

Club Sport Travel Reimbursement Form

FORM SHOULD BE SUBMITTED WITHIN 48 HOURS OF COMPLETION OF TRIP.
REIMBURSEMENTS WILL NOT BE PROCESSED AFTER ESTABLISHED DEADLINE

1. 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: _____

2. 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:

3. Attach all receipts in chronological order.
4. Submitted completed form with attached receipts to Derek Puff in order to receive reimbursement.
5. Reimbursement will take approximately 2 weeks from the day that this form with receipts is submitted.
6. 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."