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, i.e. train/bus/subway/tolls/metered parking. If traveling by personal car, record number of miles driven and calculate the cost at 58 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Fall 2019**

**Submit form and receipts to**

**Civic Engagement in Dolwen, Cambrian Row:**

Payment Issued:

- September 25, 2019 by Noon: October 7, 2019
- October 23, 2019 by Noon: November 4, 2019
- November 18, 2019 by Noon: December 2, 2019
- December 12, 2019 by Noon: January 6, 2020

Reimbursement requests will not be accepted after the December 12, 2019 Noon 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: ________________________________