CAREER & CIVIC ENGAGEMENT CENTER
TRANSPORTATION EXPENSE REIMBURSEMENT REPORT
FOR *INDIVIDUAL COMMUNITY SERVICE VOLUNTEERS*

Name of Student: ______________________________

Bryn Mawr College ID #: __________________________

Telephone Number: ____________________________

E-Mail: _______________________________________

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 by:	**Payment Issued:**
Sept. 16, 2026 by Noon	Oct. 5, 2026
Oct. 14, 2026 by Noon	Nov. 2, 2026
Nov. 11, 2026 by Noon	Dec. 7, 2026

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.

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.

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

TOTAL REIMBURSEMENT REQUEST FOR TABLE 1: $________

FOR TRAVEL IN PERSONAL VEHICLE OR RIDESHARE SERVICE, USE TABLE 2, BELOW:

Date	Name of Organization	Organization Location: Address, City, & State	Method of Transportation: (Personal vehicle or Rideshare Service)	Mileage Between campus and Organization	Multiply the trip's mileage by .76 to calculate your reimbursement rate:*
					$
					$
					$
					$
					$

TOTAL REIMBURSEMENT REQUEST FOR TABLE 2: $_______

TOTAL REIMBURSEMENT RESQUEST 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

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

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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 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:___________________