

FOR PROTESTS, RALLIES, & COMMUNITY ORGANIZING EVENTS

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

[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 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 are eligible for reimbursement for 100% of travel expenses between campus and protests, rallies and community organizing events in which they actively participate. The maximum amount of transportation reimbursement a student may receive per semester is \$416.00

SEMI-MONTHLY DEADLINES ON THE REVERSE SIDE OF THIS FORM

FOR TRAVEL ON PUBLIC TRANSPORTATION, USE TABLE

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 activism trips highlighted.

<u>Date</u>	<u>Name of Organization Coordinating Event</u>	<u>Organization Location: Address, City, & State</u>	<u>Method of Public Transportation (Train, Bus, Trolley, etc.)</u>	<u>Cost</u>
				\$
				\$
				\$

You must read and sign the reverse side of this form to complete your reimbursement request.

CAREER & CIVIC ENGAGEMENT CENTER
TRANSPORTATION EXPENSE REIMBURSEMENT REPORT

FOR PROTESTS, RALLIES, & COMMUNITY ORGANIZING EVENTS

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 incurred the above expenses as a participant in a protest, rally or community organizing event. The reported travel expenses are substantiated by the attached, original, itemized receipts which indicate method of travel and amount of payment.
2. No portion of the claimed travel expenses has or will be reimbursed from other sources.
3. 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 program in May must submit a completed W9 to Civic Engagement with their May 8 transportation reimbursement request. The IR 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/officeservices/careercivicengagementcenter/fundingopportunities/fundingacademyyearopportunities>