



CAREER & CIVIC
ENGAGEMENT
CENTER

BRYN MAWR COLLEGE

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: _____

Check here if you have direct deposit: _____

If you do not have direct deposit, provide: Campus Mail Box #: _____ OR

US Mail Address: _____

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, 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.

FALL 2024 DEADLINES

Email form and receipts to srobertso1@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 completed and turned in a Praxis Fieldwork Agreement to the Praxis Program.
2. I incurred the attached 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: _____

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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: \$ _____