Service-Learning Transportation Support

CELTS has limited resources to support transportation needs for service-learning courses. These resources include:

- a CELTS service-learning mini-van, and
- limited service-learning travel reimbursement funds.

These resources are available for service-learning courses only if no departmental funds or other funds are available. Please check for other available funds before requesting CELTS support. If no other funds are available, or if your service-learning course needs additional funds to cover transportation costs, follow these steps to request CELTS assistance:

1. **Contact Sheila Lyons, CELTS Administrative Assistant (985-3935 or Sheila_lyons@berea.edu) to reserve the CELTS mini-van.**
   a. Please reserve the mini-van at least one week in advance!
   b. Motor pool regulations for student drivers apply to use of the CELTS mini-van, so **students must complete the motor pool defensive driver training and the background check before being able to drive the CELTS mini-van.** This is a requirement of the Berea College insurance policy. Check with Motor Pool for dates for the defensive driver training.
   c. The mini-van holds 7 people, including the driver.

2. If the CELTS mini-van is not available, motor pool vehicles can be used for service-learning travel. **CELTS has the following funds available per service-learning class: up to $200 for motor pool reimbursements.** To request these funds, read the stipulations below and complete the Service-Learning Transportation Funds Request form.
   a. Please note that the available funds may vary from semester to semester.
   b. These funds are available only for car or van reimbursements. If a bus is needed for travel, the professor should consider alternate arrangements (i.e., charging a course fee).
   c. CELTS will reimburse travel only for motor pool vehicles.
   d. If motor pool vehicles are used, the faculty member is responsible for reserving the vehicle and for charging the vehicle to an appropriate temporary account until reimbursement from CELTS. Please note: the availability of motor pool vehicles is limited; you are advised to reserve motor pool vehicles as far in advance as possible.
   e. Reimbursements may be requested at any time during the term by filling out the Service-Learning Transportation Funds Request form and submitting the signed form to Sheila Lyons (CPO 2170). Reimbursements will be processed once in the middle of the term and once at the end of the term.

If you have questions, please contact Ashley Cochrane, CELTS Associate Director at ext. 3605 or ashley_cochrane@berea.edu.

CELTS
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Service-Learning Transportation Reimbursement Request

Date of request: __________ Faculty Name: _____________________________________________________________

Course Department, Number and Title: _________________________________________________________________

Brief Description of Service-Learning Project: __________________________________________________________

Community Partner(s): _____________________________________________________________________________

Address(es) of Community Partners: __________________________________________________________________

MOTOR POOL CHARGES:

I have attached a copy of every motor pool charge ticket for which I am requesting reimbursement. ___Yes ___ No

Total motor pool charges submitted with this request: ____________

Account number to which motor pool reimbursements should be transferred: ________________________________

Faculty Signature: ______________________________________ Date: ____________________________