FOR PROTESTS, RALLIES, & COMMUNITY ORGANIZING EVENTS

Name of Student: ____________________________ Campus Mail Box #: _____
Bryn Mawr College ID #: ________ Telephone Number: ____________ E-Mail: ________________

Students are eligible for reimbursement for 100% of travel expenses between campus and protests, rallies and community organizing events in which they actively participate. The maximum amount of transportation reimbursement a student may receive per semester is $416.00.

SEE FALL 2022 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, using extra sheets if necessary. Attach all receipts or your Septa KeyCard statement with your activism trips highlighted.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Organization Coordinating Event</th>
<th>Organization 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 RIDE SHARE SERVICE, USE TABLE 2, BELOW:
*Civic Engagement uses the IRS Standard Mileage Rate of .625 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 .625 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 Organization Coordinating Event</th>
<th>Organization Location: Address, City, &amp; State</th>
<th>Method of Transportation: (Personal vehicle or Rideshare Service)</th>
<th>Mileage Between campus and Organization</th>
<th>Multiply the trip’s mileage by .625 to calculate your reimbursement rate: *</th>
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</table>

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 PROTESTS, RALLIES, & COMMUNITY ORGANIZING EVENTS

Name of Student: ________________________________________

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 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.
2. No portion of the claimed travel expenses has or will be reimbursed from other sources.
3. 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 FALL 2022

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

   Payment Issued:

   September 21, 2022 by Noon   October 3, 2022
   October 26, 2022 by Noon      November 7, 2022
   November 17, 2022 by Noon     December 5, 2022
   December 14, 2022 by Noon     January 3, 2023

Questions about travel reimbursement for protests, rallies and community organizing events? See our policies here: https://www.brynmawr.edu/career-civic/student-funding-and-resources/transportation-reimbursement

Still have questions? Contact us at ceo@brynmawr.edu