

BU SPORT CLUB REIMBURSEMENT FORM

*This form plus **all itemized receipts** must be turned in to the Campus Recreation office as soon as possible following a trip or expense.*

Date: _____ Submitted By: _____

Club: _____ Event name: _____

Event Date(s): _____ Event Location: _____

Name of person being reimbursed: _____

Reimbursement for:

Equipment \$ _____

Food \$ _____

Gas (travel related) \$ _____

Gas (non-travel related) \$ _____

Parking Fees \$ _____

Lodging \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

TOTAL \$ _____

Person to be reimbursed:

Name: _____ BU ID#: _____

Cell phone number: _____ BU Email: _____

Please check the boxes indicating you have completed the following:

Filled out supplier form (if not a Baylor student employee)

Filled out a direct deposit form (if not a Baylor student employee)

Due to new processes, if you are a Baylor student employee, you are required to submit your own reimbursement using the Expense tile in Ignite. Please email Heather_Foit@baylor.edu for further assistance.