



TRAVEL REIMBURSEMENT PROCESS & DEMO SITE INFORMATION

CONTENTS

REIMBURSEMENT PROCESS	2
HOW DO I GET REIMBURSED?	2
DEMONSTRATION SITE INFORMATION	3
Auburn.....	3
Dick Scobee Elementary School.....	3
Terminal Park Elementary School.....	3
BAINBRIDGE	4
x̌alilc (Halilts) Elementary School	4
Woodward Middle School	4
CENTRALIA.....	5
Oakview Elementary School.....	5
Washington Elementary School.....	5
Centralia Middle School.....	5
CENTRAL VALLEY.....	6
Central Valley Early Learning.....	6
EVERGREEN	7
Evergreen Early Learning (LINK COMING SOON)	7
MONROE.....	8
Monroe High School	8
MUKILTEO.....	9
Mukilteo Elementary School	9
SEATTLE	10
Gatewood Elementary	10
Lowell Elementary School	10
SPOKANE	11
Whitman Elementary School.....	11

STANWOOD	12
Stanwood High School.....	12
ADDITIONAL INFORMATION:.....	13

Reimbursement Process

HOW DO I GET REIMBURSED?

1. The traveler (or representative) sends their district's fiscal contact information to 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. 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](#)