



# Science in the Forest 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 FOREST 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 15<sup>th</sup>, 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:  
971-673-2956**