

**Request for Reimbursement from Upstream Learning Activity Funds**

**Upstream Learning families may request reimbursement for travel and/or lodging if...**

- their child has been asked to represent Upstream Learning for academic competitions (Geography Bee, Spelling Bee, etc.)
- these costs may create a hardship for the family
- funds are available in the Upstream Learning Activity funds

Pre-approval is required. Reimbursements are subject to the availability of funds and fund use decisions by the Upstream Learning Support Teacher and Upstream Learning Advisory School Board members. State guidelines do not allow allotment funds to be used for travel or lodging.

Name of parent \_\_\_\_\_

Name of student representing Upstream Learning \_\_\_\_\_

Name of Event \_\_\_\_\_

Date and location of Event \_\_\_\_\_

What are you requesting reimbursement for?

\_\_\_\_\_ lodging costs

\_\_\_\_\_ 1 gas receipt

\_\_\_\_\_ other (please explain) \_\_\_\_\_

Estimated Amount requested \_\_\_\_\_

Does the cost of this event create a hardship for your family? \_\_\_\_\_yes \_\_\_\_\_no

(If approved, please bring receipts to the Upstream Learning support teacher for reimbursement.)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Upstream Learning Support Teacher Signature