

TO: Oregon Educators and Administrators
Regarding: Teacher Substitute Reimbursement for Oregon educators
FROM: Oregon Natural Resources Education Program (ONREP)
College of Forestry
Oregon State University, Corvallis
Date: 2015/16 School Year

Oregon Natural Resources Education Program (ONREP) will reimburse the Oregon School District for any employed teacher that requires a substitute while attending a PLT and/or WILD workshop and professional development events given by ONREP. Below are ONREP's substitute reimbursement policy and a summary of the procedures for processing payment.

“ONREP will reimburse Oregon school districts up to \$175/each day per participant for substitute fees incurred during attendance at Project Learning Tree workshops and other professional development events. For districts to be reimbursed, teachers must attend the entire workshop session and sign the appropriate district substitute reimbursement form.”(The form will be available at the workshop and should be signed at the conclusion of each workshop.)*

In some cases substitute reimbursement may be provided for other ONREP projects.

1. ONREP will contact the School District to verify the amount of reimbursement and resolve any questions about the reimbursement process. The School District will have 45 days after this contact to invoice ONREP, after which the district has forfeited their reimbursement.
2. School districts must send an invoice which should include the name and date of the workshop attended, an invoice #, the name(s) of the attending teachers, and their schools via fax, email or U.S. Mail to the ONREP office:
LeeAnn.Mikkelson@oregonstate.edu
ONREP@oregonstate.edu
Oregon Natural Resources Education Program (ONREP)
Oregon Project Learning Tree (PLT) and Project WILD
College of Forestry, Oregon State University
051 Peavy Hall
Corvallis, OR 97330
Fax: 541-737-9037
Main office 1-800-554-6987
<http://onrep.forestry.oregonstate.edu/>
3. OSU Accounting processes the payment of all substitute reimbursements. Each school district will receive the payment directly from Oregon State University; the check will reference the district given invoice number.

ONRE Program is committed to completing this process in an efficient and timely manner and is dedicated to helping each District receive approved substitute reimbursements for ONREP workshops. If you have any questions, please contact the ONREP office (541)-737-9121 or 800-554-6987).