TIA has been in existence since the fall of 2009, and the university has financially supported TIA since the beginning. As we move grow, we continue to seek support from alumni and parents through volunteer mentoring hours as well as with financial gifts that are applied directly to the TIA’s operating budget. These gifts enable us to defray some of the costs associated with being present on campus each month, as we recognize they may be a hurdle.

**Hotel Accommodations**
Getting to Hamilton is the biggest challenge...after that TIA will arrange and cover the cost of lodging for your stay on campus. We have a limited budget for the year, which allows for one night of accommodations. We typically rent out 2-3 bed and breakfasts depending on mentor totals for the workshop. Lodging assignments are made and sent out a few days prior to the workshops. You are always free to arrange your own accommodations; however, TIA will not be responsible for payment.

**Mileage Reimbursements**
We are in a position to help defray some of the costs associated with driving to campus. TIA reimburses at the yearly federal mileage rate for miles driven in accordance with the Internal Revenue Service. Car rental may be reimbursed provided a receipt is submitted showing charges. Reimbursements are made either for mileage or car rental, not both. We are not able to reimburse for airline travel.

We are unable to reimburse meals or any expenses other than those stated (such as gas and tolls).
Return to: Mary Galvez, Colgate University, 13 Oak Drive, Hamilton, NY 13346 or mgalvez@colgate.edu.

Name: ____________________________________________

Address: ____________________________________________
(to mail check)

Expenses

<table>
<thead>
<tr>
<th>Date of travel:</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address left from:</td>
<td></td>
</tr>
<tr>
<td>Total number of miles:</td>
<td>x $.545/per mile</td>
</tr>
</tbody>
</table>

Car Rental

| Attach receipt(s) | Total: |

Grand Total: $ _________________________________

Signature _________________________________ Date _________________________________

For Accounting:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

Approval: _________________________________ Date: _________________________________

Reimbursements must be submitted within 30 days of travel. Requests after 30 days cannot be processed.

Updated 01/18/2018