

**FORM R-1
TRAVEL REIMBURSEMENT REQUEST FORM
College of William and Mary Campus Recreation**

**Please attach signed
forms P and Q
(Required)**

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: _____

(Check will be mailed here)

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: _____

Vehicle Make: _____ Model: _____ Year: _____

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)

<i>Expense</i>	<i>\$ Amount</i>	<i># of Receipts</i>
Gas		
Tolls		
Lodging		
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 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.
 - Include your vehicle make, model, and year so gas reimbursements can be accurately assessed.
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

If staying in a hotel/motel, you must get a **FOLIO** from the hotel when you check out, not an express checkout sheet. It must show a zero balance due. Remember - the name on the reimbursement form **MUST** match the name on the folio. **You must also attach a list indicating the occupants of each room.**
2. The Club President or Treasurer must review and approve all reimbursements/expenditures before submitting the request(s) to the Sport Club Office.
3. You may be reimbursed for the gas you use for the trip only. We recommend each driver start the trip with a full tank of gas so that you can get reimbursed for every drop of gas used on the trip. If you fill up in the local area on the way to your event, you will not be reimbursed for refilling in the local area on the way back. If it looks like you are requesting reimbursement for gas above what was actually used during the trip, it will slow the processing of your request while we seek clarification unless you include clarification up front.
4. 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 (unless paid from the club bank account), 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.*
5. For travel expense reimbursement, you must complete the following steps **within ten business days** of return from travel.
6. You should receive reimbursement in approximately 4-6 weeks.