FORM R-1
TRAVEL REIMBURSEMENT REQUEST 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 listed on the receipt or check can be reimbursed. Receipts with different club members’ names on them must be processed on separate forms. **Only one individual can be reimbursed per form. Checks cannot be made out directly to Clubs for travel expenses – they must be made out to an individual.**

Club: ___________________________________________ Date: __________________________

Full Legal Name: _______________________________ Student ID #: __________________________

Last First M.

Local Mailing Address: ________________________________________________________________

Phone: ____________________________ Email: __________________________

**Section A: Travel Information:**

Traveled From: _____________________________ To: _____________________________

(City) (State) (City) (State)

Date of Departure: ____________, 20____ Date of Return: ____________, 20____

Time of Departure: ____________ AM PM Time of Return: ____________ AM PM

Purpose of Travel: __________________________________________________________

**Section B: Lodging Information:**

Please attach the hotel folio and a printed document listing ALL occupants by room.

Name of Hotel / Motel: ____________________________

Date of Check-In: ____________ Time of Check-In: ____________

Date of Check-Out: ____________ Time of Check-Out: ____________

**Section C – Itemized Expenses** (submit all original receipts along with this form)

<table>
<thead>
<tr>
<th>Expense</th>
<th>$ Amount</th>
<th># of Receipts</th>
<th>$ Amount</th>
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</thead>
<tbody>
<tr>
<td>Gas</td>
<td></td>
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<tr>
<td>Tolls</td>
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<td>Lodging</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

OFFICE USE ONLY

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 Trip listed in Section A of this document:

Individual to be Reimbursed: __________________________________________________________

Club President or Treasurer Signature: ________________________________________________

Club President or Treasurer Name (PRINTED): __________________________________________
Instructions for Travel Expense Reimbursement:

1. Submit a Reimbursement Request form (Form R-1), a Travel Authorization form (Form P), and a Travel Expense Reimbursement Voucher (Form Q)
   - All forms can be printed from: http://www.wm.edu/offices/recsports/sportclubs/forms/index.php

2. **Travel Reimbursement Request Form** (Form R-1) –
   - Form must include FULL LEGAL NAME
   - Fill out form in entirety, and attach all receipts including Hotel Folio showing a zero balance
   - The name on the reimbursement form **MUST** match the name on all receipts for reimbursement.
   - We CANNOT reimburse clubs directly for travel related expenses
   - Multiple receipts for one trip may be submitted with one Form R/P/Q if it is being reimbursed to the same individual.

3. **Travel Authorization Form** (Form P) –
   - **DO NOT FILL OUT**
   - Only sign where indicated by ‘Traveler’

4. **Travel Expense Reimbursement Voucher** (Form Q) –
   - **DO NOT FILL OUT**
   - Only sign where indicated by ‘Traveler’

**Travel Reimbursement Request Reminders:**

1. While on the trip, save all formal, original receipts for gas, tolls, parking, entry fees, and lodging. You MUST have original and official receipts. Photocopies will not be accepted at the accounts payable office.

2. If staying in a hotel/motel, you must get a FOLIO from the hotel when you check out, not an express checkout sheet.

3. The Club President of Treasurer must approve all reimbursements/expenditures before submitting the request(s) to the Sport Club Office.

4. You may be reimbursed for the gas you use for the trip only. Gas will be reimbursed for filling up at the start of the trip OR at the end of the trip, but not both.

5. **Approved Reimbursement Request Expenses:** travel transportation costs, gas, tolls, airline travel, parking, vehicle rental, and lodging. Entry/registration fees for the event may also be submitted as part of the travel reimbursement form, or it they may be submitted separately from travel expenses by submitting them on a Form R-2. The Sport Club Office must first approve any purchases other than those listed above.

6. For travel expense reimbursement, you must complete the following steps **within ten business days** of return from travel.

7. You should receive reimbursement in approximately 4-6 weeks.