

93 Number: _____

Full Legal Name _____

\$ Total for Reimbursement _____

Travel Start Date _____ Travel End Date _____

Travel Location (City, State) _____

Club Name _____

President or Treasurer Signature _____

I hereby certify that all expenses here are true and correct to the best of my knowledge and

\$_____ is the correct amount.

This form must be hand delivered to Campus Recreation Staff during the Pre-Event Meeting windows of 2:30pm to 4:30pm on Tuesdays and Wednesdays. Receipts must be stapled to this form.

Date Student handed this form to Campus Recreation Staff (MM/DD/YY) _____

Student Printed Name _____

Student Signature _____

Campus Rec Staff Name _____

Campus Rec Staff signature _____

Event and Finance Office Hours. Students must hand deliver this reimbursement form to the Sport Club Assistant Director or Financial Operations Specialist during event and finance office hours (Tuesday and Wednesday 2:30pm – 4:30pm).

30-day Limit. Students must deliver the form within 30 days from the date of the expense or the last travel day. If a form is submitted after the 30 days, Campus Recreation cannot guarantee the reimbursement is eligible for processing.

No Missing Materials/Receipts. Incomplete and/or inaccurate materials submitted to the Sport Club Office will be returned for corrections in real-time during the event and finance office hours (Tuesday and Wednesday 2:30pm – 4:30pm). If students are not able to make required corrections in real-time, the materials will not be accepted.

Definition of a Receipt. The original vendor created receipt showing name of merchant, amount of charge, transaction details (itemized listing of what was purchased), form of payment used (card, cash, check), transaction date, and tax or delivery or other charges.

What is Not a Receipt. Neither a photograph, nor credit card statement, nor a cancelled check, nor a student created document is considered to be a receipt.

Payment Disbursement Net 30. Most students will be paid by direct deposit to their Accounts Payable direct deposit account set up in Banner Self-Service, if the students are enrolled in direct deposit in Banner. For those without an Accounts Payable direct deposit, the address sequence that Banner will use to process the checks are as follows:

A four-column table presenting the types of payment disbursements in Chrome River

Travel Advances	Students	Non-W&M	Employees
Bursars Address	CS (Dorm Address)	Default AP address	MA (Mailing)
	LC (Off Campus)		
	MA (Mailing)		
	PR (Permanent)		

Net 30 and Questions. W&M processes payments Net 30 from the date the Sport Club Office submits a Chrome River expense report to the Travel Office, if you provided all required documents according to the instructions on this form and if it was signed by you and the staff who verified your materials were complete and accurate and acceptable by counter-signing this form. If you have questions, call the Sport Club Office at 757-221-2959.