



Instructions for filling out the Mileage Form Payment Request

Please fill out the payment request form on the following page to be reimbursed for your travel. Your travel plans must be arranged in advance. The Appalachian STEM Academy (ASA) will arrange for the participant to travel in one of the following ways based on the answers you provide on your Travel Information Form:

1. You will ride in a personal vehicle and be reimbursed for mileage as follows:
 - a. **Arrival Mileage:** One one-way trip from your home address to **Knoxville, TN** at the start of the program.
 - b. **Departure Mileage:** One one-way trip from your home address to **Oak Ridge, TN** to pick up the student at the end of the program.
 - c. **Distance must be more than 50 miles each way** to qualify for reimbursement.
2. You will ride with another ASA participant, and you will not need to fill out the mileage form.
3. You will fly both to and from Knoxville, TN. We will purchase your airline ticket plus reimburse:
 - a. Luggage on your outbound flight
 - b. Personal vehicle mileage for **one round trip** between your home address and the airport (only if applicable based on your travel arrangement)
4. You will fly one way and drive/ride the other. This includes:
 - a. One airline ticket (one way)
 - b. Reimbursement for luggage (one way only)
 - c. Personal vehicle mileage for **one one-way trip** between your home and the airport
 - d. Personal vehicle mileage for **one one-way trip** between your home and Knoxville, TN or Oak Ridge, TN

Other Miscellaneous Travel Information

- We will not reimburse you for two round trips.
- Once a round-trip airline ticket has been purchased for you, you become ineligible to receive reimbursement for personal vehicle mileage to travel to/from the program.
- If you are flying from Knoxville, TN back home, an ASA staff person will pay for your luggage fee, so no outbound luggage reimbursement will be necessary.
- Overweight luggage fees are not eligible for reimbursement.
- Total reimbursement for travel expenses is limited to 350 dollars. Reimbursement is limited to 175 dollars for one way.
- Program participants with the same home address are only eligible for reimbursement for one round trip.
- A receipt for the inbound checked bag must be provided to be reimbursed for the luggage fee.

Payment Request for Travel To/From Oak Ridge, TN To Attend the 2026 Appalachian STEM Academy

Participant Name (please print): _____

How will you get to Knoxville, TN?

		Date	Purpose	Address From/To	Miles
Fill out <u>one</u> line for July 5	Drive	July 11	Travel from home to the dorm in Knoxville, TN in a personal vehicle more than 50 miles		
	Fly	July 11	Travel from home to airport to fly to McGhee Tyson Airport		

How will you get home from Oak Ridge, TN?

Fill out <u>one</u> line for July 18	Drive	July 24	Travel from final presentations in Oak Ridge, TN to home in a personal vehicle more than 50 miles		
	Fly	July 24	Travel from airport to home after flying from McGhee Tyson Airport		

Total Miles*

Total mileage reimbursement (total miles x \$0.70 /mile)

\$

Fill this out if you checked a bag on your flight to Knoxville, TN	July 11	Checked baggage receipt for <u>one</u> bag on flight to Knoxville, TN. <i>Note: You must turn in the baggage receipt at the start of the program. A resident teacher will pay for checked bag at airport for return flight.</i>	\$
Fill this out if you have an <u>approved</u> miscellaneous expense.		<i>Note: You must submit a receipt if you have a miscellaneous expense.</i>	\$
Total reimbursement (total mileage + checked baggage reimbursement)			\$

I certify that the mileage* claimed and the requested payment in the amount listed above is accurate to the best of my knowledge. **Reimbursement is limited to \$350.00 for round trip or \$175.00 for one way trip.**

*ORAU will check Google maps for mileage based on the allowable mileage.

Parent or Guardian Signature: _____

<p><u>Reimbursement check must be payable to parent or guardian.</u> Make check payable to (Please print clearly):</p> <p>_____</p> <p>Name _____</p> <p>Address _____</p> <p>City, State, Zip _____</p>	<p>ORAU Approval:</p> <p>_____</p> <p>Project/Task Number: 201223374.0001.03.02</p> <p><u>Travel Participant</u></p>
---	--

**Please return the completed and signed mileage form no later than Friday, August 7, 2026, to ARC-MS at
ARC-MS@orau.org.**