

### **Educator Fellows Steps for Reimbursement:**

- Access the Region 9 District's Ed Fellows Request for Reimbursement Portal
  - This is not OBMS - this is an invoice portal for Region 9
  - You may access the direct link to the form here: [Ed Fellows Reimbursement Form](#)
  - You can also find the link to the form on the [Region 9 Website on the Educator Quality Page](#). Look on the left side of the page for: Ed Fellows Request for Reimbursement Form
    - Fill out the form completely
    - Please complete all required fields, indicated by a red asterisk, on the invoice
  
- You will need to refer to Addendum B that is found on your MOU. You will be required to upload backup documentation supporting actual expenditures (i.e. payroll journals, check copies) and reimbursement will be limited to actuals.
  
- Once you access the invoice template, please be sure to fill out all appropriate fields
- You will get a confirmation email of your submission for your records.
- Once you have submitted your invoice, Region 9 will reimburse you within 30 days.

#### Suggested Tips:

- Build a billing workbook to house a spreadsheet for each month's billing for your convenience
- Submit monthly by the 8th to keep it simple
- Please contact [Ed.Fellows@regoinix.org](mailto:Ed.Fellows@regoinix.org) if you have any questions.
  - You are also welcome to call 575-257-2368 to talk to a live representative. Please ask for Ed Fellows support when calling, or leave a message for someone to call you back.