

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: _____

[Learn about Bryn Mawr College's participation in SEPTA's Key Advantage UPass Program!](#)

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.

For travel that is not supported by the College's participation in SEPTA's Key Advantage UPass Program, students involved in individual community service 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.

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: 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 bottom 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 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 2025

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

February 12, 2025 by Noon
March 19, 2025 by Noon
April 16, 2025 by Noon
**May 14, 2025 by Noon

Payment Issued:

March 3, 2025
April 7, 2025
May 5, 2025
June 2, 2025

****Note for May 14 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 14, 2025 Noon deadline.**

<https://www.brynmawr.edu/inside/offices-services/career-civic-engagement-center/funding-opportunities/funding-academic-year-opportunities>