A **Supplier Information Form** must be filled out (once) to get you set up in the system, BEFORE a reimbursement form can be processed. A **Direct Deposit Form** can be filled out to get the check deposited to an account instead of mailed.

If you are a **Student Employee for Baylor (in any department)**, please contact Heather.Foit@baylor.edu for further assistance, as your process for reimbursement will be different from the listed steps.

**Sport Club Reimbursement Process**

- **Equipment**
  - Attach itemized receipt(s)* with the Sport Club Reimbursement Form
  - Turn into Heather Foit in the SLC office

- **League Dues**
  - Attach itemized receipt(s)* with the Sport Club Reimbursement Form
  - Turn into Heather Foit in the SLC office

- **Travel**
  - Attach itemized receipt(s)* with the Sport Club Reimbursement Form
  - Turn into Heather Foit in the SLC office

- **Food**
  - Attach itemized receipt(s)* with the Sport Club Reimbursement Form
  - Turn into Heather Foit in the SLC office

- **Other**
  - Attach itemized receipt(s)* with the Sport Club Reimbursement Form
  - Turn into Heather Foit in the SLC office

*ITEMIZED RECEIPT: a receipt that has every item purchased from that location listed
**SPORT CLUB TRAVEL APPROVAL PROCESS**

### 1. Event Approval (w/ Student Activities)
- Create an event in Connect, fill out and submit the information for approval.
- Questions regarding Connect, your event, or approval status?
- Email Craig_Willie@baylor.edu as soon as possible.

### 2. Share Trip Details (w/ Robert Graham)
- **Hotel Needed?**
  - YES: View the Hotel Booking Instruction Video / Instructions PDF and then request a hotel through https://baylor.lucidhotels.us/.
  - NO: Return to Waco before midnight.
- **Trailer Needed?**
  - YES: Submit a Sport Club Request for Vehicle/Trailer Form at SLC (form can be found online).
- **Transport Needed?**
  - FLY/ BUS: See Robert Graham 2+ weeks in advance to reserve flights.
  - DRIVE: Traveling 125+ miles?
  - YES: You may use your vehicles for travel (you assume all liability for your own vehicle) Request a gas card. Use the Sport Club Request for Vehicle/Trailer Form to request a gas card.
  - NO: You may use your vehicles for travel (you assume all liability for your own vehicle) Request a gas card.
- **Is your advisor traveling with you?**
  - Yes: Make sure they are included in your Travel Form.
  - No: Find a Baylor faculty member or a Baylor graduate student to accompany the team.

### 3. Domestic Travel Form
- 10 DAYS BEFORE EVENT complete the online Domestic Travel Form WITH the full Participant list completed online; (https://www.baylor.edu/risk/index.php?id=871838)
- Once completed, IMMEDIATELY FORWARD the confirmation email (& spreadsheet participant list if over 15 people) sent to you by risk management to buclubsports@baylor.edu.
- Is your advisor traveling with you?
  - Yes: Include them in your Travel Form.
  - No: Find a Baylor faculty member or a Baylor graduate student to accompany the team.
- Fill out Exception to Event Request Guidelines form under files in Connect.
- Have the faculty member or graduate assistant email Craig_Willie@baylor.edu to set up a Risk Management meeting.
- Once approved, have the faculty member or grad included in the Travel Form and submit.

### 4. Participant List (Travel Roster)
- Please make sure all participants on the roster have been added to your Connect Roster, IMLeagues Roster, and have completed all 3 waivers in IMLeagues. If this has not been done by 3pm the Friday before competition, incomplete players will not be able to travel or compete with the team.

**IMPORTANT**
- Both Domestic Travel Form and Participant List should be submitted online together. These need to be submitted to Risk Management 10 DAYS before travel. Your trip is not fully approved until the confirmation email (and participant list) is forwarded to buclubsports@baylor.edu.