

## 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/drive in a personal vehicle and be reimbursed for mileage for 1 round trip between your home address and Oak Ridge, TN.
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 Oak Ridge, TN. We will purchase your airline ticket + reimbursement for luggage on your outbound flight + reimbursement for your personal vehicle mileage to travel 1 round trip between your home address and the airport.
4. You will fly one way and drive/ride the other. Flight one way + reimbursement for luggage + reimbursement for personal vehicle mileage to travel ONE WAY between home and the airport + personal vehicle mileage for ONE WAY travel between home and 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 Oak Ridge, 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 \$350.00. Reimbursement is limited to \$175.00 for one way.
- Program participants with the same home address are only eligible for reimbursement for one round trip.
- Receipt for 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 2024 ASA

Participant Name (please print): \_\_\_\_\_

How will you get to Oak Ridge, TN?

		Date	Purpose	Address From/To	Miles
Fill out <u>one</u> line for July 6	Drive	July 13	Travel from <b>home to hotel</b> in a personal vehicle more than 50 miles		
	Fly	July 13	Travel from <b>home to airport</b> to fly to McGhee Tyson Airport		

How will you get home from Oak Ridge, TN?

Fill out <u>one</u> line for July 12	Drive	July 19	Travel from <b>hotel to home</b> in a personal vehicle more than 50 miles		
	Fly	July 19	Travel from <b>airport to home</b> after flying from McGhee Tyson Airport		
Total Miles*					
<b>Total mileage reimbursement</b> ( <i>total miles x \$0.67 /mile</i> )					\$

Fill this out if you checked a bag on your flight to Oak Ridge, TN	July 13	Checked baggage receipt for <u>one</u> bag on flight to Oak Ridge, 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>	\$
<b>Total reimbursement</b> ( <i>total mileage + checked baggage reimbursement</i> )			\$

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><b><u>Reimbursement check must be payable to parent or guardian.</u></b>          Make check payable to (Please print clearly):          _____          Name          _____          Address          _____          City, State, Zip</p>	<p>ORAU Approval:          _____          Project/Task Number:          _____  <u>Travel Participant</u></p>
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**Please return the completed and signed mileage form no later than Friday, August 2, 2024, to Pai Moua at [pai.moua@orau.org](mailto:pai.moua@orau.org).**