**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 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 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 .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

<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 .67 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 SPRING 2024

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

January 24, 2024 by Noon  February 5, 2024
February 21, 2024 by Noon  March 4, 2024
March 20, 2024 by Noon  April 1, 2024
April 24, 2024 by Noon  May 6, 2024
***May 8, 2024 by Noon  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 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