

Plasma Expo Bus Expense Reimbursement

Thank you for attending the Plasma Expo with your students. We hope that they enjoyed interacting with scientists, learned some science in a memorable way, and had fun!

The Expo you attended is sponsored by the American Physical Society's Division of Plasma Physics with major contributions from the Department of Energy and contributing exhibitors. The bus expenses are reimbursed from a grant administered by Dr. Arturo Dominguez at PPPL.

The bus reimbursement makes it possible for more students to attend. If your district would like to request reimbursement, please follow the instructions below. We will reimburse invoices billed as completely as our budget allows after the deadline listed below.

Expo bus reimbursement directions

- **Evaluations of the activity (for teachers and students) will be distributed electronically after the event. Please participate so that we can report to our funding agencies.**
- Please send only one invoice for bus reimbursement per school or district.
- On this invoice, list **the number of students and buses** that were utilized. List the mileage and the names of the drivers if possible.
- List the date the buses were used (10/24/19 or 10/25/19).
- List the amount per bus.
- Describe to whom we should make the check payable, where to mail payment, and to whose attention. **The payee must be a school or district.**
- List a **contact person** and number/email in case questions arise. (Questions not resolved by January 20, 2020 will halt reimbursement).
- Send this invoice by the **deadline of December 14, 2019 by mail or email** to

**Plasma Exposition Bus reimbursement
ATTN: Deedee Ortiz-Arias
Science Education Department, PPPL
PO Box 451
Princeton, NJ 08542-0451**

Or send a high quality scan to: dortiz@pppl.gov