



# TRAVEL REIMBURSEMENT PROCESS & DEMO SITE INFORMATION

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## Reimbursement Process

### HOW DO I GET REIMBURSED?

1. The traveler (or representative) sends their district's fiscal contact information to [iptntravel@uw.edu](mailto:iptntravel@uw.edu)
2. The IPTN travel team will work with the fiscal contact to get the district set up as a supplier in UW's payment system.
3. Once travel has occurred, **the traveler is responsible for sending all relevant travel information and documentation to their district and requesting that they send UW an invoice for the total amount including substitute teacher costs.** Please submit ALL travel documentation at one time. The district should send the invoice to [iptntravel@uw.edu](mailto:iptntravel@uw.edu). We kindly request that invoices be submitted within two weeks of the visit.
4. Once the district sends an invoice, UW will process the invoice and send the district payment. Please allow 3-4 weeks for payment to be issued.
5. The IPTN team will notify the traveler (or representative) that the reimbursement has been sent to their district for processing.

**Please note: If a traveler has questions about their reimbursement AFTER payment has been sent to their district (i.e. when they'll receive their reimbursement, how they will be paid, etc.) they must reach out to their district fiscal contact.**

## DEMONSTRATION SITE INFORMATION

### AUBURN

#### DICK SCOBEE ELEMENTARY SCHOOL

**Address:** 1031 14th St NE, Auburn, WA 98002

**Per Diem:**

For reference, these are the area's current daily per diem rates. We ask that you attempt to stay as close as possible to these rates when booking travel but understand they may be exceeded.

M&IE: \$92

Lodging: \$188

**Nearby Hotels**

- [\*Days Inn by Wyndham - Auburn\*](#)
- [\*Comfort Inn Auburn\*](#)
- [\*Garner Hotel Auburn - IHG\*](#)

#### TERMINAL PARK ELEMENTARY SCHOOL

**Address:** 1101 D St SE, Auburn, WA 98002

**Per Diem:**

For reference, these are the area's current daily per diem rates. We ask that you attempt to stay as close as possible to these rates when booking travel but understand they may be exceeded.

M&IE: \$92

Lodging: \$188

**Nearby Hotels**

- [\*La Quinta Inn & Suites\*](#)
- [\*Holiday Inn Express - Auburn\*](#)
- [\*Best Western Plus\*](#)

## BAINBRIDGE

### [XALILC \(HALILTS\) ELEMENTARY SCHOOL](#)

**Address:** 12781 N Madison Ave NE, Bainbridge Island, WA 98110

#### **Per Diem**

For reference, these are the area's current daily per diem rates. We ask that you attempt to stay as close as possible to these rates when booking travel but understand they may be exceeded.

M&IE: \$68

Lodging: \$110

#### **Nearby Hotels**

- [Quality Inn & Suites - Bainbridge Island](#)
- [The Marshall Suites](#)

### [WOODWARD MIDDLE SCHOOL](#)

**Address:** 9125 Sportsman Club Rd NE, Bainbridge Island, WA 98110

#### **Per Diem**

For reference, these are the area's current daily per diem rates. We ask that you attempt to stay as close as possible to these rates when booking travel but understand they may be exceeded.

M&IE: \$68

Lodging: \$110

#### **Nearby Hotels**

- [Quality Inn & Suites - Bainbridge Island](#)
- [The Marshall Suites](#)

## CENTRALIA

### OAKVIEW ELEMENTARY SCHOOL

**Address:** 201 E Oakview Ave, Centralia, WA 98531

**Per Diem**

For reference, these are the area's current daily per diem rates. We ask that you attempt to stay as close as possible to these rates when booking travel but understand they may be exceeded.

M&IE: \$68

Lodging: \$110

**Nearby Hotels:**

- [\*La Quinta Inn & Suites - Centralia\*](#)
- [\*Peppermill Empress Inn\*](#)

### WASHINGTON ELEMENTARY SCHOOL

**Address:** 800 Field Ave, Centralia, WA 98531

**Per Diem**

For reference, these are the area's current daily per diem rates. We ask that you attempt to stay as close as possible to these rates when booking travel but understand they may be exceeded.

M&IE: \$68

Lodging: \$110

**Hotels in the area**

- [\*La Quinta Inn & Suites - Centralia\*](#)
- [\*Peppermill Empress Inn\*](#)

### CENTRALIA MIDDLE SCHOOL

**Address:** 901 Johnson Rd, Centralia, WA 98531

**Per Diem:**

For reference, these are the area's current daily per diem rates. We ask that you attempt to stay as close as possible to these rates when booking travel but understand they may be exceeded.

