

The Community Engagement Center strives to support students in many ways including reimbursements for clearance, transportation or mileage and CEC staff approved purchased made by a student. **Please fill out this form in its entirety to receive any reimbursements from the CEC.** *Please submit all reimbursement documents to Jackie Contreras- Jackie_Contreras@pitzer.edu*

All reimbursements must include the following:

1. A receipt of any purchases made on behalf of the CEC. (ie. Site clearance, Lyft/Uber/Taxi receipts, Bus/Train tickets.)
2. If you are turning in a reimbursement for mileage, please include a **Mileage Reimbursement Form and a map of the locations** you traveled to. When calculating your mileage please make sure you are starting your trip from Pitzer's campus. **No gas receipts will be accepted.**
3. Please submit this form with your receipts, mileage forms or clearance packets for reimbursement. Reimbursements may take one to two weeks to be processed so plan accordingly.
4. Reimbursements must be submitted no longer than 2 weeks past the end of the semester. Spring reimbursements must be submitted before the end of our fiscal year (6/30) or you it will not be reimbursed to you.

Please fill out the following to receive your reimbursement promptly

Full Name _____ **Student ID No.** _____ **Date** _____

Course and Site name: _____

Home Campus/Off-Campus Address: (Please include Mailbox No. if you are living On-Campus)(Street, City, State, Zip code)

Email _____ **Cell Phone No.** _____

Please select one of the following: (For multiple unrelated reimbursements you may circle more than one)

Transportation

Site Clearance

** Any reimbursement may take up to two weeks to process, plan accordingly. (Due to Covid, reimbursements may take up to 3 weeks)

***Reimbursements turned in before extended breaks (i.e. winter, spring and summer break) may take up to 3 weeks to process, please plan accordingly.