

Review this checklist and make sure you have completed everything prior to coming to the office.

- a.  Turn in documentation within five business days of return from travel. Documentation should be brought directly to the Southwest Recreation Center Administrative Offices between 9am and 5pm Monday-Friday
  - b.  Completion of Direct Deposit (insert link to form)
    - i. If your bank information has not changed since your last reimbursement, a new form is not required.
  - c.  Completion of Expense Report (typed)
  - d.  All receipts meeting guidelines below
  - e.  Club has completed Post-Travel Document
- Only UF students, faculty and staff can get reimbursed for travel. We cannot reimburse parents/coaches that are not UF affiliated.
  - Once all forms and documentation have been correctly turned in, most reimbursements are completed within five business days. Business days are Monday thru Friday, excluding University of Florida holidays.
  - Please direct all questions concerning reimbursements to your club liaison.

### Gas Receipts

- An original gas receipt is required to be reimbursed. Bank statements cannot be used as a replacement if a receipt is lost.
- Person's name, UF ID number and either "personal" or "rental" (vehicle) must appear **on the front** of the receipt.
- No other purchase can be on the gas receipt (food, drinks, etc).
- Receipts must be within dates listed on Travel Form.
- Upon returning from a trip, we will not reimburse for filling up in Gainesville or within ~100 miles for personal vehicles

### Hotel

- The person whose name is on the printed bill must be the one who paid for that room(s). If someone else's name is on the bill, we must have a copy of the credit card statement of person who paid for the room(s).
- Each room must have an individual itemized bill (bill showing room costs and taxes separately).
- Write names of people who stayed in each room and their UFID **on the front** of the room's bill.
- Zero Balance Due* and payment type must be on the hotel bill or provide a copy of your credit card receipt/statement or bank statement to show how it was paid for.
- If you reserve a hotel through a 3<sup>rd</sup> party site (Priceline, Orbitz), you must print copies of all pages to show payment and travel information.

### Rental Vehicle (Students may not use Avis for rental cars; additionally, do not use any rental service from Gainesville Airport)

- The person whose name is on the printed bill must pay for that vehicle(s). If someone else's name is on the bill, we must have a copy of the credit card statement of person who paid for the vehicle(s). Statement must display the person's name and account number
- Payment type must be on rental car statement or a copy of your credit card receipt/statement or bank statement to show how it was paid.
- Write names of people who travel in the vehicle and their UFID **on the front** of the receipt or attach paper with that information.
- Turn in the rental car contract and credit card receipt or bill.
- We cannot reimburse you for insurance for rental cars unless required by providers when renting out of state. If you still wish to purchase it you still can, but the cost will be deducted from your reimbursement.
- If you are renting a vehicle but only asking for reimbursement for gas (but not the actual rental vehicle), we still need to provide a copy of the rental car contract.

### Entry Fee or Event Registration

- This is part of travel and must be paid by the club and reimbursed along with other travel expenses.
- Provide an event flier, brochure, website printout or e-mail from the host school/governing body showing cost of entry fee.
- Copy of the receipt that shows how registration was paid.  
\*\*\*The receipt needs to be on university or event letterhead which should have the following information. *University of Florida (Club Name) attended the (event name) hosted by (name of the school) on (date). (Person name) paid for the (club name) entry fee of (dollar amount) in (cash/check/credit card) at the event.*
- \*Contact information of the event coordinator (at host school/venue), should also be on letter.
- \*If paid by check, turn in a copy of the front and back of the check once it has cleared the bank.

### Miscellaneous Receipts

- Tolls, Taxi, parking or shuttle - write person's name and UFID of who paid for it on the receipt **on the front** of the receipt.

### Airline tickets (only OAF or Foundation funds may be used to reimburse for airline expenses)

- Need to submit copy of credit card statement showing purchase, e-ticket, itinerary and all boarding passes.
- Provide baggage ticket if you are being reimbursed for baggage fees.
- \*\*\*We cannot reimburse for personal liability (life) insurance, ticket upgrades or any flights paid for using airline miles.

### Food

- We do not reimburse for food expenses on trips.

