

Club Sport Travel Expense Worksheet

Club Sport _____

Travel Location _____ Dates _____

Has a travel authorization been turned into the coordinator of club sports?

Yes No

Type of Reimbursement

Hotel* Gas Entry Fee

To be filled out by person who is seeking reimbursement.

Name _____ Birth Date _____

Address _____

City/State/ Zip code _____

Phone number _____

Total Reimbursement

\$ _____

*Hotel Reimbursement

	Names of people in room	UTC ID
1		
2		
3		
4		

Club Sport Travel Policy

Travel authorization must be filled out and returned **before** traveling. (Can be found on OrgSync.)
 Reimbursements can only be made if the dates on the receipts are **within** the travel authorization dates.
 All receipts and invoices must be turned in no later than one week after travel.

Gas receipt reimbursements:

Suggested Procedure:

- Fill up in Chattanooga= receipt #one
- Fill up as needed= receipt #two, #three, so on
- Fill up in Chattanooga upon arrival = last receipt
- Turn in receipts #'s two and up or last.

Hotel Reimbursements:

Hotel folio, credit card receipt and person asking for reimbursement must be the same.

Entry fees receipt:

Name, address, phone number and contact person on receipt for the tournament. Name, address and phone number of the person who paid the fee.