

Reimbursement Request Guidelines

1. You **MUST** have original and official receipts. Photocopies will not be accepted at the accounts payable office. Clubs are advised to purchase a receipt book to be used whenever someone (e.g. official, tournament director) cannot provide a receipt on official letterhead.
2. THE CLUB PRESIDENT OR TREASURER MUST APPROVE ALL REIMBURSEMENTS / EXPENDITURES BEFORE SUBMITTING THE REQUEST(S) TO THE SCC.
3. Only the individual or club listed on the receipt or check will be reimbursed. If the club is to be reimbursed (rather than an individual), this must be indicated on the Reimbursement Request Form.
4. Reimbursement Requests submitted with incomplete forms, insufficient documentation, or after 5 days will be returned to you!

Approved Reimbursement Request Expenses:

Approved Travel / transportation costs; Lodging; League or Conference Membership Dues (for club, not for individuals); Tournament entry fees; Officiating fees; Equipment (must be inventoried); Publicity; Medical supplies; Uniforms (pre-approved. DOES NOT include socks or undergarments). Any special, pre-approved purpose.

The Sport Club Coordinator must first approve any purchases other than those listed above.

Non-Approved Reimbursement Request Expenses:

Payment for coaches or instructors, T-Shirts, Socks or Undergarments, Food, Refreshments, Meals; Awards, Prizes, Banquets; Gifts; Post-contest entertainment; Any item not authorized by the SCC prior to purchase; Any purchase made without the best interest of the entire club in mind.

Reimbursement for Travel

(Includes Gas, Vehicle Rental, Tolls, Parking, Airline Travel, Lodging)

For travel expense reimbursement, you must complete the following steps **within five days** of return from travel. (e.g. if you return from a trip on Sunday, October 3rd, the reimbursement request and all paperwork is due to the SCC by Friday, October 8th. **THERE ARE NO EXCEPTIONS TO THIS POLICY!**)

- Submit a completed Trip Plan (Appendix B) by the deadline indicated on the form. The SCC must first authorize the trip, or you will not be eligible for reimbursement.
- You may be reimbursed for the gas you use for the trip only. Therefore, gas will be reimbursed for filling up at the start of the trip OR at the end of the trip, but not both.
- While on the trip, save all **formal, original** receipts for gas, tolls, parking, entry fees, and lodging. If staying in a hotel / motel, you must get a **FOLIO** from the hotel when you check out.
- Upon return from the trip, gather and complete the following and submit them to the SCC:
 - i. **All Original, Official Receipts** (including hotel folio)**
 - ii. **Reimbursement Request Form** (Appendix R) – Include ALL room occupants (by room) when requesting lodging reimbursement!
 - iii. **Travel Authorization Form** (Appendix P) – SIGNATURE ONLY!!
 - iv. **Travel Expense Voucher** (Appendix Q) – SIGNATURE ONLY!!
- You should receive payment in approximately 4 weeks.

Reimbursement for Purchases (or NON-TRAVEL EXPENDITURES)

- Complete the reimbursement request form within five (5) business days of item purchase or services rendered.
- Supply all original receipts. For reimbursement of entry or registration fees, a copy of the registration form and your receipt; or a copy of your cancelled check (front and back of original, or a bank statement copy of the check) must be submitted with your reimbursement request.
- All Equipment purchases must be inventoried by the SCC!
- Once you have completed the reimbursement request form and all original receipts, submit them to the Sport Club Coordinator.