

Club Sport Travel Reimbursement Form

- Fill out the personal information in the box below. ***Please ensure that the mailing address is complete (includes city, state, and zip code) because reimbursement check will be send to the address provided.***

Name: _____ Phone # _____	
Mailing Address: _____	
Club Sport: _____	Trip Destination: _____
Date of Trip: _____	Date Submitted: _____

- Fill in the information below using the information from receipts. ***Dates must be chronological order.***

GAS RECEIPT INFO.	
Date	Amount
Total:	

TOLLS RECEIPT INFO.	
Date	Amount
Total:	

Combined Total:

- Attach all receipts in chronological order.
- Submitted completed form with attached receipts to John Spanbauer in order to receive reimbursement.
- Reimbursement will take approximately 2 weeks from the day that this form with receipts is submitted.
- Please contact Derek Puff at 286-8055 or clubsports@niagara.edu with any questions.

IMPORTANT: University policy for club sport travel with personnel vehicles states "Personal vehicles should be filled with gas before leaving at the expense of the individual and/or club team. When trip is completed, vehicle should be filled upon return. This will ensure accurate reimbursement."