CAREER & CIVIC ENGAGEMENT CENTER
TRANSPORTATION EXPENSE REIMBURSEMENT REPORT

FOR PRAXIS STUDENTS

Name of Student Volunteer: ________________________________ Campus Mail Box #: _____
Bryn Mawr College ID #: __________ Telephone Number: ______________ E-Mail: _____________
Praxis Course: ____________________________________________
Praxis Coordinator:________________________________________

Praxis students are eligible for reimbursement of 100% of travel expenses between campus and their field sites. The maximum amount of transportation reimbursement a student may receive per semester is $416.00.

SEE SPRING 2022 PRAXIS DEADLINES ON THE REVERSE SIDE OF THIS FORM

FOR TRAVEL ON PUBLIC TRANSPORTATION, USE TABLE 1, BELOW:
Itemize each portion of your trip on a separate line. Attach your Septa Key statement and highlight the trips for which you are requesting reimbursement.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Field Site</th>
<th>Field Site Location: Address, City, &amp; State</th>
<th>Method of Public Transportation (Train, Bus, Trolley, etc.)</th>
<th>Cost</th>
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TOTAL REIMBURSEMENT REQUEST FOR TABLE 1: $________

FOR TRAVEL IN PERSONAL VEHICLE OR RIDESHARE SERVICE, USE TABLE 2, BELOW:
*Civic Engagement uses the IRS Standard Mileage Rate of .585 cents per mile to reimburse students traveling by personal vehicle or rideshare. For each trip, record the number of miles traveled and then multiply that number by .585 to calculate your reimbursement rate for that trip. *Rideshare trips are eligible for reimbursement for mileage only, not for the full amount charged for a trip. For rideshare trips, include full trip receipts. For trips in personal vehicle, include a map of your route.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Field Site</th>
<th>Field Site Location: Address, City, &amp; State</th>
<th>Method of Transportation: (Personal vehicle or Rideshare Service)</th>
<th>Mileage Between campus and field site</th>
<th>Multiply the trip’s mileage by .585 to calculate your reimbursement rate:*</th>
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TOTAL REIMBURSEMENT REQUEST FOR TABLE 2: $________

Total from Table 1: $_____ plus total from Table 2: $_____ = Total request amount: $ _____

You must read and sign the reverse side of this form to complete your reimbursement request.
FOR PRAXIS STUDENTS

Name of Student Volunteer: ________________________________

Check here if you have direct deposit: _____

If you do not have direct deposit, provide: Campus Mail Box #: ________________ OR

US Mail Address: ____________________________________________

I certify the following:
1. I have completed and turned in a Praxis Fieldwork Agreement to the Praxis Program.
2. I incurred the above expenses as a student currently enrolled in a Praxis class at Bryn Mawr College. 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:

Payee’s/Traveler’s Signature: _______________________________________ Date: __________________

DEADLINES FOR SPRING 2022

Email form and receipts to srobertso1@brynmawr.edu by: Payment Issued:

February 23, 2022 by Noon March 7, 2022
March 23, 2022 by Noon April 4, 2022
April 20, 2022 by Noon May 2, 2022
**May 18, 2022 by Noon June 6, 2022

**Note for May reimbursement requests: In order for the Controller’s Office to comply with IRS regulations, students who are graduating or who are completing their post-bac program in May must submit a completed W9 to Civic Engagement with their May 2022 transportation reimbursement request. The IRS W9 form is available online and is also linked on our transportation reimbursement webpage (see below).

**Reimbursement requests will not be accepted after the May 18, 2022 Noon deadline.

Questions about Praxis travel reimbursement? See our policies here: https://www.brynmawr.edu/career-civic/student-funding-and-resources/transportation-reimbursement