

## SPORT CLUB REIMBURSEMENT PROCESS

### Reimbursement Under \$300

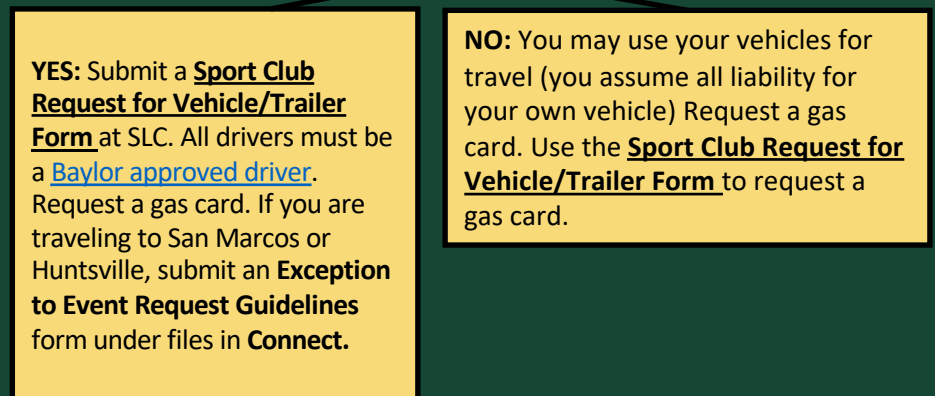
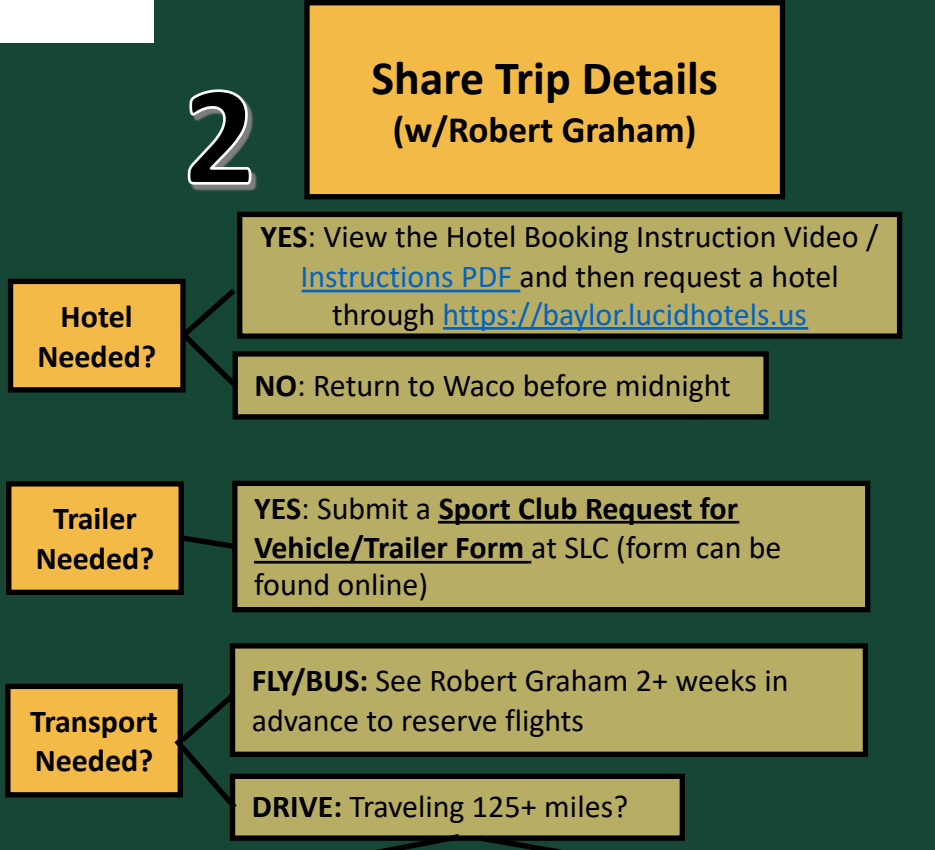
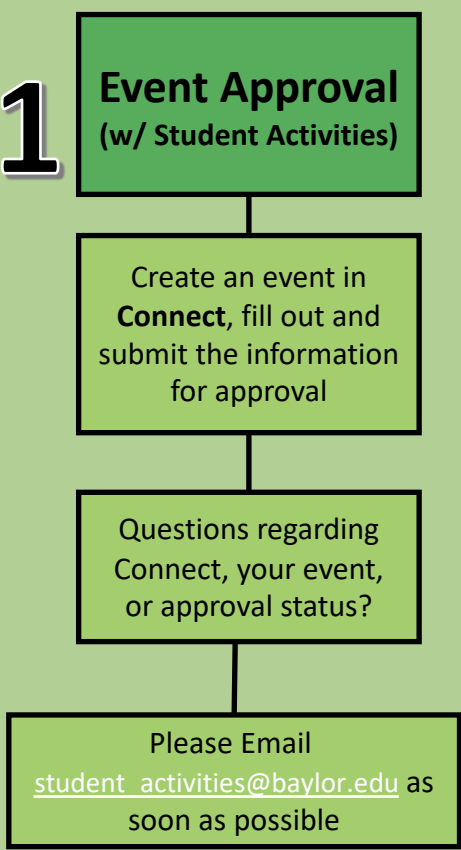
- You must register with **Zelle**® using this link ([Zelle® enrolment instructions](#)).
- **Zelle**® Reimbursement fillable pdf form can be found in this link ([Zelle® Payment Voucher](#))
- Accountability - Club members must CC Club officer (or other member if no other officer in club) when emailing forms in.
- Itemized receipts and form must be emailed to [BUClubSports@baylor.edu](mailto:BUClubSports@baylor.edu) or brought to CRec office **WITHIN 2 WEEKS** of incurred cost.
- Allow 4 business days for reimbursements to be completed.

