

FORM R-2
NON-TRAVEL REIMBURSEMENT FORM
College of William and Mary Recreational Sports

REIMBURSEMENT REQUEST FOR SPORT CLUBS

**Form must be filled out completely with FULL LEGAL NAME (includes middle initial)*

**Requests submitted with incomplete forms or insufficient documentation will be returned to your club's mailbox.*

Note: Only the individual or club listed on the receipt or check will be reimbursed. Receipts with different club members' names on them must be processed on separate forms. **Only one individual will be reimbursed per form.**

Club: _____

Date: _____

Full legal name: _____
Last First M.

Student ID #: _____

Local Mailing Address: _____
 (Check will be mailed here)

Phone: _____ Email: _____

Section A: Expense Information:

- | | | |
|--|-----|----|
| 1. Is the club being reimbursed for this expense?
(If "YES", the check will be made out to the club listed above; not applicable if the receipt bears an individual's name) | Yes | No |
| 2. Are you requesting reimbursement for purchase of equipment?
(If "YES", you must submit an updated Form T with reimbursement request) | Yes | No |
| 3. Does the name listed on the form match the name on the receipt, if applicable?
(If "NO" correct form; each individual member needs to be processed on a separate form) | Yes | No |

Section B: Itemized Expenses (submit all original receipts along with this form)

Expense	Details	\$ Amount	# of Receipts
Registration / Entry			
Officiating Fees			
Equipment Purchase 1			
Equipment Purchase 2			
Equipment Purchase 3			
Other:			
Total Reimbursement Request			

OFFICE USE ONLY	\$ Amount
Reimbursement Request: _____	
Less Non-Allowable Expenses	
1. _____	
2. _____	
Total Non-Allowable _____	
Final Reimbursement Value _____	
SCC Signature: _____	

By signing below, I certify that these expenses were incurred in support of the Club listed above:

X _____

Club President or Treasurer Signature: _____

Club President or Treasurer Name (PRINTED): _____

Directions for Non-Travel Expense Reimbursement:

1. You must obtain approval from Sport Clubs Office BEFORE purchasing an item if it does not appear on the list of pre-approved expenses located in the Reminders section below.
2. Obtain original, official receipts. Photocopies cannot be accepted.
3. Fill out Non-Travel Reimbursement Request Form (Form R-2)
 - Fill out the form entirely and attach all receipts
 - The name on the reimbursement form MUST match the name on the receipts for reimbursement if being reimbursed to an individual
 - If reimbursing to a Club Account the submitted receipts cannot had the name of an individual listed on them.
 - Multiple individuals cannot be included for reimbursement on one form R-2. Each individual must submit a separate form R-2.
4. For reimbursement of entry or registration fees, please submit the following with your form R-2
 - A copy of the registration form
 - Your receipt or a copy of your cashed check
5. For reimbursement of equipment purchases, **please submit an updated form T** inventorying the new equipment. Requests for equipment reimbursement without an updated form T will not be approved.
6. Please submit request within ten business days of purchase

Non-Travel Reimbursement Request Reminders:

Pre-Approved Non-Travel Reimbursement Request Expenses:

Approved League or Conference Membership Dues (for club, not for individuals), Tournament entry fees, Officiating fees, Publicity; Medical supplies, Launch Gas, Supplies constantly used in repairs (nuts, bolts, washers, etc).

Non-Travel Reimbursement Request Expenses that will not be Approved:

Payment for coaches or instructors, T-Shirts, Socks or Undergarments, Individualized Uniforms, Food, Refreshments, Meals, Awards, Prizes, Banquets, Gifts, Post-contest entertainment, Any item not authorized by the Sport Club Office prior to purchase, Any purchase made without the best interest of the entire club in mind.

You should receive payment approximately 4-6 weeks after you submit the forms.