

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: \_\_\_\_\_

*As a pilot program for the Spring 2024 semester, Civic Engagement is offering 100 percent transportation reimbursement for individual student volunteers and unpaid interns for travel between January 22, 2024 and May 3, 2024. Students involved in individual community service are eligible for reimbursement of 100% of travel expenses between campus and their field sites for trips that occur during the semester. 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:<br/>Address, City, &amp; State</u> | <u>Method of Public Transportation<br/>(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:<br/>Address, City, &amp; State</u> | <u>Method of Transportation:<br/>(Personal vehicle or Rideshare Service)</u> | <u>Mileage<br/>Between<br/>campus and<br/>Organization</u> | <u>Multiply the trip's<br/>mileage by .67 to<br/>calculate your<br/>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.**

SFOR INDIVIDUAL COMMUNITY SERVICE VOLUNTEERS

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 SPRING 2024**

**Email form and receipts to [srobertso1@brynmawr.edu](mailto: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 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](mailto:ceo@brynmawr.edu)