

Reimbursement Voucher Worksheet KBS K-12 Partnership Substitute Costs

To have your school reimbursed for substitute teacher costs the school **MUST submit an invoice with the following information:**

1. School Name and Address
2. Date of Kellogg Biological Station K-12 workshop
3. Workshop Participant's Name(s)
4. Substitute Teacher's Name(s)
5. Individual Substitute Cost(s)
6. Email to Kara Haas (karahaas@msu.edu) or mail to:

Kara Haas
Kellogg Biological Station
3700 East Gull Lake Dr
Hickory Corners, MI 49060

To assist your school in preparing the invoice, please complete the information below and submit to your school's business office:

Date of K-12 Workshop Attended:		
Workshop Participant (Teacher) Name	Substitute Teacher Name	Individual Substitute Cost (if known)