



Recreational Sports

Student Affairs

UNIVERSITY OF GEORGIA

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 online “[Club Sports Travel Spending Request](#)” at least 7 days in advance
 - This form is located on the UGA Rec Sports Website under Competitive Sports and Club Sports. The online form is linked on the right hand side under finance.
 - Only the president, vice president, and treasurer are eligible to submit any spending request forms online.
 - Only fees paying UGA Students are eligible for reimbursement.
- Once the “Club Sports Travel Spending Request” is received, an email will be sent to your club account asking for verification of the spending request submitted. This verification must come from a second officer.
- A travel notification must be submitted via the UGA Involvement Network under the forms section of the Competitive Sports page.
 - The travel notification must be completed in its entirety as accurately as possible. All members traveling must have an approved sport specific competitive sports waiver on file and be listed on your clubs semester roster.
- Anyone that will be seeking reimbursement will need to have a vendor number. Prior to traveling please, visit [HERE](#) and complete the vendor profile.

Your travel spending is not approved until you receive an email from Stephanie stating that you are approved

WHILE TRAVELING:

- Keep your original receipts in an envelope or folder.
 - We can only reimburse the person named on the original, paid receipt.
 - Hand written receipts or copies of receipts are not accepted.

AFTER TRAVELING:

- Event Follow Up Report must be submitted within three business days via the UGA Involvement Network under the forms section of the Competitive Sports page.
- You must call or email Stephanie (shilburn@uga.edu OR 706-542-5060) to set up an appointment to turn in your receipts.
 - All receipts must be submitted within 14 days of purchase.
 - Any receipts received later than 14 days cannot be guaranteed for reimbursement.
 - Prior to your appointment, all receipts must be taped down to a sheet of paper. Multiple receipts can be put on the same sheet of paper.