

CAREER & CIVIC ENGAGEMENT CENTER  
TRANSPORTATION REIMBURSEMENT REQUEST INTAKE REPORT

*FOR INDIVIDUAL COMMUNITY SERVICE VOLUNTEERS*

In order to request transportation reimbursement, you must first

1. Complete this form and return it to Civic Engagement
2. Provide Civic Engagement with a letter from your supervisor at your host organization confirming your role as an unpaid intern or volunteer.

**Student's Information**

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Class Year \_\_\_\_\_

Email Address \_\_\_\_\_

Major \_\_\_\_\_

**Host Organization's Information**

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Title \_\_\_\_\_

Supervisor's Email Address \_\_\_\_\_

**How many hours will you be volunteering per week at the organization?** \_\_\_\_\_

**How will you travel to your site?** \_\_\_\_\_

*Example: SEPTA, personal vehicle, rideshare service*

**How did you learn about this volunteer/internship opportunity?** \_\_\_\_\_

**What is your responsibility at the organization?** \_\_\_\_\_

**This internship or volunteer opportunity is unpaid.**

Yes  No

*Note: only unpaid internships/volunteer opportunities are eligible for transportation reimbursement.*

***Form continues on reverse***

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**Which issues you will be working with at your organization? (Select all that apply)**

- |   |  |
|---|--|
| <input type="checkbox"/> At risk youth                                      | <input type="checkbox"/> Addiction/Substance Abuse         |
| <input type="checkbox"/> Health   | <input type="checkbox"/> Human Trafficking                 |
| <input type="checkbox"/> Environment/Sustainability                         | <input type="checkbox"/> Election/Voter Registration       |
| <input type="checkbox"/> Children and Youth                                 | <input type="checkbox"/> Research/Data Science             |
| <input type="checkbox"/> Women's Health/Reproductive Rights/Maternal Health | <input type="checkbox"/> Activism/Organizing               |
| <input type="checkbox"/> Education  | <input type="checkbox"/> Economics/Financial Literacy/VITA |
| <input type="checkbox"/> Food Insecurity/Hunger                             | <input type="checkbox"/> Domestic Violence/Sexual Assault  |
| <input type="checkbox"/> Housing/Homelessness                               | <input type="checkbox"/> LGBTQ+ Issues/Outreach            |
| <input type="checkbox"/> Special Needs                                      | <input type="checkbox"/> Seniors/Older Adults              |
| <input type="checkbox"/> Other _____  |  |

**Have you had previous experience with this type of work or organization?**

Yes  No

**Was an orientation provided to you by the organization?**

Yes  No

**Would you like to meet with a Civic Engagement staff member to discuss options like Praxis, Community Based Work Study, and/or summer internships as a way of continuing your work in this/these interest areas?  Yes  No**

If Yes, check all that apply:

- Community Based Work Study  
 Summer Internships  
 Continuing Volunteer experience  
 Praxis

**Please circle one rating for each item regarding your goals as related to your volunteer internship experience: (1 – 4 scale= Strongly agree, agree, disagree, strongly disagree)**

I hope to experience personal growth as a result of this experience. 1 2 3 4

I hope to connect this experience with my academic field of study. 1 2 3 4

I hope to address a community need through direct service with this organization. 1 2 3 4

I hope to increase my knowledge and understanding of the local community and its challenges and assets. 1 2 3 4

Questions about travel reimbursement for individual volunteer service? See our policies here:  
<https://www.brynmawr.edu/career-civic/student-funding-and-resources/transportation-reimbursement>

Still have questions? Email Lisa Armstrong at [ljarmstron@brynmawr.edu](mailto:ljarmstron@brynmawr.edu)