

SPORT CLUB UNDER \$300 REIMBURSEMENT PROCESS

Reimbursement Under \$300

- You must register with **Zelle**® using this link ([Zelle® enrolment instructions](#)).
- Fill out the **Zelle**® **Reimbursement** fillable pdf form. This can be found in this link ([Zelle® Payment Form](#))
- Email BUClubSports@baylor.edu and attach the following two items to the email:
 1. The filled out [Zelle® Payment Form](#) that lists what was purchased. If you are requesting to be reimbursed for travel related expenses, please list where your club was traveling to.
 2. Itemized receipts and proof of payment. An itemized receipt is a receipt that lists every item purchased. All receipts must list the **last 4 numbers** from the credit or debit card on the receipt. If the last 4 numbers are not listed, you must send proof of payment – this can be a screen shot from your credit or debit card account.
- Accountability - Club members must CC a Club officer (or other member if no other officer in club) when emailing forms in.
- Allow 4 business days for reimbursements to be completed.
- **Itemized receipts** and **form** must be emailed to BUClubSports@baylor.edu or brought to CRec office **WITHIN 2 WEEKS** of incurred cost.