

CAREER & CIVIC ENGAGEMENT CENTER
TRANSPORTATION EXPENSE REIMBURSEMENT REPORT

FOR INDIVIDUAL COMMUNITY SERVICE VOLUNTEERS

Name of Student: _____ Campus Mail Box #: _____

Bryn Mawr College ID #: _____ Telephone Number: _____ E-Mail: _____

Students involved in individual community service are eligible for reimbursement of 50% of travel expenses between campus and their field sites. The maximum amount of transportation reimbursement a student may receive per semester is \$416.00. Before requesting reimbursement, individual community service volunteers must complete our intake form and have a field site supervisor's letter on file with Civic Engagement.

SEE MONTHLY 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 community service trips highlighted.

<u>Date</u>	<u>Name of Organization</u>	<u>Organization Location: Address, City, & State</u>	<u>Method of Public Transportation (Train, Bus, Trolley, etc.)</u>	<u>Cost</u>
				\$
				\$
				\$
				\$
				\$

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.

<u>Date</u>	<u>Name of Organization</u>	<u>Organization Location: Address, City, & State</u>	<u>Method of Transportation: (Personal vehicle or Rideshare Service)</u>	<u>Mileage Between campus and Organization</u>	<u>Multiply the trip's mileage by .625 to calculate your reimbursement rate:*</u>
					\$
					\$
					\$
					\$
					\$

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.

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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 have provided to the Civic Engagement 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:

Payee's/Traveler's Signature: _____ Date: _____

DEADLINES FOR FALL 2023

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

September 22, 2023 by Noon
October 27, 2023 by Noon
November 17, 2023 by Noon
December 12, 2023 by Noon

Payment Issued:

October 2, 2023
November 7, 2023
December 4, 2023
January 2, 2024

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

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 ceo@brynmawr.edu