



# Reimbursement Request Form

**\*\*FOR USE OF SPORT CLUBS ALLOCATION MONEY ONLY\*\***

*All purchases MUST comply with Sport Clubs policies and procedures, and MUST be approved in advance of purchase to be eligible for reimbursement. Detailed receipts and proof of payment for the transactions being reimbursed must be included with this request. Sales taxes cannot be reimbursed via this form. \*Refer to the Sport Clubs Guidebook for clarification of approved purchases.*

Club: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_

***This following information must be completed for payment to be processed:***

Name of individual being reimbursed: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

UIN: \_\_\_\_\_

Is this individual an employee of Texas A&M University? \_\_\_\_\_ Yes \_\_\_\_\_ No

<b>Code</b> <i>(office use only)</i>
_____
_____
_____
_____
_____
_____
_____
_____

<b>Description</b>	<b>Amount</b>
Lodging	\$ _____
Entry Fees	\$ _____
Vehicle Rental	\$ _____
Airfare	\$ _____
League/Association Dues	\$ _____
Services/Officials	\$ _____
Equipment	\$ _____
Other	\$ _____

Description of fees, equipment, services, etc being reimbursed:

\_\_\_\_\_  
\_\_\_\_\_