

2020 SEP Transportation Reimbursement Application

Classroom Partnership Program

Our current budget allows us to reimburse up to \$50 per volunteer. This amount is intended to offset the travel expenses incurred by this program, please contact your program coordinator for consideration about that amount.

Receipts need to be provided for the expenses.

Reimbursements will be done through My Expense.

We can only consider costs incurred for travel to and from your home/work to your volunteer site.

IMPORTANT NEW 2020 GUIDELINES:

1. You **MUST** submit your reimbursement documents within 45 days of accruing the cost.
 2. Use CASH or DEBIT/CREDIT to purchase your transportation (gift cards will NOT be refunded)
 3. Cost will be reimbursed directly to your paycheck. (We no longer reimburse via Bear Hugs).
- Following submitting this application you must delegate our administrative assistant as a delegate on MyExpense. In order to get a reimbursement from SEP, **you must add our administrative assistant as a delegate on MyExpense.** We cannot process your payment otherwise. To do this

Login to MyAccess - <https://myaccess.ucsf.edu/landing>

Go to "My Expense" under the *Applications* tab

Click on the person in the right hand corner to go to "Profile Settings"

Under *Expense Settings* in the left column click "Expense Delegates"

Click "Add" and type "Solange Arbesu-Sala"

Check all the boxes: "Can Prepare, Can Submit Reports, Can View Receipts"

Name:	Email:
Phone:	Campus location:
Home address:	Your SEP coordinator (if known): _____
School where you volunteered:	
If start point or end point is home, please select reason why:	
<input type="checkbox"/> lesson took place before or after work day	
<input type="checkbox"/> home location is closer to volunteer site	
<input type="checkbox"/> other (please explain):	

Transportation expenses: please include receipts when available		
	Description	Amount
<input type="checkbox"/> Rental car (provide receipt)		
<input type="checkbox"/> Mileage	Start Point (address): End Point (address):	
<input type="checkbox"/> Parking (provide receipt except parking meter)		
<input type="checkbox"/> Public transit		
<input type="checkbox"/> Other		

Return this form to Solange Arbesu-Sala at Solange.Arbesu-Sala@ucsf.edu
or by mail to SEP/UCSF Box 0905, 100 Medical Center Way, SF 94143