

## WIC AFTER HOURS OVERNIGHT 2014 TRAVEL REIMBURSEMENT FORM

A travel reimbursement is available to partially offset travel expenses  
for some attendees

### TRAVEL REIMBURSEMENT CHART

The travel distance category and maximum \$ amount are based on one-way mileage between your home address  
and Rochester Institute of Technology  
(1 Lomb Memorial Dr. Rochester, NY 14623)

Traveling Distance: BASED ON PARTICIPANT HOME ADDRESS TO RIT	Maximum \$ amount of Reimbursement*
One way mileage of: 150-250 miles	\$100
One way mileage of: 250-500	\$300
Greater than 500 miles-including AK, HI and US Territories	\$500

- \$ AMOUNT IS A MAXIMUM AND WILL BE BASED ON SUBMITTED RECEIPTS AND/OR DOCUMENTED MILEAGE.
- If driving, no receipts are required. Round-trip mileage will be paid at a rate of \$.50/mile (up to a maximum amount)
- **Eligible Expenses Include:** For Participant only - Airline, Bus, Train (at coach rates), taxi or automobile mileage.
- **Expenses Not Included:** Hotel Expenses

### Travel Reimbursement Information

Participant Name: \_\_\_\_\_

Expected Reimbursement Amount: \_\_\_\_\_ Based on chart above

Form(s) of Transportation: \_\_\_\_\_

Copies of Receipts attached: \_\_\_\_\_ YES \_\_\_\_\_ NO

(If you are not driving and we do not have receipt copies. We **cannot** process the travel reimbursement.)

**FYI: Payment will be sent to you after the event and could take  
30-60 days to process.**

Reimbursement Check to be made payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent email: \_\_\_\_\_

Student email: \_\_\_\_\_

Note: This form **cannot be processed** without the completion and inclusion of the W-9 and copies of the receipts.  
**Please bring W-9 and receipts with you to Program Check-In**