

LILAC|CIVIC ENGAGEMENT  
TRANSPORTATION EXPENSE REIMBURSEMENT REPORT

FOR **PROTESTS, RALLIES, & COMMUNITY ORGANIZING EVENTS**

Name of Student: \_\_\_\_\_

Bryn Mawr College ID #: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*Students receive reimbursement for 100% of travel expenses to and from protests, rallies and community organizing events in which they actively participate. Please describe the type of transportation expense, ie. train/bus/subway/tolls /metered parking. If traveling by personal car, record number of miles driven and calculate the cost at 54.5 cents per mile. ATTACH ALL RECEIPTS!!*

Date	Name of Organization Coordinating Event	Location: Address, City, & State	Description of Travel Expenses	Mileage (# of miles)	Cost
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

Total Reimbursement:       \$ \_\_\_\_\_

*Please note: The maximum amount of transportation reimbursement a student may receive per semester is \$416.00.*

**Deadlines for Fall 2018**

**Submit form and receipts to CE:**

- September 19, 2018 by Noon
- October 24, 2018 by Noon
- November 16, 2018 by Noon
- December 12, 2018 by Noon

**Payment Issued:**

- October 1, 2018
- November 5, 2018
- December 3, 2018
- January 4, 2019

***\*Reimbursement requests will not be accepted after the December 12, 2018 deadline.\****

Check here if you have direct deposit: \_\_\_\_\_ If you do not have direct deposit, please provide:

**Campus Mail Box #:** \_\_\_\_\_ **OR US Mail Address:** \_\_\_\_\_

- I certify the following:
1. I incurred the above expenses as a participant in a protest, rally or community organizing event. The reported travel expenses are substantiated by the attached, original, itemized receipts which indicate method of travel and amount of payment.
  3. No portion of the claimed travel expenses has or will be reimbursed from other sources.
  4. Expenses adhere to the College's travel policy and guidelines. Exceptions to the policy have been approved for the following reason(s) as described below:
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Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Questions? Contact Sydney Robertson, srobertso1@brynmawr.edu; 610 526-7320)*