

CHARLESTON

SCHOOL OF LAW

Request for Travel Stipend

Name:

Date:

Purpose of Travel:

Traveling from:

Travel Dates:

Reimbursable Expenses (not to exceed \$250.00)

Mileage: miles @ 65.5 cents per mile \$

Airfare: \$

Car Rental: \$

Lodging: \$

Total Expenses \$

Amount Requested to be Reimbursed \$

I wish to be paid via Venmo

Venmo username: Last 4 digits of phone # associated with account:

I wish to be mailed a check

Mailing address:

Signature

Date

RECEIPTS MUST BE INCLUDED WITH THIS FORM. All requests for reimbursement must be received **no later than one month after the first day of class**. Documentation may be emailed to info@CharlestonLaw.edu, dropped off in the Office of Admission, or mailed to: Charleston School of Law / Office of Admission / 385 Meeting Street / Charleston, SC 29403.

To be completed by the Office of Admission:

Maximum Reimbursement \$ 250.00

Amount to be Reimbursed \$ _____

Approval Date: _____