



Save Form

Dean's Office
University of Pennsylvania Course - Travel Reimbursement
2024-2025

Student Name _____ Student ID# _____

UPenn Course _____

Class meets on: [] Monday [] Tuesday [] Wednesday [] Thursday [] Friday

NOTE: All receipts/ticket stubs must be attached and submitted with the Student Travel Reimbursement Form.

Class date traveled: Train fare cost: Mileage: max. 20 miles at \$.67 cents/mile=\$13.40/class

Table with 3 columns: Class date traveled, Train fare cost, and Mileage. Each row includes a checkbox for 'Traveled by car on this date'.

Total # of trips _____

TRAIN: _____ MILEAGE: _____ TOTAL: _____

[] I understand that checking this box constitutes my signature confirming that the above information is being submitted as documentation of my request for reimbursement and is a factual accounting of my travel.

Maximum Reimbursement Allowance per semester for class that meets: 1 day/week = \$200 2 days/week = \$325 3 or more days/week = \$475