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

<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 .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 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 .625 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 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 Praxis travel reimbursement? See our policies here:
https://www.brynmawr.edu/career-civic/student-funding-and-resources/transportation-reimbursement
Still have questions? Email ceo@brynmawr.edu