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

Each individual that is seeking reimbursement should complete the Expense Report Reimbursement form. This form, all travel receipts and supporting documentation must be turned in within five business days of return from the travel.

Bring all documentation directly to Judy McGrady in the Sport Clubs office. Appointments are preferred. Email Judy McGrady (JudithM@recrec.ufl.edu) to set up an appointment or call Judy (273-2437) prior to coming into the office to ensure that Judy is available to see you. Appointments will not be seen between 12pm and 1pm.

Only UF affiliated people can get reimbursed for travel - students, staff, faculty and coaches that are any of those.

Do not drop off documentation and receipts in someone’s mailbox or on their desk. If Judy is out of the office, you may speak to a Sport Clubs professional staff member who can assist you.

If you have questions or issues that are not clearly spelled out on this list, please contact Judy McGrady at the information listed.

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.

Gas Receipts
- 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 that 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 are reserving a hotel through a 3rd party site (Priceline, Orbitz, etc.), you must print copies of all web 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 be the one paying 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).
- 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 rental contract 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. If you wish to purchase it, you still can. But the cost will be deducted from what you are to be reimbursed for.
- 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
- 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.

Food
- We do not reimburse for food expenses on trips.