2020 SEP Transportation Reimbursement Application
Classroom Partnership Program

Your current budget allows us to reimburse up to $50 per volunteer. This amount is intended to offset 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:

☐ lesson took place before or after work day
☐ home location is closer to volunteer site
☐ other (please explain):

Transportation expenses: please include receipts when available

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental car (provide receipt)</td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td></td>
</tr>
<tr>
<td>Start Point (address):</td>
<td></td>
</tr>
<tr>
<td>End Point (address):</td>
<td></td>
</tr>
<tr>
<td>Parking (provide receipt except parking meter)</td>
<td></td>
</tr>
<tr>
<td>Public transit</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

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