



Watershed Science Bus Reimbursement Form



Date: _____

Teacher Name: _____ School: _____

School Address _____

Field Trip Date(s): _____ Field Trip Site: _____

\$ Amount Requested: _____

Teacher Contact Information:

Phone: _____ Email _____

of students: _____ Grade Level: _____ # of adults: _____

I understand the following criteria:

- The primary focus of the trip is WATERSHED EDUCATION.
- Requests are considered on a first-come, first-serve basis, well in advance of the event.
- Funding may only be used for BUS TRANSPORTATION COSTS of the field trip.
- OFRI can provide a decision (approve or reject the request) in about a week; though we can only pay actual expenses from billing after the event.
- In order to ensure payment, OFRI must receive an invoice from the school made out to OFRI, a copy of the original approval letter you received from OFRI, your school federal tax ID # and original transportation company invoice, no later than 30 days after the event, or by June 15th, whichever comes first.

Teacher Signature

Please send or fax to:

Norie Dimeo-Ediger
Oregon Forest Resources Institute
317 SW Sixth Ave Suite 400
Portland, OR 97204
Fax (971) 673-2946
Email: dimeo-ediger@ofri.com

Questions? Call:
Tel (971) 673-2956