



Recreational Sports

Student Affairs

UNIVERSITY OF GEORGIA

UGA Club Sports

THE ROAD TO REIMBURSEMENT

Things that have to be done prior to, during and after your trip

Prior to traveling: All travel must be pre-approved by submitting the required form(s) to the Competitive Sports Staff at least 7 days in advance. This form can be found at https://recsports.uga.edu/uploads/docs/Recreational_Sports_Student_Travel_Request_Form.pdf. Only Original copies with original signatures are accepted. This form must be signed by the person traveling and also by an officer of the club and also include a list of students going on this trip.

Anyone that will be seeking reimbursement will need to have a vendor number. Prior to traveling please visit this link and complete the vendor profile: <https://vendors.uga.edu/UVDB-VP/home.seam>

Reminder: Your trip is not approved until you receive an email from Melissa stating that you are approved for travel.

While traveling: Keep your receipts in an envelope or folder. We can only reimburse the person whose name is on the original, paid receipt. Hand written receipts or copies of receipts are not accepted. **Receipts must be submitted within 29 days of purchase. Receipts received later than 29 days cannot be guaranteed for reimbursement.**

After travel: You will need to email or call Melissa to set up an appointment to turn in your receipts. Melissa.mitchell@uga.edu or call (706) 542-5060. This should be done as soon as possible. Receipts must be submitted within 29 days of purchase. Prior to your appointment, tape all receipts down on a sheet of paper. You can put several receipts on one sheet of paper they do not need to be individual. **Receipts must be submitted within 29 days of purchase. Receipts received later than 29 days cannot be guaranteed for reimbursement.**

Q: Not sure if the sponsor hosting your event has acceptable receipts?

A: If given to us in a timely manner, UGA can pay registration fees directly to the tournament sponsor with a completed registration form?