

CAREER & CIVIC ENGAGEMENT CENTER
TRANSPORTATION EXPENSE REIMBURSEMENT REPORT

FOR COMMUNITY BASED WORK STUDY STUDENTS

Name of Student: _____ Campus Mail Box #: _____
 Bryn Mawr College ID #: _____ Telephone Number: _____ E-Mail: _____
 CBWS Work Site: _____
 CBWS Supervisor: _____

CBWS students are eligible for reimbursement of 100% of travel expenses between campus and their work sites.
 The maximum amount of transportation reimbursement a student may receive per semester is \$416.00.

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 CBWS 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 .67 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 .67 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 .67 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 incurred the above expenses as a student currently participating in the Community Based Work Study Program 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.
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 SPRING 2024

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

January 24, 2024 by Noon
February 21, 2024 by Noon
March 20, 2024 by Noon
April 24, 2024 by Noon
***May 8, 2024 by Noon

Payment Issued:

February 5, 2024
March 4, 2024
April 1, 2024
May 6, 2024
June 3, 2024

****Note for May 8 reimbursement requests:**

In order for the Controller's Office to comply with IRS regulations, students who are graduating or who are completing their post-bac program in May must submit a completed W9 to Civic Engagement with their May 8 transportation reimbursement request. The IRS W9 form is available online and is also linked on our transportation reimbursement webpage (see below).

****Reimbursement requests will not be accepted after the May 8, 2024 Noon deadline.**

Questions about CBWS travel reimbursement? See our policies here:

<https://www.brynmawr.edu/career-civic/student-funding-and-resources/transportation-reimbursement>

Still have questions? Email us at cbws@brynmawr.edu