



# 2020-2021 REQUEST FOR TRIP HOME TRANSPORTATION ADJUSTMENT

**\*\*REVIEW PAGE 2 FOR IMPORTANT INSTRUCTIONS AND ADDITIONAL INFORMATION\*\***

Student Name: \_\_\_\_\_ UI Student ID: \_\_\_\_\_

The standard cost of attendance already includes a standard amount for transportation expenses: \$1,178 per academic year for students living off-campus and \$684 for students living in the residence hall. Trip expenses must be more than this amount before any reimbursement can be made. The reimbursement will include only amounts in excess of the standard transportation allowance.

If you have documentation for more than one trip, please make a copy of this form for each trip.

Indicate which semester the expenses listed incurred:  Fall 2020  Spring 2021  Summer 2021

Reason For Trip: \_\_\_\_\_

Dates of Trip: \_\_\_\_\_ through \_\_\_\_\_  One-Way  Roundtrip

Departure City/State: \_\_\_\_\_ Arrival City/State: \_\_\_\_\_

Mode of travel:  Plane  Train  Bus  Car

If traveling by plane, train, or bus, attach documentation for amount billed/paid:

Amount paid: \$ \_\_\_\_\_  U.S. Currency  Other (please specify): \_\_\_\_\_

Documentation is for:  Round-Trip  One-Way

If traveling by car, provide home address (the Office of Student Financial Aid will determine the mileage to calculate the cost):

\_\_\_\_\_  
(Street) (City) (State) (Zip)

**I verify that the information provided on this form is accurate and I have attached documentation for all trips:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# INSTRUCTIONS, DEADLINES, AND PROCESSING INFORMATION

The trip must be to/from home and campus only. Home is based on parent address listed in MyUI. There will be no reimbursement for a trip under \$100.

## Required Documentation:

Travel by plane, train, or bus:

- Documentation must include the itinerary and verification of payment for the trip. Transportation to airport, train station, or bus station will not be reimbursed.

Travel by car:

- Provide gas receipts for the trip.

## Deadline to submit information:

This form can be submitted after travel plans have been made rather than waiting until the deadline. Reimbursements cannot be made if the academic year/session has ended. Forms received by the Office of Student Financial Aid after the specified dates may not be processed.

Academic Year:

- Start of the academic year (fall): travel to campus will only be reviewed if travel occurred in the month of August.
- End of the academic year (spring): travel to home will only be reviewed if travel occurred during the month of May.
- Forms and documentation must be received at least five business days before the last day of the spring semester to allow time for processing

One semester:

- Travel to campus will only be reviewed if travel occurred during the first month of the semester and travel to home will only be reviewed if travel occurred during the last month of the semester.
- Forms and documentation must be received at least five business days before the last day of the session.

Summer Session:

- Travel to campus will only be reviewed if travel occurred during the first month of the student's summer session and travel to home will only be reviewed if travel occurred during the last month of the student's summer session.
- Forms and documentation must be received at least five business days before the last day of the session.

## Number of allowable trips:

Academic Year:

- A maximum of four round trips (to/from home) are allowed per academic year
  - Coming to campus in August/returning home in May, Thanksgiving break, winter break, and spring break.
- Trips taken during one academic year cannot be combined with trips for another academic year

## Processing and Notification

The Office of Student Financial Aid determines the allowable amount. After approval of cost, Office of Student Financial Aid will notify the student about amount and disbursement.

**Return this form to the Office of Student Financial Aid, see contact information below.**

Office of Student Financial Aid

2400 University Capitol Centre, Iowa City, Iowa 52242 | 319-335-1450 | Fax 319-335-3060 | [financial-aid@uiowa.edu](mailto:financial-aid@uiowa.edu) | [financialaid.uiowa.edu](http://financialaid.uiowa.edu)