NEED Project Workshops
2022-2023 Substitute Reimbursement

Instructions for the workshop participant:

1. Enter Name of Participating Teacher on line 3.

2. Hand deliver, fax or submit the form to your school and/or district business office to ask that THIS FORM be submitted with an INVOICE from the school and/or school district to NEED in order to recover the cost of the substitute for your participation in today's workshop.

1. Date of Workshop: _______________________

2. Location of Workshop: _______________________

3. Name of Participating Teacher: __________________________________________

                                 Signature of Workshop Presenter: _______________________

Instructions for the School/School District Business Office:

1. THIS FORM and an official request for reimbursement to recover substitute costs for this teacher’s participation in the workshop referenced above must be submitted within 30 days of the workshop. Those requests received after 45 days WILL not be honored.

2. Complete section 4.

3. Attach THIS FORM to an invoice or letter on school/school district letterhead and be certain to include the following information:
   a. Cost to be reimbursed per teacher to school/school district. More than one teacher can be included on invoice.
   b. Organization to whom the check should be written.
      For example, “King Elementary School” or “Los Angeles Unified School District”.

4. Contact person at the school/district________________________________________

Contact Phone: ___________________________  Contact email: ___________________________

Mail or fax this form and the letter/invoice attachment within 30 days of the workshop to:
NEED Project
8408 Kao Circle
Manassas, VA 20110
FAX: 1-800-847-1820

Questions: Contact Sandy Harben at sharben@need.org or via phone at 800-875-5029.