### Reimbursement Over \$300

- You must register as a supplier with BU using this link ([Supplier Registration Form](#)).
- BU Sport Club Reimbursement pdf fillable form can be found in this link ([BU Sport Club Reimbursement Form](#)).
- Direct Deposit Form can be found in this link ([Direct Deposit Form](#))
- Itemized receipts and form must be emailed to [BUClubSports@baylor.edu](mailto:BUClubSports@baylor.edu) or brought to CRec office **WITHIN 2 WEEKS** of incurred cost. .
- This process CAN take up to 6-8 weeks to be completed.

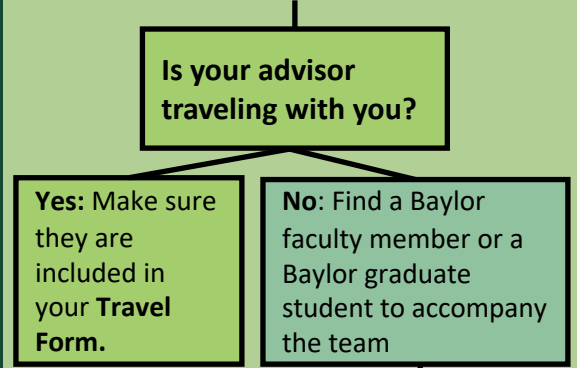
\*ITEMIZED RECEIPT: a receipt that has every item purchased from that location listed

# SPORT CLUB TRAVEL APPROVAL PROCESS



**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](mailto:buclubsports@baylor.edu)



Fill out **Exception to Event Request Guidelines** form under files in **Connect**

Have the faculty member or graduate assistant email [student\\_activities@baylor.edu](mailto:student_activities@baylor.edu) to set up a Risk Management meeting

Once approved, have the faculty member or grad included in the **Travel Form** and submit.



Please make sure all participants on the roster have been added to your **Connect Roster & Fusion Club Roster**. 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 completed 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](mailto:buclubsports@baylor.edu)