PROJECT CENTER - MILEAGE & FOOD REIMBURSEMENT REQUEST FORM

Student Name & Student ID #: _____ **Dept. / Team #:** _____

Student Email: _____ **Phone #** _____

Address, City, State & Zip: _____

Faculty Advisor Signature: _____ **Date:** _____

Faculty Advisor Printed Name: **Approved by Project Center:**

General Reimbursement Information

1. Food expenses will be reimbursed if a team has a site visit over 50 miles away from campus. Purchase receipt(s) must include restaurant's itemized list of food and drinks ordered, plus how you paid and the names of the team members who attended the meal. **Alcoholic beverages will not be reimbursed**.

2. You must submit reimbursement requests within 31 days of purchase. Any requests submitted after 31 days will not be reimbursed.

Mileage Reimbursement Information

1. The Project Center will reimburse teams for project-related travel. Please submit reimbursement request for no less than $25.00, **unless** that amount equals total spending for one month.

2. Reimbursements must be submitted by 4pm on the last business day of the month when travel occurred.

3. Teams must carpool whenever possible, if circumstances prevent this, no more than 2 drivers will be reimbursed for one same trip. If you did not carpool you must include explanation in the notes section below.

*Mileage is reimbursed at $58 cents/mile. Gas receipts will **NOT** be reimbursed.*

Instructions

1. Fill this form out completely.
2. Itemized receipts are required with this form.
3. For miles reimbursement: **attach a Google map with details of the trip from Start-to-Finish route and include the total miles traveled (all trips must start from SU Campus).**
4. Attach information about carpooling if applicable.
5. Have your project team faculty advisor sign the reimbursement.
6. Email the signed form and any other additional information to Jorge Vargas **vargasjorge@seattleu.edu**
7. A reimbursement check will be processed. Please allow 10 to 15 business days. The reimbursement check will be mailed to your current address or it will be available for pick up at the Project Center office.

Description of Food Purchase / Trip to:	Miles x $0.58	Food Cost	Cost (including tax)
		TOTAL:	

Notes: