

ARE YOU AN EMPLOYEE ANYWHERE AT W&M (TA/GA/FRONT DESK/TAP/SPORT CLUB/IM/ SUPERVISOR, ETC) ? YES _____ NO _____

93 Number: _____

STAPLE RECEIPT 1 HERE

Full Legal Name _____

Receipt Amount 1 _____ Receipt Date 1 _____

Receipt Amount 2 _____ Receipt Date 2 _____

Receipt Amount 3 _____ Receipt Date 3 _____

Receipt Amount 4 _____ Receipt Date 4 _____

\$ Total for Reimbursement _____

Club Name _____

STAPLE RECEIPT 2 HERE

President or Treasurer Signature _____

ENTER TOTAL AMOUNT BELOW AND SIGN!

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

\$ _____ . _____ is the correct amount.

STAPLE RECEIPT 3 HERE

STAPLE RECEIPTS TO FORM ON RIGHT.

Student Printed Name _____

Student Signature _____

STAPLE RECEIPT 4 HERE

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.

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, email rcthompson03@wm.edu.