

\*Must submit at least **ONE WEEK** in advance of travel!

This form may be submitted via email to [melissa.mitchell@uga.edu](mailto:melissa.mitchell@uga.edu) or in person at 201 Ramsey Student Center (main office).

Date Submitted: \_\_\_\_\_

Date Approval Email Sent: \_\_\_\_\_

Date of Post-Travel Meeting: \_\_\_\_\_

## Recreational Sports at the University of Georgia

### Student Travel Request Form

Traveler's Name: \_\_\_\_\_ UGA ID Number: \_\_\_\_\_

Address for Reimbursement: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Traveler's Email: \_\_\_\_\_ Club Email: \_\_\_\_\_ Individual Travel  Group Travel

**Have you set up a vendor profile to be reimbursed by UGA in the past?** (circle one) YES NO

If no: please create a vendor profile by following this link. (Business Type: Individual. Accept Purchase orders: No)

Club Sport/Rec Sports Department: \_\_\_\_\_

Type of Trip:  Season Match/Game  Tournament  Qualifier (for Regionals, Nationals, etc)  Nationals

Description of Event: \_\_\_\_\_

Dates of Trip: \_\_\_\_\_ Location (School and City): \_\_\_\_\_

#### Itemized Estimate of Costs:

Lodging \_\_\_\_\_

Transportation \_\_\_\_\_

Entry Fees \_\_\_\_\_

Other (explain): \_\_\_\_\_ Explanation: \_\_\_\_\_

**Total:**

**YOU MUST PAY YOUR STUDENT RECREATION AND FACILITIES FEES TO BE ELIGIBLE FOR REIMBURSEMENT. For group travel everyone on the roster must pay the recreation and facilities fees in order for the requester to be reimbursed.**

I understand that it is my responsibility to retain all **original, itemized receipts** that I will seek reimbursement for. I understand that if an itemized receipt is not immediately provided, it is my responsibility to obtain a copy. I understand that I must make a reimbursement appointment with Melissa Mitchell ([melissa.mitchell@uga.edu](mailto:melissa.mitchell@uga.edu), 706-542-5060) within **TWO WEEKS** of return from travel in order to ensure reimbursement. If this is not possible it is my responsibility to notify Melissa and my Rec Sports Professional staff supervisor as soon as possible to make alternative arrangements. I understand that reimbursements can only be made to the person named on the receipt, and no one else.

**CLUB SPORTS:** I understand that all members traveling must have an **up-to-date waiver** on file in the Competitive Sports office in order to receive reimbursement. It is my responsibility to make sure a travel notification and roster are submitted in addition to this form. **We cannot reimburse spending done from an outside club account.**

\_\_\_\_\_  
Traveler's Signature (no electronic signatures) Date

\_\_\_\_\_  
Club President/Treasurer Signature (no electronic signatures) Date

\_\_\_\_\_  
Rec Sports Professional Staff Signature Date

\_\_\_\_\_  
Business Staff Signature Date

#### BUSINESS STAFF USE ONLY:

Account Number: \_\_\_\_\_ Club # \_\_\_\_\_

Approved Amount: \_\_\_\_\_

Travel Roster Submitted? \_\_\_\_\_

Proof of Participation submitted? \_\_\_\_\_

Vendor Profile Created? \_\_\_\_\_