

CAREER & CIVIC ENGAGEMENT CENTER  
TRANSPORTATION EXPENSE REIMBURSEMENT REPORT  
FOR COMMUNITY-BASED WORK STUDY STUDENTS

Name of Student: \_\_\_\_\_  
Bryn Mawr College ID #: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
CBWS Work Site: \_\_\_\_\_  
CBWS Supervisor: \_\_\_\_\_

*Full-time Bryn Mawr undergraduate students who are not on leave or studying abroad are eligible for a free public transportation pass, the SEPTA Key Card, for use during the academic year. Learn more [here](#).*

For travel that is not supported by the College's participation in SEPTA's Key Advantage UPass Program, students are eligible for reimbursement for 100% of travel expenses between campus and protests, rallies and community organizing events in the Philadelphia area in which they actively participate. The maximum amount of transportation reimbursement a student may receive per semester is \$416.00.

**FALL 2026 REIMBURSEMENT DEADLINES:**

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

Sept. 16, 2026 by Noon

Oct. 14, 2026 by Noon

Nov. 11, 2026 by Noon

**Payment Issued:**

Oct. 5, 2026

Nov. 2, 2026

Dec. 7, 2026

**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 activism trips highlighted.

| <u>Date</u> | <u>Name of Field Site</u> | <u>Field Site 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:**

| <u>Date</u> | <u>Name of Field Site</u> | <u>Field Site Location:<br/>Address, City, &amp; State</u> | <u>Method of Transportation:<br/>(Personal vehicle or<br/>Rideshare Service)</u> | <u>Mileage<br/>Between<br/>campus and<br/>field site</u> | <u>Multiply the trip's<br/>mileage by .76 to<br/>calculate your<br/>reimbursement rate:*</u> |
|-------------|---------------------------|------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------|
|             |                           |                                                            |                                                                                  |                                                          | \$                                                                                           |
|             |                           |                                                            |                                                                                  |                                                          | \$                                                                                           |
|             |                           |                                                            |                                                                                  |                                                          | \$                                                                                           |
|             |                           |                                                            |                                                                                  |                                                          | \$                                                                                           |
|             |                           |                                                            |                                                                                  |                                                          | \$                                                                                           |
|             |                           |                                                            |                                                                                  |                                                          | \$                                                                                           |

**TOTAL REIMBURSEMENT REQUEST FOR TABLE 2: \$ \_\_\_\_\_**

**TOTAL REIMBURSEMENT REQUEST AMOUNT (Table 1 + Table 2): \$ \_\_\_\_\_**

\*Civic Engagement uses the IRS Standard Mileage Rate to reimburse students traveling by personal vehicle or rideshare. For each trip, record the number of miles traveled and then multiply that number by .76 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.

**Questions about travel reimbursement? See our policies here:**

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

**You must read and sign this form to complete your reimbursement request.**

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TRANSPORTATION EXPENSE REIMBURSEMENT REPORT

FOR *COMMUNITY-BASED WORK STUDY*

Name of Student: \_\_\_\_\_

Do you have direct deposit? \_\_\_\_\_

If you do not have direct deposit, provide:

Campus Mailbox #: \_\_\_\_\_ **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: \_\_\_\_\_