



Travel Stipend Processing Form

To receive your travel stipend, please complete the following form and provide all necessary documentation. Attach your receipts for airfare, bus or train tickets. If you choose to drive, please provide fuel receipts and the total number of miles covered for the round trip. If you use a credit card for travel purchases, the receipt must show the last four digits of the credit card.

Please note that all receipts must be submitted no later than 30 days following your participation in MOSAIC. Failure to submit the receipts within this period will result in the forfeiture of the travel stipend.

You have two options for submitting the completed form and accompanying documents:

1. Personally hand them in at either the MOSAIC registration desk or the check-out desk while on campus. This method is highly recommended.
2. Send them via email to mosaic@vanderbilt.edu with the subject line: "Travel Stipend Submission."

Student name: _____

City & state the student is traveling from: _____

Method of Travel

- Air
- Bus
- Car
miles driven _____
- Other _____

Total amount spent: _____

Please provide a scanned copy or a clear picture of all receipts to minimize processing delays.

Student signature: _____

If you are not at least 18 years of age, a parent or guardian must complete the following section and sign this form.

Parent/guardian name: _____

Parent/guardian email address: _____

Parent/guardian address: _____

City: _____ State: _____ Zip: _____

Parent/guardian signature: _____