

STUDENT REIMBURSEMENT FORM

The purpose of AHEC reimbursement is to help ease financial burden and to encourage students that are interested in completing rotations and/or community service learning opportunities in rural or underserved Alabama communities. Rotations and/or community service learning opportunities must be completed at a clinical site or organization that is located in a Health Profession Shortage Area (HPSA) or Medical Underserved Area (MUA). In order to determine if your site meets these requirements, please visit the HPSA website at <http://datawarehouse.hrsa.gov/topics/shortageAreas.aspx>. Students may receive reimbursement for mileage or housing at an amount that is to be determined while funding is available. Students will be notified when funding is no longer available. In order to receive mileage or housing reimbursement you must complete and return the following forms to the West Central Alabama AHEC Office **one week before your last day**. For additional information about AHEC travel and housing assistance, please refer to the Community-Based Student Education Guide.

- Community Based-Student Education Registration Form W-9 Form (required for payment)
- Student Reimbursement Form

Today's Date:				
Student Name (last, first, m):				
Clinical Site Name:				
Clinical Site Address:				
Clinical Site Preceptor Name:				
Date(s):		Total Number of Hours Completed:		
Dates of Travel	Starting Address:	Ending Address:	Round Trip? (Y/N)	Total Mileage
Total Miles				
To be complete by AHEC staff:		Date Approved		
Approved by		Amount Paid	Date Paid	

If you have questions please feel free to contact the West Central Alabama AHEC office at (334) 287-2821 or email Adrian Collier at Adrian.collier@wcaahec.org