

WE Retreat

Travel Subsidy Form Instructions

A TRAVEL REIMBURSEMENT IS AVAILABLE FOR SOME ATTENDEES TO PARTIALLY OFFSET TRAVEL EXPENSES

TRAVEL SUBSIDY ELIGIBILITY CHART

Your Home State	<u>MAXIMUM \$ AMOUNT OF REIMBURSEMENT*</u>
CT, MA, MD, MI, NH, NJ, OH, PA, RI, VT, Washington DC, The following NY counties: Bronx, Clinton, Essex, Franklin, Kings, Nassau, New York, Queens, Richmond, Rockland, Suffolk, St. Lawrence, Westchester	Up to \$100
DE, IL, IN, KY, ME, NC, SC, TN, VA, WI, WV	Up to \$200
AL, AR, FL, GA, IA, KS, MN, MO, MS, NE	Up to \$300
AK, AZ, CA, CO, HI, ID, LA, MT, ND, NM, NV, OK, OR, Puerto Rico, SD, TX, UT, WA, WY	Up to \$500

REQUIREMENTS CHECKLIST FOR REIMBURSEMENT

- ┆ *W-9 Form*
- ┆ *Travel Receipts for eligible expenses**
- ┆ *Completed Travel Subsidy Form*

ELIGIBLE EXPENSES INCLUDE *

- The Student's main mode of transportation, to include: airline ticket, bus ticket, train ticket (all at coach rates from local transportation hub to Rochester, NY) OR driving personal vehicle (roundtrip mileage reimbursed)
- 1 participant checked bag, where applicable
- Participant taxi/shuttle rides (from the Rochester terminal/ transportation hub to RIT campus and back)

EXPENSES NOT INCLUDED

Hotel expenses, food while traveling, parent/guardian travel, car rental, transportation or mileage from home to local transportation hub.

ADDITIONAL DETAILS

- \$ Amount is a **maximum** allowed
- Actual reimbursement total will be based on **submitted** receipts and /or **documented** mileage
- Ticket receipts need to indicate **participant name** with detailed flight/ticket information identified
- Maximum \$ Amount is for **participant expenses only**
- If main mode of transportation is personal vehicle then roundtrip mileage will be paid at rate of \$.50/mile up to the maximum reimbursement amount. The shortest distance route from home address to Rochester Institute of Technology (1 Lomb Memorial Dr. Rochester, NY 14623) will be used. You must provide proof of driving by providing some fuel receipts or toll receipts along the route.

All receipts and documents are due to WE@RIT two weeks after the event date. Items received later will not be considered for reimbursement. Please allow 60 days for processing (late June)

TRAVEL SUBSIDY FORM

Please print legibly to avoid delays in processing

Participant Name: _____

Reimbursement check to be made payable to: _____

This **clearly printed** name should be the same name listed on the W-9 form

Send Reimbursement to: Name: _____

Street Address: _____

City, State, Zip code: _____

ADDITIONAL INFORMATION

Main Mode of Transportation used to get to RIT: _____

If within New York State, County: _____

Phone: (_____) _____ - _____ (To use in case of questions)

Parent Email: _____

Student Email: _____

HAVE YOU COMPLETED AND SUBMITTED THE FOLLOWING?

All 3 forms are required by the following two weeks of the event for reimbursement consideration

┌ *W-9 Form*

┌ *Attached or Emailed Travel Receipts for eligible expenses**

┌ *Travel Subsidy Form*

****NOTE:** Payment will be sent to you after the event and could take up to 60 days from submission deadline to process (late June)**