

OHIO DEPARTMENT OF TRANSPORTATION
OFFICE OF CONTRACTS, DBE SERVICES

DBE EDUCATIONAL/TRAINING REIMBURSEMENT
APPLICATION FOR PRE-APPROVAL

Instructions: This reimbursement application **must be accompanied by supporting documentation (i.e. educational/training description and employee W-2 form) thirty (30) days prior to commencement.** Return completed application to the Ohio Department of Transportation, Office of Contracts, DBE Services Section, 1980 West Broad Street, Columbus, Ohio 43223. If you need assistance in completing this application, please call (800) 459-3778 or (614) 466-3209, Fax Number (614) 728-2078.

Company Name Federal Tax ID # or S.S.#

Company Address

City State Zip

Company Telephone Number Company Fax Number

Employee Name Title

Seminar, Conference or Learning Institution Name

City State Dates of Activity

SUMMARY OF EXPENSES

Registration Fees \$ _____
Books/Materials \$ _____
Lodging \$ _____ \$50.00 x _____ Persons _____ Nights
Total \$ _____

Employee Signature Date

Company Owner Signature Date