



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 “[Competitive Sports Student 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 travel.
 - Only fees paying UGA Students are eligible for reimbursement.
- Once the “Competitive Sports Student 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 the president, vice president, or treasurer.
 - The officer that approves the spending must be a different officer than the officer who submitted the initial spending request
- 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 club’s 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 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.
 - Handwritten receipts or copies of receipts are not accepted.
 - Venmo receipts cannot be reimbursed.
 - Clubs will be reimbursed mileage (\$0.20/mile) instead of directly reimbursing gas receipts. Please supply the address for the event that you will be attending.
- Do not use AirBnB, VRBO, or similar booking services.
 - When traveling domestically, do not use online booking services such as AirBnB, VRBO, Home Away, or other similar service providers. These charges are not allowed for reimbursement.

AFTER TRAVELING:

- An 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.
- Email dolittle@uga.edu to set up a reimbursement meeting within 2 weeks of your return.
 - All receipts must be submitted within 14 days of purchase.
 - Any receipts received later than 14 days cannot be guaranteed for reimbursement.
 - The 14 day waiting period to receive your reimbursement check does not start until you receive an email confirming everything has been received, approved, and entered into the system.