

# 2007 DOE Day of Science

October 28-29, 2007

## School Reimbursement Pre-Approval Form

**Please complete this form and fax to Carol Leffew at 865-241-4078.**

### School Requesting Reimbursement

### Point of Contact (School Official)

### Number of Participants Attending

Students:      Faculty/Staff:

### Mode of Transportation (check one)

- Car
- Rental Car
- College Bus/Van
- Commercial Bus
- Other

### Name of Hotel

### Number of Rooms Reserved

\*Note: Hotel reservations at non-conference hotels will be reimbursed at a maximum of \$77/night + tax.

### Estimated Expense Total

Reviewed and Approved by Carol Leffew

Date

Reviewed and Approved by Will Minter

Date