

Teacher Day Substitute Reimbursement

Thank you for attending Teachers Day! We hope that you enjoyed interacting with scientists, had productive conversations with your colleagues, and gained new ways to introduce materials to your class.

The Expo you attended is sponsored by the American Physical Society's Division of Plasma Physics with major contributions from the Department of Energy and contributing exhibitors. The substitute expenses are reimbursed from a grant administered by Deedee Ortiz-Arias at the Princeton Plasma Physics Laboratory.

The substitute reimbursement is meant to make it possible for more teachers to attend. If your district requires reimbursement, please follow the instructions below. We will reimburse invoices billed as completely as our budget allows after the deadline listed below.

Substitute reimbursement directions

- Please send only one invoice for substitute reimbursement per school or district.
- On this invoice, list **each** teacher that attended Teachers Day and the name of **each** substitute that was utilized.
- List the date the substitute teachers were used (10/22/19).
- List the amount per substitute.
- Describe to whom we should make the check payable, where to mail payment, and to whose attention it should be sent. **The payee must be a school or district.**
- List a **contact person** and number/email in case questions arise. (Questions not resolved by January 15, 2020 will halt reimbursement.)
- Send this invoice by the **deadline of December 13, 2019 by mail or email** to

Plasma Exposition Bus reimbursement
ATTN: Deedee Ortiz-Arias
Science Education Department, PPPL
PO Box 451
Princeton, NJ 08542-0451

Or send a high quality scan to: dortiz@pppl.gov