M&IE: \$68

Lodging: \$110

**Nearby Hotels:**

- [\*La Quinta Inn & Suites - Centralia\*](#)
- [\*Peppermill Empress Inn\*](#)

## CENTRAL VALLEY

### CENTRAL VALLEY EARLY LEARNING

**Address:** 15111 E Sprague Ave, Spokane Valley, WA 99037

**Per Diem:**

For reference, these are the area's current daily per diem rates. We ask that you attempt to stay as close as possible to these rates when booking travel but understand they may be exceeded.

M&IE: \$86

Lodging: \$126

**Nearby Hotels**

- [HomeTowne Studios](#)
- [Ramada by Wyndham - Spokane Valley](#)
- [Hampton Inn & Suites - Spokane Valley](#)

## EVERGREEN

### EVERGREEN EARLY LEARNING

**Address:** 13413 NE LeRoy Haagen Memorial Drive, Vancouver, WA 98684

**Per Diem:**

For reference, these are the area's current daily per diem rates. We ask that you attempt to stay as close as possible to these rates when booking travel but understand they may be exceeded.

M&IE: \$86

Lodging: \$155

**Nearby Hotels:**

- [\*DoubleTree by Hilton - Vancouver\*](#)
- [\*Best Western Inn of Vancouver\*](#)
- [\*Hampton Inn & Suites - Vancouver\*](#)

## MONROE

### MONROE HIGH SCHOOL

**Address:** 17001 Tester Rd, Monroe, WA 98272

**Per Diem:**

For reference, these are the area's current daily per diem rates. We ask that you attempt to stay as close as possible to these rates when booking travel but understand they may be exceeded.

M&IE: \$86

Lodging: \$113

**Nearby Hotels:**

- [\*Best Western Sky Valley Inn\*](#)
- [\*Evergreen Inn & Suites\*](#)



## MUKILTEO

### MUKILTEO ELEMENTARY SCHOOL

**Address:** 2600 Mukilteo Speedway, Mukilteo, WA 98275

**Per Diem:**

For reference, these are the area's current daily per diem rates. We ask that you attempt to stay as close as possible to these rates when booking travel but understand they may be exceeded.

M&IE: \$86

Lodging: \$113

**Nearby Hotels:**

- [TownePlace Suites by Marriot - Mukilteo](#)
- [Hilton Garden Inn](#)

## SEATTLE

### GATEWOOD ELEMENTARY

**Address:** 4320 SW Myrtle St, Seattle, WA 98136

**Per Diem:**

For reference, these are the area's current daily per diem rates. We ask that you attempt to stay as close as possible to these rates when booking travel but understand they may be exceeded.

M&IE: \$92

Lodging: \$188

**Nearby Hotels**

- [\*The Grove West Seattle Inn\*](#)

### LOWELL ELEMENTARY SCHOOL

**Address:** 1058 E Mercer St, Seattle, WA 98102

**Per Diem:**

For reference, these are the area's current daily per diem rates. We ask that you attempt to stay as close as possible to these rates when booking travel but understand they may be exceeded.

M&IE: \$92

Lodging: \$188

**Nearby Hotels:**

- [\*The Boylston Hotel Capitol Hill - Marriott\*](#)
- [\*Silver Cloud Hotel Seattle - Lake Union\*](#)
- [\*SpringHill Suites Downtown/South Lake Union- Marriott\*](#)

## SPOKANE

### WHITMAN ELEMENTARY SCHOOL

**Address:** 5400 N Helena St, Spokane, WA 99207

**Per Diem:**

For reference, these are the area's current daily per diem rates. We ask that you attempt to stay as close as possible to these rates when booking travel but understand they may be exceeded.

M&IE: \$86

Lodging: \$126

**Nearby Hotels:**

- [\*Days Inn & Suites by Wyndham - Spokane\*](#)
- [\*Quality Inn Oakwood\*](#)
- [\*Howard Johnson Spokane\*](#)

## STANWOOD

### STANWOOD HIGH SCHOOL

**Address:** 7400 272nd St NW, Stanwood, WA 98292

**Per Diem:**

For reference, these are the area's current per diem rates. We ask that you attempt to stay as close as possible to these rates when booking travel but understand they may be exceeded.

M&IE: \$68

Lodging: \$110

**Nearby Hotels:**

- [\*Best Western Plus Arlington/Marysville\*](#)

## ADDITIONAL INFORMATION:

For further information about our IPTN demonstration sites, including highlighted inclusive practices, district info, resources, and more; please visit our website: [UW Haring Center Demonstration Sites](#)