

Please scan this completed form to Stacie Cordell and Andrea Brown via email at cordells@wabash.edu and browna@wabash.edu
Do not password protect. Do not use postal mail.

WABASH CENTER EXPENSE REPORT

ALL RECEIPTS MUST BE ATTACHED. *This is necessary for our records and as a qualification of reimbursement as non-taxable income.*

Name _____ Date _____ Social Security # _____

Home Address (for W-2 forms) _____

City, State, Zip _____ (checks will be sent to this address unless otherwise noted)

Name of meeting/activity and location _____ Date of meeting/activity _____

TRAVEL COSTS **AMOUNTS**

Airline

From _____ \$ _____

To _____

Car mileage (\$0.67) _____ # of miles \$ _____

From _____

To _____

Other: (Please list/specify)

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL REIMBURSEMENT NEEDED **\$**

Signature of person requesting reimbursement

Signature of Wabash Center Official approving request

*Maintain one copy for your income tax records.

3/3/25

Wabash Center for Teaching and Learning in Theology and Religion
301 W. Wabash Ave., Crawfordsville IN 47933
(765)361-6047 or 800-655-7117

Wabash Center for Teaching and Learning in Theology and Religion

REIMBURSEMENT GUIDELINES

The following guidelines outline basic expectations for expense reimbursement and the process for their submission to the Wabash Center. A reimbursement form will be provided at the Wabash Center event for your use at its conclusion. All receipts, required documentation, and this completed reimbursement form must be turned in within 30 days of the final day of the event.

AIR TRANSPORTATION:

We will reimburse you for the travel cost from your home (or institution) to the location of the Wabash Center sponsored event and back. We ask that you travel as inexpensively as possible, booking your ticket far in advance to receive an economy, non-refundable fare.

To direct bill your air travel, please use our travel agents from The Travel Authority (800) 837-6568; Tami Brubaker (tamara.brubaker@TheTravelAuthority.com) or Thommi Weliever (Thommi.Weliever@TheTravelAuthority.com).

If you arrange your own air flights, the fare will be reimbursed **AFTER** the completed flight. The ORIGINAL boarding passes or ticket must be attached for reimbursement. When a portion of the trip pertains to non-Wabash Center business, the reimbursement will be prorated. Reimbursed airfare will be only for the lowest economy fare. We will not reimburse an airfare when a personal frequent-flyer or free ticket is used. Fees for changing flight reservations will be paid on an exceptional basis only and must be approved in advance.

Ground Transportation:

We will reimburse for ground transportation between your home and the airport, and for other airport expenses. If you are submitting on a per/mile basis for use of a personal vehicle, gas is covered by the per/mile allotment (which is set by the college based on the IRS rate). Original receipts for parking, shuttle services, and other ground transportation must accompany the reimbursement form as well as a MapQuest screenshot if you are claiming mileage for use of your personal vehicle. Please round your mileage to the nearest tenth of a mile.

When driving to a Wabash Center event, the **MAXIMUM** amount reimbursed for driving or rental will be the equivalent of an economy airfare. If you are submitting on a per/mile basis for use of a personal vehicle, gas is covered by the per/mile allotment (which is set by the college based on the IRS rate). If you are renting a vehicle, the Wabash Center will reimburse for an economy model vehicle, collision damage insurance (personal accident or personal effects insurance will not be covered), and gas. Original receipts for all requested transportation expenses (including tolls and parking) must accompany the reimbursement form.

MEALS

We will reimburse meal expenses during the course of travel to and from the Wabash Center event. Ordinarily, meal expenses should not exceed \$75 per day and original receipts for meals must be attached to the submitted form.

LODGING:

Most lodging will be arranged on a direct billed basis to the Wabash Center. Should you need additional lodging, it must be approved in advance for any reimbursement. The original receipts must be attached. Charges other than hotel room and taxes, such as personal long distance calls, movies, and valet service will not be reimbursed.

If you have any questions about a reimbursement, please call the Wabash Center at (800) 655-7117.