

Review this checklist and make sure you have completed everything prior to scheduling a meeting with primary contact

- _____ Turn in documentation within **ten** business days of return from travel. Officer(s) should schedule a meeting to bring documentation directly to the Recreation and Wellness Offices between 9am and 4pm Monday through Friday
 - Only one reimbursement will be accepted per approved trip
- _____ If your bank information has changed since June 1, 2023 you must update your account through TigerBuy ([Vendor Website](#))
- _____ Completion of Reimbursement Request Form (Form must be typed out, you may email the completed form to your primary contact to be printed out during your meeting)
- _____ Club has completed Post-Game Report. No reimbursements will be processed without a Post-Game Report.
- _____ Club has submitted all post event information through AUInvolve
- _____ **Provide an event flier, brochure, website printout** or e-mail from the host school/governing body showing cost of entry fee.
- _____ Submit with Reimbursement and upload to AUInvolve the travel roster (at least three days before the trip) in alphabetical order by last name, first name, and Auburn ID number

**Only Auburn students, listed on the club roster can be reimbursed for travel. We cannot reimburse parents/coaches/non enrolled club members.*

Gas Receipts

- _____ An original gas receipt is required to be reimbursed (City, State, Gallons, Price per Gallon, Total Cost, Date)
- _____ No other purchase can be on the gas receipt (food, drinks, etc)
- _____ Receipts must be within dates listed on AU Involve Event submission
- _____ Upon returning from a trip, we will not reimburse for filling up personal vehicles in Auburn or Opelika (Rental Vehicles maybe filled up to rented level before returning
 - **Receipts must be taped (all four sides) to an 8.5x11 piece of paper. Tape should not cover any information from the receipt. Any lose receipts will be returned to club officer and not included in reimbursement**

Hotel

- _____ The person whose name is on the printed bill must be an active club member
- _____ Each room must have an individual itemized bill (bill showing room costs and taxes separately).
 - Zero Balance Due and payment type must be on the hotel bill or third-party travel site
 - If you reserve a hotel through a third-party site (Priceline, Orbitz), you must print copies of all pages to show payment, travel, and traveler information. Recommendation, keep print out hotel bill for submission.

Rental Vehicle (Only Enterprise or National car companies can be reimbursed)

- _____ The person whose name is on the printed bill must be an active club member
- _____ Turn in the rental car contract and credit card receipt or bill.
****We cannot reimburse you for insurance for rental cars unless required by providers when renting out of state. You may purchase insurance, but the cost will be deducted from your reimbursement****

Entry Fee or Event Registration

- _____ This is part of travel expenses and may be paid by the club and reimbursed along with other expenses. Competitive Sports Primary Contact can pay for Entry Fee in advance, please allow adequate time for Primary Contact to pay

Miscellaneous Receipts

- _____ Tolls, Taxi, parking or shuttle – must provide full detailed receipts, if applicable, taped to an 8.5x11 piece of paper
- _____ Airline tickets – Must submit full receipt from purchase, e-ticket, itinerary, and all boarding passes
 - Provide baggage ticket if you are being reimbursed for baggage fees.
 - Flights must be purchased 14 days prior to the departure of the flight.****We cannot reimburse for personal liability (life) insurance, ticket upgrades or any flights paid for using airline miles. Flight should be basic fare level. ****

Food

- _____ We do not reimburse for food expenses on trips.



Auburn University Club Sports Program Reimbursement Request Form

Complete this form and turn in with all ITEMIZED receipts and event justification. All information must be provided to process reimbursements. This form, all receipts, and event justification must be completed for the club to be reimbursed. All reimbursements will be direct deposited into the club bank account.

To be eligible for reimbursement, please return by 4PM to a Competitive Sports Professional within **TEN** business days following the conclusion of the trip. The Competitive Sports Office will not process any requests for reimbursement beyond ten business days from the completion of a trip.

Receipts must be taped to a letter (8.5"x11") size piece of paper and must all face the same direction. Do not tape over any information. Any receipts not received in this manner will be returned to the club.

Club Sport: _____ **Date Submitted:** _____

Event: _____

City & State: _____ **Event Dates:** _____

of Receipts: _____ **\$ equip:** _____ **\$ gas:** _____ **\$ fees:** _____ **\$ lodging:** _____
Office Use Only - > () () () ()

Time Left: _____ am / pm **Date:** _____ **In State? (Check one):**
Time Returned: _____ am / pm **Date:** _____ Yes No

For travel reimbursement put the time you left and returned to Auburn

Account(s) to be Reimbursed From: Club Allocation Gift

Club Information: Office Use Only

Club: _____ AU Vendor #: _____

Office Use Only

Amount Requested: \$ _____ \$ _____ \$ _____
Total Reimbursement Internal - 101002 Gift - 288305

Competitive Sports Approval: _____ **Date** _____

Receipts Rejected: _____ **Reason(s):** _____

Received: _____

	Date		Name		Signature
Notes:	101002 - 181503 -		- 6000 -	RWCCLU -	
	101002 - 181503 -		- 6000 -	RWCCLU -	
	288305 - 181 -		- 6000 -	RWCCLU -	
	288305 - 181 -		- 6000 -	RWCCLU -	