

CAREER & CIVIC ENGAGEMENT CENTER
TRANSPORTATION EXPENSE REIMBURSEMENT REPORT

FOR PRAXIS STUDENTS

Name of Student Volunteer: _____ Campus Mail Box #: _____
 Bryn Mawr College ID #: _____ Telephone Number: _____ E-Mail: _____
 Praxis Course: _____
 Praxis Coordinator: _____

[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, 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.

<u>Date</u>	<u>Name of Field Site</u>	<u>Field Site 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 Field Site</u>	<u>Field Site Location: Address, City, & State</u>	<u>Method of Transportation: (Personal vehicle or Rideshare Service)</u>	<u>Mileage Between campus and field site</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 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 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>