Club Sports

# Travel Reimbursement Request Form

Club Sport: Request Date: Date/dates traveled:

Purpose of Travel:

Location of Travel:

Requestors Full Name *(as it appears in MyCat)*:

92#: Address:

Phone Number:

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

1. ***Transportation***

List out names of members in vehicles:

Personal Vehicles (if applicable)

Start odometer from Cullowhee: End odometer back in Cullowhee:

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

Non-University vehicle/Private Rental (if applicable)

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

Tolls

**Total: $**

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

Hotel/Motel: Location:

List out names of members in lodging:

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

**Travel 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 GET MAILED**

Club Sports

# Non-Travel Reimbursement Request Form

Club Sport: Request Date:

Purpose:

Requestors Full Name *(as it appears in MyCat)*:

92#: Address:

Phone Number:

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

1. ***Competition Registration***

Date/s of competition: Location:

Team/Individual Entry

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

If for individual members, list out registered:

1. ***Governing Organization Registration***

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

If for individual members, list out registered:

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

**Total: $ Items:**

List out names of members who ate:

**Non-Travel 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 GET MAILED**