

Civic Engagement Travel Policy

Approving University Official(s): Office of the Provost
Responsible Office: Center for Civic Engagement
Effective Date: February 1, 2022
Next Review Date: September 1, 2022

I. Policy Statement

The Center for Civic Engagement (CCE) provides limited reimbursements up to \$140.00 per semester, per student for travel to and from community partner sites not further than 50 miles from Drew's campus when this travel is necessary for students to fulfill the requirements for Community-Based Learning (CBL) courses or first-year Action Scholars activities. Students interested in being reimbursed must abide by all processes and procedures outlined in this policy document.

II. Purpose

The Civic Engagement Travel Reimbursement Policy is intended to provide direction and guidance for all University stakeholders involved with Civic Engagement-related travel. All student travel related to Civic Engagement activities is governed by this policy.

This policy is not meant to (and does not) replace the University Travel Policy & Procedures, but is meant to supplement it and offer context for its use within the bounds of Civic Engagement travel activities.

III. Audience

Travel by students enrolled in a Community-Based Learning course or are first-year students in the Action Scholars program for the purposes of those courses and programs are covered by this policy. Other student activities related to the Center for Civic Engagement may be eligible for travel reimbursement at the discretion of the Director of Civic Engagement.

IV. Definitions

Approved Activity: Any off-campus activity approved by the Director of Civic Engagement that is required as part of a student's participation in a Community-Based Learning course or the Action Scholars program.

V. Roles and Responsibilities

Students

- For Community Based Learning Classes: Complete the [Civic Engagement Student Participation Agreement](#) by the end of the prior to any travel for the semester you are

enrolled. Students will not be reimbursed for any travel if a Student Participation Agreement is not on file.

- Maintain an accurate record of any expenses, including receipts, for any travel done as part of your participation in an approved activity.
- Submit a [Civic Engagement Reimbursement Form](#), along with any receipts, by the last day of final exams to the Launch Program Operations Manager.

Center for Civic Engagement Staff

- Provide overall policy direction and aid in implementation as required..
- Communicate policy changes to stakeholders listed in this section and to the University community as required and appropriate.
- Manage Uber for Business Travel Programs for approved travel by Community-Based Learning and Action Scholars students.

CBL or Action Scholars Course Faculty

- Communicate policy regarding student travel and reimbursement to students as part of the introduction to the Civic Engagement course.

Launch Program Operations Manager

- Process the reimbursements of Action Scholars and Community-Based Learning students.
- Communicate any changes in University policy or procedures related to student reimbursements to Civic Engagement staff.

VI. Procedures

Personal Vehicle Usage

Students participating in an approved activity sponsored by the Center for Civic Engagement may be reimbursed for personal vehicle mileage [at the rate set by Office of Procurement and Payment Services](#). This rate includes consideration of maintenance, repairs, tires, fuel, oil, insurance, license/registration fees, and depreciation. In offering this reimbursement rate, the University is supporting the cost of automobile insurance on the personal vehicle that is being used for business purposes, and so, the owner's privately owned insurance will be considered primary coverage. Tolls are separately reimbursable but must be accompanied by a receipt or other proof of payment (i.e. EZ Pass statement).

Students wishing to carpool to and from a placement site must complete a carpool waiver prior to beginning travel. Only the student driving the carpool is eligible for travel reimbursement; passengers must waive their right to separate reimbursement. Carpool drivers are responsible for the completing the Carpool Waiver Form, the Civic Engagement Reimbursement Form, and for managing and submitting all receipts.

Those looking to be reimbursed for personal vehicle mileage should submit a completed [Civic Engagement Reimbursement Form](#) and return it to the Launch Program Operations Manager.

Public Transportation

Public transportation by bus or rail is encouraged where available and cost effective. Students utilizing public transportation must retain all receipts and include them along with a [Civic Engagement Student Reimbursement Form](#) for reimbursement.

Rideshare Transportation via Uber for Business ONLY

Rideshare transportation can be used only for situations where other transportation options are not available or cost effective. The Center for Civic Engagement and Drew University partners with Uber for Business to provide rideshare transportation to and from community sites throughout the academic year. Uber service is billed to the Center and does not require up-front payment by students. Students must utilize their personal Uber account, which will be linked to their class's Travel Program within Uber for Business.

Each student will be responsible for ensuring that the trip limits and travel allowance (\$140 per student per semester per class maximum) is not exceeded. Travel Allowances are calculated to ensure coverage of travel costs ONLY if students travel in a group. If these limits are exceeded, the student's personal Uber account will be charged for the excess amount.

Students may only use this service for pick up and drop off from Drew University.

Rideshare transportation must be requested using the Uber app. Guidelines can be found here at [Travel Forms | Drew University](#).

Unapproved rideshare transportation will not be reimbursed, except in the case of emergency or with prior written approval from the Assistant Director for the Center for Civic Engagement. We understand that exceptional circumstances may arise for individual students that cannot be accommodated within the stated policy. The Center for Civic Engagement staff will do their best to address such circumstances on a case by case basis. Any requests for accommodations must be sent from the course instructor to the Assistant Director.

Deadlines for Reimbursement

Any reimbursement requests must be submitted to the Launch Program Operations Manager prior to the last day of final exams in each semester. Reimbursement requests received after that date will not be processed.

Method of Reimbursement

Reimbursements will be paid as checks mailed to an address provided by each student. Other payment options are not available.

VII. Related Information

Forms and Agreements:

- [Civic Engagement Student Participation Agreement](#)

- [Civic Engagement Student Reimbursement Form](#)
- Civic Engagement Carpool Waiver Form

VIII. Contacts

The following office(s) can address questions regarding this policy:

- Center for Civic Engagement, engage@drew.edu
- Launch Center for Immersive Learning and Career Design, launch@drew.edu

IX. History

Effective Date: February 1, 2022