



CAREER & CIVIC  
ENGAGEMENT  
CENTER

BRYN MAWR COLLEGE

**TRANSPORTATION EXPENSE REIMBURSEMENT REPORT FOR FOR INDIVIDUAL COMMUNITY SERVICE VOLUNTEERS**

Name of Student: \_\_\_\_\_ Campus Mail Box #: \_\_\_\_\_

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

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.

**FALL 2024 DEADLINES**

**Email form and receipts to [vrobertso1@brynmawr.edu](mailto:vrobertso1@brynmawr.edu) by:**

September 25, 2024 by Noon  
October 23, 2024 by Noon  
November 19, 2024 by Noon  
December 12, 2024 by Noon

**Payment Issued:**

October 7, 2024  
November 4, 2024  
December 2, 2024  
January 2, 2025

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: \_\_\_\_\_

**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, &amp; 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, &amp; 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: \$ \_\_\_\_\_**

See our policies here: <https://www.brynmawr.edu/career-civic/student-funding-and-resources/transportation-reimbursement>  
Still have questions? Email [ceo@brynmawr.edu](mailto:ceo@brynmawr.edu)