Western Carolina University

Campus Recreation & Wellness

Club Sports

# Travel Reimbursement Request Form

Club Sport: Request Date: Date/dates traveled:

Requestors Full Name:

*(as it appears in your MyCat Account)*

92#: Address:

Phone Number:

Email: *\*Where you want check to be sent*

1. ***Transportation***

Club members in vehicles:

Personal Vehicle

Start mileage & Location: Start mileage & Location:

**Total mileage: (X) ($.15 or \_\_\_\_ club determined)/mile (X) # of vehicles = Total: $**

Non-University vehicle (if applicable)

**$ per vehicle: (X) # of vehicles: = Total: $**

Tolls

**Total: $**

1. ***Lodging (if applicable)***

Hotel/Motel: Location:

Club members in hotel rooms:

**$/night: (X) # of nights: (X) # of rooms: = Total: $**

**Overall Total Request: $**

I, , attest that the above information is correct to the best of my knowledge.

***Requestor Signature Date***

***Club President Signature Date***

**PLEASE PRINT LEGIBLY**

**SAVE ALL RECEIPTS AND ATTACH THEM WITH THIS FORM**

**YOU WILL RECEIVE AN EMAIL TO SIGN THE UNIVERSITY REIMBURSEMENT FORM**

**TWO-THREE WEEKS FOR CHECK TO BE MAILED**

Western Carolina University

Campus Recreation & Wellness

Club Sports

# Non-Travel Reimbursement Request Form

Club Sport: Request Date: Date/dates traveled:

Requestors Full Name:

*(as it appears in your MyCat Account)*

92#: Address:

Phone Number:

Email: *\*Where you want check to be sent*

1. ***Competition Registration***

Team/Individual Entry

**$/team/member: (X) # of teams/member: = Total: $**

Club Members registered:

1. ***Governing Organization Registration***

**$/team/member: (X) # of teams/member: = Total: $**

Club Members registered:

1. ***Food/Equipment/Other Items***

**Total: $**

Club Members who ate:

**Overall Total Request: $**

I, , attest that the above information is correct to the best of my knowledge.

***Requestor Signature Date***

***Club President Signature Date***

**PLEASE PRINT LEGIBLY**

**SAVE ALL RECEIPTS AND ATTACH THEM WITH THIS FORM**

**YOU WILL RECEIVE AN EMAIL TO SIGN THE UNIVERSITY REIMBURSEMENT FORM**

**TWO-THREE WEEKS FOR CHECK TO BE MAILED**