



# Gas Reimbursement Form

CSIC  
3 Keaney Road, Suite 1  
Kingston, RI 02881  
(401) 874 - 2732 \* (401) 874 - 4829  
*See reverse side for travel reimbursement policies.*

TEAM: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date/Time: \_\_\_\_\_

Return Date/Time \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Type of Vehicle Used:      Private Car              Private Van              Rental Truck  
(circle one)              Rental Car              Rental Van

Names of ALL Club Members Traveling in Vehicle:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_

10. \_\_\_\_\_ 11. \_\_\_\_\_ 12. \_\_\_\_\_

13. \_\_\_\_\_ 14. \_\_\_\_\_ 15. \_\_\_\_\_

<b>Official Use Only</b>		
PO#: S- _____	Mileage Zone: _____	= \$ _____
Tolls Received: \$ _____	Gas Received: \$ _____	
Total: \$ _____	Approved: _____	Disapproved: _____
Signature: _____	Date: _____	
Coordinator of Club Sports		

<b>CSIC Mileage Zones for Personal Vehicles Only</b>
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Zone 1:	<u>0-99 miles roundtrip</u> * All points in Rhode Island * Coast Guard; Connecticut College	\$25.00
Zone 2:	<u>100-149 miles roundtrip</u> * Worcester, MA; Bridgewater, MA; Wellesley, MA * N. Easton, MA; Storrs, CT; New Britain, CT	\$35.00
Zone 3:	<u>150-199 miles roundtrip</u> * All points Boston, MA * Lowell, MA; Framingham, MA; Medford, MA	\$45.00
Zone 4:	<u>200-249 miles roundtrip</u> * Fairfield, CT; King's Point, NY; Amherst, MA * Springfield, MA; Haverhill, MA	\$55.00
Zone 5:	<u>250-349 miles roundtrip</u> * Keene, NH; Wilmington, VT; Durham, NH * Westfield, MA; Hanover, NH	\$75.00
Zone 6:	<u>350-449 miles roundtrip</u> * Brunswick, ME; Waitsfield, VT; Killington, VT * Plymouth, NH; Biddeford, ME	\$95.00
Zone 7:	<u>Over 450 miles roundtrip</u> * Middlebury, VT (124.04) * Burlington, VT (131.00) * Annapolis, MD (170.00) * Washington, D.C. (176.00)	.25 mile after mile 450

<b>CSIC Travel Reimbursement Policies:</b>
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*All travel must be approved in advance by the Coordinator of Club Sports*

- 1.) Private vehicles will be reimbursed according to the chart listed above. Gasoline purchased for rental vehicles will be reimbursed by receipt only.
- 2.) All Travel Request Forms must be submitted within five (5) business days after trip completion. Travel Request Forms submitted after the due date will not be honored.
- 3.) Private vehicles for Club Sports team travel MUST be covered adequately by the owner for public liability insurance protection.
- 4.) Tolls will be covered by attaching toll booth receipts to this form.
- 5.) The Coordinator of Club Sports reserves the right to accept or deny any Travel Request Form.