



Gas/Mileage Reimbursement Form

CSIC
75 Keaney Road
Kingston, RI 02881
Phone: 401-874-2732 Fax: 401-874-5901

TEAM: _____ Today's Date: _____

Driver's Name: _____

Destination Name : _____

Destination Address: _____

Departure Date: _____ Return Date: _____

Departure Time: _____ Return Time: _____

Purpose of Trip: _____

Type of Vehicle Used: Private Vehicle Rental Vehicle Team Vehicle

Names of ALL Club Members Traveling in Vehicle:

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

7. _____ 8. _____ 9. _____

10. _____ 11. _____ 12. _____

Private Vehicles Only (see page 2 for common destinations)
Roundtrip Mileage: _____ x \$0.30/mile = \$ _____

Rental/Team Vehicles Only
Gas Received: \$ _____

Tolls/Parking Received: \$ _____

Total: \$ _____

Approval
Signature: _____ Date: _____
Coordinator of Club Sports

Common Club Sports Destinations

| Location | Roundtrip Mileage | Reimbursement Amount |
|------------------------------|-------------------|----------------------|
| Salve Regina | 35.8 | \$10.74 |
| RWU | 54.5 | \$16.35 |
| JWU | 58.1 | \$17.43 |
| Brown | 59.9 | \$17.97 |
| Providence College | 62.7 | \$18.81 |
| USCGA | 71.3 | \$21.39 |
| Conn College | 71.5 | \$21.45 |
| Bryant | 76.2 | \$22.86 |
| Dartmouth | 91.1 | \$27.33 |
| UCONN | 107 | \$32.10 |
| Bridgewater State University | 132 | \$39.60 |
| UMass Boston | 151 | \$45.30 |
| BC | 153 | \$45.90 |
| Northeastern | 156 | \$46.80 |
| Yale | 163 | \$48.90 |
| MIT | 163 | \$48.90 |
| Harvard | 164 | \$49.20 |

| Location | Roundtrip Mileage | Reimbursement Amount |
|------------------------|-------------------|----------------------|
| Tufts | 169 | \$50.70 |
| Merrimack College | 206 | \$61.80 |
| Fairfield University | 207 | \$62.10 |
| UMass Amherst | 235 | \$70.50 |
| Stony Brook University | 241 | \$72.30 |
| UNH | 287 | \$86.10 |
| Bowdoin | 422 | \$126.60 |
| Drexel University | 504 | \$151.20 |
| University of Delaware | 580 | \$174.00 |
| UVM | 586 | \$175.80 |
| MMA | 643 | \$192.90 |
| Syracuse University | 669 | \$200.70 |
| Oswego | 730 | \$219.00 |
| USNA | 742 | \$222.60 |
| Penn State | 782 | \$234.60 |
| University of Buffalo | 945 | \$283.50 |

CSIC Travel Reimbursement Policies:

All travel must be approved in advance by the Coordinator of Club Sports

- 1.) Private vehicles will be reimbursed at a rate of \$0.30/mile. Gasoline purchased for rental vehicles will be reimbursed by receipt only. Original receipts must be turned in to the club sports office
- 2.) All Reimbursement Forms must be submitted within five (5) business days after trip completion. Travel Request Forms submitted after the due date will not be honored.
- 3.) Private vehicles for Club Sports team travel MUST be covered adequately by the owner for public liability insurance protection.
- 4.) Tolls/parking receipts will be reimbursed by receipt.
- 5.) The Coordinator of Club Sports reserves the right to accept or deny any Travel Request Form.