

**Rice University School of Social Sciences
Gateway Practica Off-Campus Travel Reimbursement Form**

Your form and all necessary receipts/attachments must be received by 5:00 pm on the dates listed below for processing. All requests should be submitted to Mr. Alex Wyatt, Assistant Director of Gateway, in person at Baker Hall 180 – J or (preferred) by campus mail to MS – 27.

Reimbursement cannot be processed if the receipts are not included.

Deadlines for Reimbursement 2017 – 2018

Sept. 25, 2017 Oct. 30, 2017 Nov. 27, 2017 Dec. 18, 2017
Jan. 29, 2017 Feb. 26, 2017 Mar. 26, 2017 Apr. 30, 2017

Name: _____

Email: _____

Practicum Enrollment (please circle one):

SOSC 405 – Law Practicum	SOSC 406 – Judicial Practicum
SOSC 444 – Consulting Practicum	HUMA 402/403 – Medical Humanities Internship <i>Section 002 (Social Sciences) Only</i>

Reimbursement Type (check all that apply):

Taxi Cab/Uber ZipCar Toll Fees Mileage on a personal vehicle

For Taxi Cab/Uber, ZipCar, and Toll Fees: original receipts **MUST** be attached.

For mileage reimbursement* on a personal vehicle: a Google map with directions to your practicum site with total mileage listed **MUST** be attached.

* **Gateway** will use the standard mileage rate determined by the IRS.

This information can be found at: http://www.professor.rice.edu/professor/IRS_Mileage.asp

Total reimbursement requested (Taxi Cab/Uber, ZipCar, and Toll Fees) = \$____.____

Total mileage on a personal vehicle requested = _____ miles

Signature _____

Date ____/____/____