molly Kuzmich

2000 9th Avenue South

Birmingham, AL 35205

Invoice Date: 10-2-2027

QTY	DESCRIPTION	UNIT PRICE	TOTAL
97	Mileage (per mile)	\$1.60	\$155.20
1	Substitute teacher (1 day)	\$65.00	\$65.00
1	Bus driver wage	\$87.50	\$87.50
		Subtotal	\$307.70
		Total Due	\$307.70



Teacher Field Trip Agreement Form

2026-2027

I understand that in order to attend a Southern Research field trip experience, I must agree to the following:

1. I will submit all required documentation in a timely manner.
 - a. I will submit the Visitor Information form via email to stem@southernresearch.org no later than 2 weeks prior to my scheduled field trip date.
Adjustments to the field trip roster may be made via email up to 5 business days prior to the scheduled field trip date.
 - b. I will submit the signed Student Visitor Agreement forms in person on the day of my scheduled field trip.
 - c. I have read the reimbursement policy and understand that Southern Research will provide reimbursement to Alabama public schools for the cost of bus transportation (up to \$500) plus the cost of up to one substitute teacher. In order to receive this reimbursement, I will ensure my school submits the invoice(s) for reimbursement and a completed W9 via email to stem@southernresearch.org **no later than 60 days** following the field trip to Southern Research.
2. I will actively participate in and assist with all student field trip activities and experiments.
3. If four or more people are absent from my final roster on the day of the field trip, I understand that Southern Research will deduct \$14 for each unused lunch from our reimbursement.
 - a. For example, if I schedule a field trip for 32 students and teachers but only 25 people attend, Southern Research will deduct \$98 (7 unused lunches at \$14 each) from the final reimbursement total.

By signing this form, I acknowledge that I have read and understood the teacher requirements and the Field Trip Reimbursement Policy (below) for a Southern Research field trip experience.

Print Name: _____ **Date:** _____

Signature: _____