FOR **INDIVIDUAL COMMUNITY SERVICE VOLUNTEERS**

Name of Student: ____________________________________________

Bryn Mawr College ID #: _________ Telephone Number: ______________ E-Mail: _______________

**Students receive reimbursement for 50% of travel expenses to and from their field sites. 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!!**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Organization</th>
<th>Location: Address, City, &amp; State</th>
<th>Description of Travel Expenses</th>
<th>Mileage (# of miles)</th>
<th>Cost</th>
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Subtotal: $ ______

50% of subtotal = Total Reimbursement: $ ______

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

**Deadlines for Spring 2018**

**Submit request form to CE:**

January 25, 2018 by Noon
February 22, 2018 by Noon
March 22, 2018 by Noon
April 26, 2018 by Noon
May 23, 2018 by Noon

**Payment Issued:**

February 5, 2018
March 5, 2018
April 2, 2018
May 7, 2018
June 4, 2018

*Reimbursement requests will not be accepted after the May 23, 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 have provided to the CEO a letter on letterhead from the organization listed above that indicates my work as a volunteer.
2. I incurred the above expenses as a community service volunteer or unpaid intern. 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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Signature and Date: ___________________________

? Sydney Coppola scoppola@bmc, x7320